

MINUTES OF THE REGULAR MEETING OF  
THE GRANITE CITY HOUSING AUTHORITY HELD ON

April 13, 2022

The Commissioners of Granite City Housing Authority met in regular session on April 13, 2022.

Those present were as follows:

Present: Commissioners John Janek, Charlotte Dixon, Kim Pierson, Carrie Fowler, and Tim Bedard. Also, present was Sharon Mathes, Executive Director, Teri Lake, Officer Andrea Klumpp and Attorney Brendan Roediger

Absent: Bob Palus

Remarks:

Officer Bedard introduced Officer Anderea Klumpp

Minutes:

The minutes of the Regular Meeting held on March 9, 2022, were presented to the Commissioners for their review. Commissioner Bedard motioned to reject the minutes as they were not as detailed as needed. The motion was made by Commissioner Bedard and seconded by Commissioner Pierson to reject the minutes. The motion unanimously passed.

Bills:

The Bills for March 2022 were presented to the Commissioners for their review. Commissioner Bedard inquired about the service of Notices as paid to Michael Coad. Executive Director explained the Informal and Formal Grievance Hearings. Ms. Lake inquired if the resident is required to have all rent in escrow. (See attached list). Attorney Roediger confirmed that the Formal Hearing does require the resident to have all rents in escrow.

Commissioner Pierson made the motion to approve the bills and the motion was seconded by Commissioner Fowler. The motion unanimously passed.

Redevelopment:

A proposal was received from Visu-Sewer to camera all lines at Oak Tree Villas. The City of Granite City has requested this work prior to accepting the streets and storm and sanitary lines. A motion was made by Commissioner Pierson and seconded by Commissioner Bedard. A roll call vote was taken:

Commissioner Pierson – Aye  
Commissioner Fowler – Aye

Commissioner Dixon – Aye  
Commissioner Bedard – Aye  
Commissioner Janek - Aye

The motion unanimously passed.

Monthly Financials:

The Executive Director presented financial statements for the month ended February 2022. Commissioner Bedard inquired if it would be possible to receive the financials prior to the Board meeting. The Executive Director stated that typically the statements are not finalized as late as the day before the Board Meeting. Ms. Mathes further stated that it is not unusual that monthly financials are presented with a month lag.

A motion was made by Commissioner Fowler Palus and seconded by Commissioner Bedard to accept the financials for the month of February 2022.

2022 Operating Budget Revision #1

Ms. Lake presented the Operating Budget Revision #1 was prepared based on the year-to-date income and expenses. The Executive Director stated that the cash flow increased by \$18,000. Commissioner Dixon inquired where the increase came from. Ms. Lake explained that the increase is due to the net increased income and decreased expenses.

Commissioner Fowler asked why there were reduced Management Fee. Ms. Mathes explained that the Central Office charges management fees to each property. When a unit is vacant or offline the Central Office does not earn the fees.

Commissioner Janek inquired if the water usage is monitored. Ms. Mathes explained that the consumption is monitored for reporting to HUD. Any drastic changes are the checked out.

RESOLUTION NO. 1330

WHEREAS, the Revision Number 1 to the Operating Budgets for the period January 1, 2022, to December 31, 2022, for Projects IL5-1, 5-2, 5-3, 5-4, 5-5, 5-6, 5-7, 5-8, 5-9, 5-10 and 5-11 of the Granite City Housing Authority has been reviewed by the Commissioners, and

WHEREAS, it has been determined by the Commissioners that the proposed expenditures are necessary in the operation of housing and serving low-income families of this Authority, and

WHEREAS, it has been determined that the financial plan is reasonable in that it indicates all sources of funding available to cover all proposed expenditures; it does not provide for Federal Funding in excess of that payable under PFS regulations HM 7475.13 dated February 1977 and amendments; and all proposed charges and expenditures will be consistent with provisions of law and the Annual contributions Contract, and

WHEREAS, the Granite City Housing Authority certifies that it is in compliance with the provisions of Section 207 (A) of the Annual Contributions Contract with respect the re-examination of family incomes.

NOW, THEREFORE BE IT RESOLVED that the Revision Number 1 to the Operating Budgets for the Fiscal Year 2021 as presented, be and the same hereby be adopted for the Granite City Housing Authority.

A motion was made by Commissioner Dixon and seconded by Commissioner Fowler to approve the 2022 Operating Budget Revision Number 1.

A roll call vote was taken:

Commissioner Pierson – Aye  
Commissioner Fowler – Aye  
Commissioner Dixon – Aye  
Commissioner Bedard – Aye  
Commissioner Janek - Aye

The Resolution unanimously passed.

