

**MINUTES OF THE REGULAR MEETING
OF THE
OAK PARK HOUSING AUTHORITY
TUESDAY, MAY 10, 2016
7:30 A.M.**

OFFICIAL RECORD

PRESENT: Commissioners Hill, Kelley, Muse, and Vice-Chairman Kralik

EXCUSED: Chairman Butler, Commissioners Davis and Hellwig

ALSO PRESENT: Maria Saldaña, Executive Director; Daryl Baker, Johnson Controls, Guest; Rhonda Doyle, Jim King, Melissa Neyfeldt, and Ken Southward, Staff

QUORUM

The meeting was called to order at 7:35 A.M. by Vice-Chairman Kralik.

At Vice-Chairman Kralik's request, the Board members introduced themselves to Mr. Baker, a guest at the meeting.

APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 12, 2016

It was moved (Hill) and seconded (Muse) to approve the minutes of the April 12, 2016 regular meeting. The motion passed by unanimous voice vote.

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH TROPIC CONSTRUCTION

Mr. King began by explaining that HUD requires 5% of the units at Mills Park Tower to be accessible. He said that all of the units will be located on the second floor, and that this unit that is being rehabbed is #5. He said we need a total of 10 units that need to be converted to accessible units.

He said he published an Invitation for Bid on March 23, 2016 in the Wednesday Journal and several contractor plan rooms. Mr. Heitzman, the architect, also invited past qualified contractors.

He said a Pre-Bid meeting was held on March 31st in an effort for the bidders to become familiar with the scope of the work and ask any questions they may have. He said he also gave a tour of the building. Eight contractors attended the pre-bid meeting.

Mr. King reported that the Public bid opening was on April 12, 2016 at the Oak Park Housing Authority main office. Eight bids were received. He referred the board members to the bid matrix and the letter from Mr. Heitzman recommending Tropic Construction Corporation, the lowest responsible bidder, for the amount of \$58,200.00. He said that after meeting with them, they are familiar with HUD documentation and seem to be well versed. He also added that the bid process is competitive, and that they are a minority contractor.

Mr. King reported that the costs have dramatically increased because of new codes. He said that when the unit is completed, he will host a tour.

Mr. King asked for approval of the Resolution, adding that Mr. Heitzman submitted the application for permits from the Village. Mr. King asked for questions.

Commissioner Muse asked if we require that they inform us of other units they have rehabbed. Mr. King answered yes, and that we keep the documents here. He said they worked for the Chicago Housing Authority in the past.

Commissioner Kralik asked who the previous contractor was. Mr. King answered D'Escoto Builders. Commissioner Hill then asked the reason why we didn't use D'Escoto again. Mr. King said because we take the lowest responsible bidder.

Commissioner Kralik said that the procedure we use seems positive on both sides.

For background information, Commissioner Hill indicated that the Board members had previous discussions regarding the location of accessible units within the building. Generally, it is considered good policy to integrate residents with disability throughout a building, but in this case due to construction, plumbing and fire safety considerations, HUD approved locating all the accessible units on the second floor.

It was moved (Muse) and seconded (Hill) to authorize the execution of a contract with Tropic Construction Corporation for the rehab of accessible Unit 2-L at Mills Park Tower in the amount of \$58,200.00. The roll call vote was as follows:

AYES: Commissioners Hill, Kelley, Kralik, & Muse

NAYS: None

ABSENT: Commissioners Davis, Hellwig, & Chairman Butler

DEPARTMENTAL REPORTS

MILLS PARK TOWER

Mr. King reported that staff is navigating the new Yardi software system. Mr. King reported that there are 4 vacancies; 2 move-outs, and 2 move-ins.

On the administrative side, Mr. King reported that a case worker from Oak Park Township Senior Services visited the building and supplied the tenants with information about the different services they offer that may affect them. He said 20 residents came down when they were there. He said the Oak Park Township visits the residents of the building regularly.

Mr. King reported that the laundry room will be painted this week. He said that laundry equipment has been ordered. Two of the four washing machines and two of the four dryers will be big boy front loader machines that will be accessible for persons with disabilities. He said the remainder of the rehab has been completed, adding that the tenants will love it when it's completed.

Mr. King asked for questions. There were none.

HOUSING CHOICE VOUCHER PROGRAM

Mr. Southward reported that there were 426 program participants in the regular Voucher program. There are a total of 3 applicants with active vouchers searching for units in Oak Park.

Mr. Southward reported that there were a total of 45 Mainstream Vouchers leased and 2 applicants with Vouchers are looking for units in Oak Park.

Mr. Southward reported that we have 4 Mainstream Vouchers designated for the chronically homeless. He said 3 individuals are looking for units, and one participant who meets the "chronically homeless" definition submitted a request for tenancy approval. When the owner corrects any violations, the family can maybe move into the unit in May.

Mr. Southward reported that 10 out of 15 NED Vouchers are being utilized. The remaining four applicants with Vouchers are searching for units in Oak Park. He said one applicant, a person with disabilities, is having a difficult time finding a unit. Lastly, he said he has one more referral and we need to determine if the applicant is eligible.

Mr. Southward reported that there were 183 HQS inspections completed for the month of April. He indicated that the inspections will begin declining in May and June. He said that the majority of the inspections have been completed.

Mr. Southward reported that the total number of participants that were withdrawn, ineligible, or left the program, was 15. He said that number will increase.

Mr. Southward reported that there were 56 billable port-in clients and that there were a total of 17 participants, port-outs, for which other Housing Authorities are billing the OPHA.

Mr. Southward said that a total of 10 participants were issued Vouchers and are searching for units in Oak Park.

Mr. Southward said that we are no longer absorbing.

Lastly, Mr. Southward reported that our 2015 Section 8 Management Assessment Program (SEMAP) Certification was approved by HUD and our score for 2015 was 104% which gave the OPHA an overall performance rating of High. The Board members congratulated Mr. Southward. Ms. Saldaña also congratulated Mr. Southward, stating that it was quite an accomplishment because we are still down one caseworker and are in the midst of learning the new Yardi computer system. Mr. Southward added that his staff does a tremendous job.

OLD BUSINESS

Ms. Saldaña reported that although the Mercy project was approved, they won't be able to move forward until they receive financing from IHDA.

Ms. Saldaña reported that she and Commissioner Davis, along with Rob Breymaier of the Housing Center, attended a forum at the Business and Civic Counsel, at which President Anan Abu-Taleb spoke. She said that Commissioner Davis inquired about the Affordable Housing Policy and was informed that the Village would have a Policy by the end of the year.

Ms. Saldaña reported that she wished Commissioner Davis would have been at the meeting so that she could thank him for inquiring about an Affordable Housing Policy.

NEW BUSINESS

None

PUBLIC COMMENTS

Mr. Baker of Johnson Controls indicated that he worked for an energy efficiency company and works with various Housing Authorities. He said he would like to meet with Mr. King, indicating that he also had creative ways to finance efficiency measures.

Ms. Saldaña explained that we also have the Oaks and Farrelly-Muriello buildings. Mr. Baker indicated that he was aware of that.

ADJOURNMENT

At 8:03 A.M., it was moved (Hill) and seconded (Muse) to adjourn. The motion passed unanimously.

Respectfully Submitted,

Linda Hill, Secretary