

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

May 11, 2022

The Commissioners of Granite City Housing Authority met in regular session on May 11, 2022.

Those present were as follows:

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

Absent: Carrie Fowler

Remarks:

Chairman Janek introduced Tonya Cook, prospective Board Attorney

Minutes:

The minutes of the Regular Meeting held on March 9, 2022, were presented to the Commissioners for their review. Commissioner Dixon motioned to approve the minutes. The motion was seconded by Commissioner Palus to approve the minutes. The motion unanimously passed.

The minutes of the Regular Meeting held on April 13, 2022, were presented to the Commissioners for their review. Commissioner Dixon motioned to approve the minutes. The motion was seconded by Commissioner Pierson to approve the minutes. The motion unanimously passed.

Bills:

The Bills for April 2022 were presented to the Commissioners for their review.

Commissioner Palus made the motion to approve the bills and the motion was seconded by Commissioner Dixon. The motion unanimously passed.

Capital Fund

Nothing to report

Personnel:

Ms. Lake announced that the Occupancy Supervisor had resigned, and her last day was April 29, 2022. The Maintenance Supervisor retired and his last day was May 10, 2022. Positions for the Maintenance Mechanics and Maintenance Supervisor was placed on the Indeed hiring Application.

Ms. Lake reported that she has received an application from Glenda Bixler for the Occupancy position. Chairman Janek inquired if Ms., Lake knew Ms. Bixler. Ms. Lake acknowledged that she

worked with Ms. Bixler at Madison County Housing Authority. Ms., Lake stated that Ms. Bixler is asking what she is currently making. Chairman Janek stated that the Occupancy position is a very important to the Housing Authority and should be hired based on the recommendation of Ms., Lake.

Commissioner Pierson made the motion to approve the hiring Ms. Bixler at her current rate of pay of \$22.78 per hour. Commissioner Palus seconded the motion.

A roll call vote was taken:

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

The motion unanimously passed.

A discussion on the hiring process and the involvement the Board occurred. Attorney Roediger stated that the hiring and firing is the responsibility of the Executive Director. The Executive Director reports to the Board any personnel actions he stated. Ms. Mathes stated these duties are outlined in the By-Laws.

Commissioner Bedard inquired what the hiring process of Maintenance personnel includes. The Executive Director stated that the hiring process includes passing a drug and alcohol screening. Commissioner Dixon inquired if there is any way to get rid of a hire that doesn't work out. Ms. Mathes replied that we have 90-day probation period.

Commissioner Dixon inquired on who decides the pay increases. The Executive Director stated that the Board has always decided the pay increases. Commissioner Bedard inquired if there is currently a pay scale for the Maintenance Staff. The Executive Director responded that the pay would be determined by qualifications.

It was the consensus that Ms. Lake schedule interviews and pay would be decided by the Board at the next meeting.

Monthly Financials:

Ms. Lake presented financial statements for the month ended April 2022. A motion was made by Commissioner Pierson and seconded by Commissioner Dixon to accept the financials for the month of April 2022.

New Business: Oak Tree Storm Sewer

Ms. Mathes reported that an email was received after the posting of the Agenda. Attorney Roediger stated that is would be acceptable to add the new business to the agenda due to the time sensitive nature.

A motion was made by Commissioner Pierson and seconded by Commissioner Dixon to add the new business to discuss the Storm Sewer at Oak Tree Villas..

Ms. Mathes presented an email from the City of Granite City requiring additional repairs before accepting the infrastructure as part of od the Cooperation Agreement.

After discussion it was the consensus to get proposals for the repairs.

Remarks:

Ms. Lake presented the Occupancy data for the month of April

Ms. Lake presented the sources of income received for the month of April.

Commissioner Bedard inquired if the surplus money be invested. The Executive Director replied that the funds are invested and collateralized per Federal Regulations

Attorney Roediger requested to go into closed session to discuss the ongoing personnel matter.

Commissioner Pierson motioned to go into closed session. The motion was seconded by Commissioner Palus.

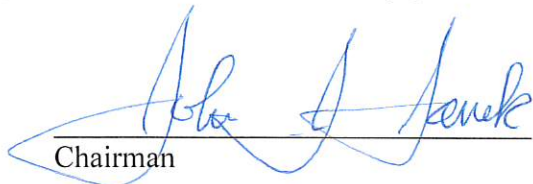
Attorney Roediger indicated that the Board was back in regular session.

Attorney Roediger requested a motion to approve and execute Letter Agreement between the Housing Authority and Sharon Mathes that was discussed previously.

A motion was made by Commissioner Dixon and seconded by Commissioner Bedard. The motion unanimously passed.

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