

**MINUTES OF THE REGULAR MEETING  
OF THE  
OAK PARK HOUSING AUTHORITY  
THURSDAY, NOVEMBER 10, 2016  
7:45 A.M.**

**OFFICIAL RECORD**

PRESENT: Commissioners Butler, Davis, Hellwig, Hill, Muse, & Chairman Kralik

EXCUSED: Commissioner Kelley

ALSO PRESENT: Maria Saldaña, Executive Director; Malik Abbas, James King, Melissa Neyfeldt, Ken Southward, Beth Swaggerty, and Rhonda Doyle, Staff

**QUORUM**

The meeting was called to order at 7:47 A.M. by Chairman Kralik.

**APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 11, 2016**

It was moved (Hill) and seconded (Butler) to approve the minutes of the October 11, 2016 regular meeting. The motion passed by unanimous voice vote.

Ms. Saldaña reported that Commissioner Kelley was unable to attend the meeting. She said that Ms. Kelley had been appointed for another 5-year term on the Board and will be sworn in at the December meeting.

**DISCUSSION RE: 3<sup>RD</sup> QUARTER UNAUDITED FINANCIAL STATEMENTS**

Ms. Saldaña began by reporting that Mr. Abbas would be reviewing the statements. She turned the discussion over to Mr. Abbas.

Mr. Abbas reviewed the summary of the unaudited financial statements for the 3<sup>rd</sup> qtr. ending September 30, 2016 with the Board members, highlighting the following:

**MILLS PARK TOWER**

The total operating income was \$818,770.

The total operating expenses before depreciation was \$718,892.

The net operating income before depreciation was \$99,878.

MPT activities resulted in a net loss of \$127,211 after depreciation of \$304,649.

**HOUSING CHOICE VOUCHER**

The total operating income was \$423,096.

The total operating expenses before depreciation was \$319,682.

The net operating income before depreciation was \$103,414.  
The HCV program resulted in a net surplus of \$102,927.

### **HAP SUBSIDIES**

The total YTD HAP subsidies were \$3,432,715 while the total non-operating expenses (HAP) payment was \$3,314,401, resulting in a HAP subsidies total non-operating net surplus of \$118,314.

### **BUSINESS ACTIVITIES**

Business activities includes 324 N. Austin, and 21 South Boulevard.

The total income was \$160,952 while the total expenses were \$39,577, resulting in an income before depreciation and mortgage of \$121,375. After depreciation of \$34,165 and mortgage principal payments, the net income totaled \$59,359.

Ms. Saldaña reported that we are planning on making some capital improvements to 324 N. Austin, also called the Showalter House. She said it is leased to Heartland Alliance and serves as a group home for persons with Aids.

### **RECONCILIATION OF CONTRACT BDGT. TO ALLOCATED COSTS**

Mr. Abbas also reported that included in the Financials was a Reconciliation of the amounts budgeted pursuant to Management contract with Oak Park Residence Corporation versus actual.

The 3<sup>rd</sup> quarter resulted in a savings to the HA of \$41,564.

Mr. Abbas asked for questions. Commissioner Davis asked if there could be a consolidated summary that would include all HA programs.

Ms. Saldaña reported that the different programs are presented separately because you cannot use revenues from one program to pay expenses for another program. Commissioner Davis said in terms of the entire organization, it would be nice if the items could be combined. Commissioner Hellwig asked why we couldn't just total the net income.

Chairman Kralik stated that he would be fearful of combining the statements because it could lead to assumption that we could use funds from one program to another. He added that he thought the risk is higher than the value gained by showing a consolidated statement.

Ms. Saldaña explained that the surplus in the HAP administrative fee line item was partially due to the fact that we haven't hired a case manager. She added that we are looking for training programs.

Chairman Kralik asked how the case manager search was progressing, and the cause for the higher than budgeted administrative fees.

Responding to Chairman Kralik's first question regarding the case manager search, Mr. Southward explained that we are sorting through resumes, and that we have been extremely busy. He said we have a temporary person working in the department 3 days per week, and that the cost is coming out of the HCV budget.

Regarding Chairman Kralik's second question about the higher than budgeted administrative fees, Mr. Southward explained that utilization was high a few months ago, and results in the higher administrative fee received from HUD. He said the surplus will decrease because utilization is dropping a bit.

## **DEPARTMENTAL REPORTS**

### **MILLS PARK TOWER**

Mr. King reported that we are currently losing residents at the building and that it usually occurs around this time of the year. He said we moved in two people and moved out four, but that we would continue to fill the vacancies. Ms. Neyfeldt said that she had five people ready to move in, but we need time to rehab the apartments.

