



Housing Authority of the City of Freeport

**Notice of Meeting of the Board of Commissioners
of the Housing Authority of the City of Freeport
HACF Administrative Office
1052 W. Galena Avenue, Freeport, Illinois 61032**

PLEASE BE ADVISED that the Board of Commissioners of the Housing Authority of the City of Freeport, Illinois, will conduct its regularly scheduled Board Meeting at **12:00 pm on Friday, August 10, 2018**, in the Empowerment Center in the lower level of the Administrative Office at 1052 West Galena Avenue.

Agenda

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Approval of Minutes
 - A. Regular Session Minutes of July 13, 2018
 - B. Closed Meeting Minutes of July 13, 2018
- VI. Public Comment
- VII. Communication
 - A. Review and Approval of Claims and Demands
 1. July 2018
 - B. Chief Executive Officer's Report
 1. HUD Field Audit Review Letter
- VIII. New Business
 - A. Procurement: Review and Approval of Audit Services for Yearend 2018 Audit
 - B. Review and Approval of Utility Allowances
 - C. Review and Approval of Flat Rents Adjustments
 - D. Review and Approval of Following Policies:
 1. General Guidelines:
 - a. Handling Cash Receipts
 - b. Accounts Receivables
 2. Account Receivable:
 - a. Insufficient Funds
 - b. Bad Debt Write-Off and Recovery

- c. Invoicing for Leases and Fees
 - 3. Collections
 - 4. General Guidelines: Agency Purchasing
 - 5. Purchase Requisition
 - 6. Accounts Payables: Petty Cash Disbursement
 - 7. Cash Disbursement: Corporate Travel
 - E. Update; Submission of VISA Credit Card Application
- IX. Old Business
- A. Mutual of America Update
- X. Approval
- A. Approval of Board Resolution #18-01, 2019 Operating Budget
 - B. Approval of HACF's revised Employee Handbook.
 - C. Approval of HACF's revised Employee Benefits Summary
- XI. Closed Session
- Enter into closed session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5ILCS 120/2(c)(1)
- XII. Adjournment