
**MINUTES OF THE
REGULAR BOARD MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FREEPORT
JULY 13, 2018**

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Freeport was called to order by Chair Jennifer Smith-Norman at 12:00 p.m., on Friday, July 13, 2018, at the Housing Authority of the City of Freeport Administrative Office in the Empowerment Center located at 1052 W. Galena Avenue, Freeport, Illinois.

ROLL CALL

The following members were present and responded to roll call: Chair Smith-Norman, Vice Chair Greta Harrell, Commissioner Kim Boldt, Commissioner Becker, Commissioner Rhymer and Commissioner Gwen Shirley.

Members absent: Commissioner Newton

Also present: Executive Director Babette Jamison-Varner.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was conducted.

APPROVAL OF AGENDA

Commissioner Shirley moved, second by Commissioner Harrell to approve agenda for the July 13, 2018 regular meeting, as presented. On voice vote, the motion passed unanimously.

APPROVAL OF PREVIOUS MINUTES – June 8, 2018 Regular, June 8, 2018 Closed and June 8, 2018 Special.

Commissioner Becker moved, second by Commissioner Shirley to approve the regular meeting minutes of June 8th, 2018, as presented. On voice vote, the motion passed unanimously.

Commissioner Boldt moved, second by Commissioner Harrell to approve the closed meeting minutes of June 8th, 2018, as presented. On voice vote, the motion passed unanimously.

Commissioner Harrell moved, second by Commissioner Shirley to approve the special meeting minutes of June 8th, 2018, as presented. On voice vote, the motion passed unanimously.

PUBLIC COMMENT

Steve Carroll spoke of a timely fulfillment of FOIA requests.

REVIEW AND APPROVAL OF CLAIMS AND DEMANDS

Ms. Jamison-Varner answered questions regarding payments made to the BCBS health insurance and to the temporary agency services.

Commissioner Boldt moved, second by Commissioner Harrell to approve the Claims and Demands for May 2018, as presented. Roll call was as follows:

Becker:	Aye	Boldt:	Aye	Smith-Norman:	Aye
Harrell:	Aye	Shirley:	Aye	Rhymer:	Aye

Chair Smith-Norman declared the motion passed.

Commissioner Harrell moved, second by Commissioner Rhymer to approve the Claims and Demands for June 2018, as presented. Roll call was as follows:

Becker:	Aye	Boldt:	Aye	Rhymer:	Aye
Harrell:	Aye	Shirley:	Aye	Smith-Norman:	Aye

Chair Smith-Norman declared the motion passed.

CHIEF EXECUTIVE OFFICER’S REPORT

Organizational Update.

Ms. Jamison-Varner discussed changes made to job descriptions and responsibilities. Implementation of performance reviews and evaluations is being communicated to the staff. An annual audit of employee files will be scheduled and performed on a regular basis. The Maintenance Department is setting up and training for the electronic bar codes and module applications on their cell phones. The completion goal is set for 7/31/18. The Housing Services Department is working on tenant files and implementation of an audit process. The goal for completion is set for the end of the year 2018.

Brewster Hosmer Update.

Ms. Jamison-Varner said that the Brewster Hosmer construction was completed and a walk through will be conducted. After the completion of the walk through, Brinshore will turned over the keys to Freeport. The agreement with the Winnebago Housing Authority will need to be changed at that point.

Community Activities

The Meet and Greet meetings with residents took place in several sites. The annual Dumpster Days were successfully completed.

OLD BUSINESS

The July Services froze our account in preparation for the Mutual of America’s services taking care of the transition process.

NEW BUSINESS

Audit Services Update

RFP’s were sent out to seven CPA firms.

Employee Handbook.

Ms. Jamison-Varner stated that the current Employee Handbook needs a revision and the presented a draft containing all updates. The Employee Handbook and Employee Benefits Summary will be reviewed by the Commissioners and discussed at the next Board Meeting.

Closed Session

At 12:46 p.m. Commissioner Rhymer moved, second by Commissioner Shirley to enter into Closed Session for the purpose of the following:

- A. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weakness, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5ILCS 120/2(c)(29).

Open Session:

At 1:16p.m., Commissioner Rhymer moved, second by Commissioner Boldt to return to open session. On roll call, the following members voted:

Harrell:	Aye	Smith-Norman:	Aye	Boldt:	Aye
Shirley:	Aye	Newton:	Aye	Rhymer:	Aye

Corr. S/B Commissioner Becker BM

ADJOURNMENT

There being no further business to be conducted at this regular meeting of the Board of Commissioners of the Housing Authority of the City of Freeport, Commissioner Shirley moved, second by Commissioner Harrell to adjourn. The motion carried unanimously, and at 1:17 p.m., Chair Smith-Norman declared the meeting adjourned.

Jennifer Smith-Norman
 Chair of the Board of Commissioners
 Housing Authority of the City of Freeport

ATTEST:

Babette Jamison-Varner
 Chief Executive Officer
 Housing Authority of the City of Freeport