

**CARROLL COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
NOVEMBER 18, 2014**

The Board of Commissioners for the Carroll County Housing Authority met in regular session at 2:00 pm on Tuesday, November 18, 2014 in the Community Room at Maple Lane.

Upon roll call, those answering present were Chairman Hartman, Commissioner Picolotti, and Commissioner Zink. Also present was Executive Director Ed Bochniak. No tenants or guests were present for the meeting.

Approval of Agenda:

Commissioner Zink motioned to approve the Agenda as presented. The agenda was approved by a consensus of the Board members present.

Approval of Minutes:

Resolution No. 14 R 25, approving the Minutes of the October 21, 2014 Regular Board Meeting, was presented. Commissioner Zink motioned to accept the minutes as presented. Commissioner Picolotti seconded the motion. The motion passed with all ayes.

Audience Participation: None

Consideration of Finance Reports:

- The Cash Flow Report for October was reviewed. October's Cash Flow report, with a balance of \$42,393.00, was presented and reviewed. The report was approved by consensus.
- The Monthly Expenditure report for October was reviewed. Executive Director Ed Bochniak pointed out various expenses for the month. The report was approved by consensus.
- Executive Director Ed Bochniak reviewed the Delinquent Accounts Report with a total balance of \$5,728.00 owed to the housing authority. The breakdown on balances owed is as follows:

Current Balance (under 30 days) is \$1,987.00; Over 30 Days Balance is \$0.00; Over 60 Days Balance is \$458.00; 90 Day Balance is \$0.00; Repayment Balance is \$3,158.00; Late Fees Balance is \$125.00; Maintenance Fees Balance is \$0.00. This month's Total Balance Due has decreased \$1,169.00 from the previous month's report.

Executive Director Ed Bochniak stated the housing authority is working with all tenants in paying their rent. The report was approved by consensus.

Consideration of Finance Reports:

- The October Financial Reports were reviewed with the Board members. Executive Director Ed Bochniak reviewed the financials for the seven months ending October 31, 2014. Highlights of the financials:

Total rent revenue increased 5.67% compared to the budget. Total Operating/Non-Operating Income increased 5.98% compared to the budget. Administrative, Maintenance, Operating, and Utilities Expenses all decreased compared to the budget. Tenant Services and General Expenses increased compared to the budget. Total

Expenditures decreased. The month of October realized a Net Operating Profit of \$6,830 with a Net Year-to-Date Profit of \$23,823.

The report was accepted by consensus.

- Executive Director Ed Bochniak reviewed the Tenant Bulk Cable TV report. Year-to-Date revenue for seven months is \$2,979. Revenue is in line with the projected budget. The report was accepted by consensus.

Director's Report & Project Updates:

- Executive Director Ed Bochniak presented a written report on meetings, training, and projects:
 - Energy Grant Meeting - will attend a meeting in December on energy grants.
 - HUD Meeting - will attend the quarterly HUD meeting in Chicago as part of the IAHA Executive Board. Meeting to be held in December.
 - Carroll Apartments Storm Sewer Project - has been completed.
 - Mest Manor Concrete Work - was completed on the north side of the building by the Fire Exit. Sidewalk was widened and steps were removed leading to the public sidewalk. Photographs of the project were presented.
 - HUD \$50,000 Energy Loan Update - continuing work with banks to complete the loan.
 - LED Lighting Upgrade for Mest Manor - 1st floor north hallway has all LED lights and two lights feature bi-level motion detectors. Getting an estimate from several suppliers on lights and bi-level motion detectors. Lighting bid to go out in December.
- Executive Director Ed Bochniak reviewed the Suspense Projects List with the Board. No projects were added to or deleted from the list.
- Executive Director Ed Bochniak reviewed upcoming housing activities with the Board.
- Executive Director Ed Bochniak presented the Non-Emergency/Emergency Work Order report. There were 28 "Non-Emergency" work orders with an average of 1.0 days for completion. There were 2 "Emergency" work orders in the month which were completed within the required 24-hour time period.
- Executive Director Ed Bochniak presented the Occupancy Update/Empty Unit report. Mest Manor currently has 2 unoccupied units. Maple Lane currently has 0 unoccupied units. Carroll Apartments currently has 4 unoccupied units. However, the units at Mest Manor will be occupied by December.
- The Director's Report was approved by Consensus.

Chairman's Report: None

Old Business:

Discussion of the website proposal from Tory Remrey. Executive Director Ed Bochniak stated he is still waiting for a cost proposal from Augustana College. Chairman Hartman stated, because only three Board members were present, further discussion of this proposal will be reviewed at the December meeting. Executive Director Ed Bochniak stated he would invite Tory to discuss the submitted website proposal with the Board members at the meeting in December.

New Business:

- Executive Director Ed Bochniak reviewed the recommended Yearly Incentive Pay for eligible employees with the Board. Chairman Hartman motioned to approve the request, Commissioner Picolotti seconded the motion. The motion passed with all ayes.
- Executive Director Ed Bochniak reviewed the Mest Manor Dress Code Policy as recommended by the Policy Committee. Chairman Hartman motioned to approve Resolution No. 14 R 26. Commissioner Picolotti seconded the motion. The resolution passed with all ayes.
- Executive Director Ed Bochniak noted Commissioner Zink has proposed Policy Meeting times be moved from 1:00 pm to 2:00 pm and that regular Board Meeting times be changed from 2:00 pm to 3:00 pm. Commissioner Zink stated she cannot always make policy meetings due to previous commitments. Commissioner Zink stated if the Policy Meetings could be moved back at least one half-hour, she could attend them. Chairman Hartman motioned to start all Policy meetings at 1:30 pm and maintain the 2:00 pm start time for the regular Board meetings. All board members present voted in favor of this motion. This change of Policy Meeting time will take effect in January.

Board Member Comments:

Commissioner Zink requested the December Policy Meeting and Board Meeting be changed to Monday, December 15th. The Policy Meeting will begin at 1:00 pm and the Board Meeting to begin at 2:00 pm.

With nothing further to discuss at the Regular Board Meeting, Chairman Hartman motioned to adjourn. With all ayes, the meeting was adjourned at 2:55 pm.

Paul Hartman, Chairman

Ed Bochniak, Executive Director