

**CARROLL COUNTY HOUSING AUTHORITY  
MINUTES OF REGULAR BOARD MEETING  
FEBRUARY 19, 2015**

The Board of Commissioners for the Carroll County Housing Authority met in regular session at 2:00 pm on Thursday, February 19, 2015 in the Dining Room at Mest Manor.

Upon roll call, those answering present were Chairman Hartman, Vice-Chairperson Haffey, and Commissioner Picolotti. Also present was Executive Director Ed Bochniak. No tenants or guests were present for the meeting. Commissioners Kelly and Zink were absent from the meeting.

**Approval of Agenda:**

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

**Approval of Minutes:**

Resolution No. 15 R 03, approving the Minutes of the January 20, 2015 Regular Board Meeting, was presented. Vice-Chairperson Haffey 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 January was reviewed. January's Cash Flow report, with a balance of \$122,557.54, was presented and reviewed. Executive Director Ed Bochniak stated the Capital Fund Project (CFP) deposit transfers were to pay for the purchase of the Maintenance Truck, cutting down of two trees and stumps at Carroll Apartments, and for the water heater installation in the kitchen at Mest Manor.
- The Monthly Expenditure report for January was reviewed. Executive Director Ed Bochniak explained that various expenses were higher than usually due to 3 check runs in the month. It was pointed out that salaries, Mediacom, and Jo-Carroll Energy expenditures were higher due to the third check run.
- Executive Director Ed Bochniak reviewed the Delinquent Accounts Report with a total balance of \$7,269.00 owed to the housing authority. The breakdown on balances owed is as follows:

Current Balance (under 30 days) is \$1,972.00; Over 30 Days Balance is \$1,104.00; Over 60 Days Balance is \$79.00; 90 Day Balance is \$0.00; Repayment Balance is \$4,014.00; Late Fees Balance is \$100.00; Maintenance Fees Balance is \$0.00. This month's Total Balance Due has decreased \$1,068.00 from the previous month's report.

Executive Director Ed Bochniak noted the tenant with under-reported income had paid her complete balance with funds from an income tax refund. It is expected that other tenant's will pay off their balance owed once they receive their income tax refund.

- January's Financial Reports were reviewed with the Board members. Executive Director Ed Bochniak reviewed the financials for the ten months ending January 31, 2015. Highlights of the financials:

Total rent revenue increased 4.75% compared to the budget. Total Operating/Non-Operating Income decreased 20.65% compared to budget. This decrease is due to non-

transference of January Operating Subsidy funds and two months payment on the Cable TV bill. Administrative, Tenant Services, and General Expenses decreased, but all other expense categories increased. Total Expenditures increased 10.88% due the third check run. The month of January realized a Net Operating loss of \$16,301 with a Net Year-to-Date Profit of \$23,734.

Executive Director Ed Bochniak noted the housing authority received a grant from the Galena Wal-Mart store for expenses associated with the Back-to-School BBQ last August.

- Executive Director Ed Bochniak reviewed the Tenant Bulk Cable TV report. Year-to-Date revenue for ten months is \$2,571.00. Revenue is lower this month because two months of expenses paid in the month. Next month's report will show an accurate expense and income reflection.
- Vice-Chairperson Haffey motioned to approve all the Financial Reports as presented. The motion was seconded by Commissioner Picolotti. The motion passed with all ayes.

### **Director's Report & Project Updates:**

- Executive Director Ed Bochniak presented a written report on meetings, training, and projects:
  - Furst Staffing Meeting - The housing authority is working with a hiring agency located in Stockton, Illinois to notify tenants of job opportunities in the area.
  - Lease Renewals - 50 lease renewals have been completed in the month.
  - Health Insurance and Retirement Plan Review - The housing authority will present options at the April Board meeting on Health Insurance Plans and Retirement Plans for the housing staff employees.
  - Website Update - Office staff continues working with Tory on the website.
  - Mest Manor Painting Project - In discussion with contractors on the painting.
  - LED Lighting Upgrade for Mest Manor - Discussed the projected costs and energy savings for the Mest Manor project. Working on grant funding.
  - Energy Efficient Loan - Working with banks on the securing the \$50,000 loan.
- Executive Director Ed Bochniak reviewed the Suspense Projects List with the Board. No additions or deletions were made to 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 31 "Non-Emergency" work orders with an average of 1.0 days for completion. There was 1 "Emergency" work order in the month which was completed within the required 24-hour time period.
- Executive Director Ed Bochniak presented the Occupancy Update/Empty Unit report. Mest Manor currently has 1 unoccupied unit. Maple Lane currently has 2 unoccupied units. Carroll Apartments currently has 0 unoccupied units.

- Vice-Chairperson Haffey motioned to accept the Director's report as presented. The Board approved the motion with all ayes.

**Chairman's Report:**

Chairman Hartman requested the Snowplowing Policy be reviewed at next month's Policy Committee meeting. Executive Director Ed Bochniak stated he would put that on the Policy Committee agenda for March's meeting.

**Old Business:**

Executive Director Ed Bochniak noted the approved kitchen stove for the Mest Manor commercial kitchen has not been ordered, because the Great River Outreach organization is currently looking to move into the House of Events building and they would like to work with the Golden Meals Program to move from Mest Manor into their building. Executive Director Ed Bochniak said he will wait until April 1st before ordering a new stove.

**New Business:**

Executive Director Ed Bochniak updated the Board concerning a newspaper article which stated the housing authority will receive over \$96,000 in Capital Funds for 2015. He noted the housing authority has not received official notification of the funding.

**Board Member Comments:** None

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.

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Paul Hartman, Chairman

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Ed Bochniak, Executive Director