#### RESOLUTION NO. 1331

WHEREAS, the Operating Budgets for Fiscal Year 2022 was adopted under Resolution No. 1330, and

WHEREAS, it is hereby noted that no employee of Granite City Housing Authority is serving in any variety of positions which will exceed a 100% allocation of his/her time, and

WHEREAS, HUD Form 52566, Schedule of Positions and Salaries reflects that all employees are compensated for only 100% of their time,

NOW, THEREFORE BE IT RESOLVED, that the above noted Certification be incorporated into the 2021 Operating Budgets.

A motion was made by Commissioner Dixon and seconded by Commissioner Pierson to approve the incorporation of said Resolution No. 1331 into the 2022 Operating Budgets.

A roll call vote was taken:

Commissioner Pierson – Aye  
Commissioner Fowler – Aye  
Commissioner Dixon – Aye  
Commissioner Bedard – Aye  
Commissioner Janek - Aye

The Resolution unanimously passed.

### Personnel – Maintenance Position

Ms. Lake stated that ads were placed on GCHA Website, Indeed and LinkedIn. There has been received 6 resumes since Monday. Ms. Like inquired if the position should be placed in the local newspapers. Commissioner Bedard inquired on the duties of the position. Ms., Mathes replied that the duties are things such as rehab units, repairs, grounds and equipment maintenance among other duties.

Commissioner Pierson inquired if there had been any walk-ins. Ms. Lake replied there was only one walk in. Ms. Pierson inquired if the resumes would be circulated among the Board. Ms. Lake replied that if that is what the Board wanted.

Commissioner Bedard inquired about the pay scale and if the housing authority could arbitrarily assign wages. Attorney Roediger clarified that this is federal funds and the State of Illinois does not have any input on the pay scale. Ms. Mathes stated that HUD requires wage rates be provided to HUD and Davis Bacon Wage Rates mirror our rates closely.

Commissioner Dixon asked if we put the wage rate in the ad? Ms. Lake stated that the Indeed app provided a range

Commissioner Pierson inquired how many employees in Maintenance and if we have a lead person. The Executive Director replied that there are two and Mr. Coad is the working foreman.

Commissioner Janek inquired is that is a 30-day probation. Ms. Mathes replied that there is a 90-day probation and the applicant must pass a drug screen.

Commissioner Pierson stated to continue with Indeed and review the resumes at the next Board meeting. Commissioner Dixon asked if we had reached out to the local colleges. SWIC has an HVAC program. Ms. Lake stated that the colleges would be contacted.

### Juneteenth Holiday

An employee has requested that Juneteenth is observed as a holiday. Commissioner Pierson asked if the employee was willing to give up a holiday? Ms. Lake responded that the request was to add another holiday. Commissioner Pierson stated she was adamantly against it. Commissioner Bedard inquired the number of holidays do the employees have now. Ms. Mathes replied 12 holidays.

Ms. Mathes stated that the cleanest way to handle this is to recognize the holiday in 2022 only and decide ongoing if it would be a holiday. The Personnel Policy is updated as part of the Annual Plan documents.

After discussion a roll call vote was taken to recognize Juneteenth in 2022 only and review the Personnel Policy for 2023. A motion was made by Commissioner Fowler and seconded by Commissioner Dixon.

Commissioner Pierson – Nay  
Commissioner Fowler – Aye  
Commissioner Dixon – Aye  
Commissioner Bedard – Aye

Commissioner Janek - Aye

The motion passed 4 - 1.

Lawn Care Bids:

After receiving clarification Luis Landscaping added \$15,000 to a property. This removed Luis as the low bidder on one of the properties. Ms. Lake recommended that the contracts be awarded to the low bidder for each property.

After discussion it was agreed to award to the properties to the lowest bidder of each property, A motion was made by Commissioner Bedard and seconded by Commissioner Fowler.

Commissioner Pierson – Aye  
Commissioner Fowler – Aye  
Commissioner Dixon – Aye  
Commissioner Bedard – Aye  
Commissioner Janek - Aye

The motion passed 5 - 0.

Remarks:

Ms. Lake provided information on State of Illinois statute the changes to the screening of applicants for informational purpose.

The Executive Director presented the Occupancy data for the month of March

Ms. Mathes presented the sources of income received for the month of March.

Adjourn:

A motion was made by Commissioner Janek and seconded by Commissioner Palus to adjourn the meeting. The motion was unanimously passed.

  
Chairman

  
Secretary/Treasurer