Mr. King reported that a representative from Maywood visited the building to sign the residents up for LIHEAP (Low income energy assistance program). He said that the program is always needed by our residents, and that approximately 50 residents signed up.

Mr. King reported that a nurse from Walgreens visited the building to administer flu shots. He said approximately 25 residents received the shots.

Mr. King reported that another resident turned 100, but that he didn't want a party.

Mr. King reported that a representative from the Oak Park library visited the Tower to teach a computer class for any interested residents. Commissioner Davis said that he would be happy to consult with the high school to see if any students would be interested in helping the residents with computer training. Mr. King said that a resident instructor also comes down 20 hours per week to teach computer skills to the tenants.

Mr. King stated that routine maintenance is done at the building on a monthly or quarterly basis; however the emergency generator is run every week.

Mr. King asked for questions.

Commissioner Davis asked what kind of generator is used at the building. Mr. King answered that it is a gas generator.

## **HOUSING CHOICE VOUCHER PROGRAM**

Mr. Southward reported that the number of the regular Vouchers that are being utilized decreased from 421 to 417.

Mr. Southward reported that there were 46 Mainstream Vouchers being utilized. He said that we still need participants for the chronically homeless designated Voucher. He said he was in touch with Housing Forward to send referrals. He started the interview process in an effort to increase utilization. He said he took 20 applications from the waiting list; five responded and five Vouchers will be issued, and he stated he would take out more applications.

Mr. Southward reported that there were 11 NED Vouchers being utilized. He said that there are no new referrals. He said that he would start the eligibility process for one applicant in a nursing home. He said they visited two nursing homes; one applicant moved out, and another one was not interested.

Mr. Southward reported that we received a request for tenancy approval from an NED applicant who had been given 2 extensions. He moved from one nursing home to another.

Mr. Southward reported that the General Waiting List numbers would change by December.

Mr. Southward reported that the HQS inspections number would increase in December because we are entering into the heating season.

Mr. Southward reported that we had 71 billable port-in clients and 21 participants, port-outs, for which other Housing Authorities are billing the OPHA. He added that the port-in numbers would increase because he interviewed four families.

Mr. Southward asked for questions. Chairman Kralik applauded Mr. Southward on the NED transition. He then asked if we provided additional outreach three or six months after the transition. Mr. Southward said we do not provide additional services, but that Threshold or Thrive, social service agencies, stay with the applicants for a certain amount of time. Mr. Southward said he was pretty excited for the NED applicant in the nursing home.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Ms. Saldaña reported that Commissioner Hellwig provided the Affirmative Furthering Fair Housing flyer that was passed around. She reported that HUD has revised the rules that require that recipients of HUD funds promote fair housing. She said that the flyer was notice for an informational meeting on November 22<sup>nd</sup> to discuss HUD's new Affirmatively Furthering Fair Housing Rule.

Ms. Saldaña said the OPHA needs to come up with a Plan that complies with the new Rule to coincide with our 5-year Plan. She indicated that there is a regional effort through CMAP (Chicago Metropolitan Agency for Planning), to create a Regional Affordable Housing Plan, and that the Village of Oak Park has agreed to be a part of it. She said we would partner with the Village.

Ms. Saldaña said she believed it's a good thing and that she would attend the November 22<sup>nd</sup> meeting and any future meetings.

Ms. Saldaña reported that she received notice from members of a Coalition to End Homelessness in Oak Park about the planned launch of their Plan to End homelessness. She said the Plan was put together by a consultant from Heartland Alliance. She said that one of the recommendations from the Plan was to increase support for affordable housing. She said the Coalition intends to create a working group to identify policy ideas to be led by Drew Williams-Clark and Lynda Schueler. Ms. Saldaña said that she would work with Mr. Williams-Clark. She indicated she would digitally send the Plan to the Board.

Chairman Kralik reported that Ms. Saldaña expressed concern regarding changing the HA meetings to Thursday because of the Wednesday evening Residence Corporation meetings. He apologized for the resulting issues created by changing the meeting date. He stated that we should look at changing the meeting to a week after the Residence Corporation meeting. He asked Ms. Saldaña to look at the 2017 calendar.

Ms. Saldaña said that Thursdays are fine, but requested the meetings be held the third week of the month instead of the second week. She said we would look at the 2017 calendar.

Chairman Kralik requested we make it an agenda item for the December meeting to set the 2017 meetings.

Lastly, it was decided that the next HA board meeting will be held on Wednesday, December 7<sup>th</sup> at 7:45 A.M.

## **PUBLIC COMMENTS**

None

## **ADJOURNMENT**

At 8:23 A.M., it was moved (Hellwig) and seconded (Butler) to adjourn. The motion passed unanimously.

Respectfully Submitted,

Linda Hill, Secretary