

**MINUTES OF THE REGULAR MEETING  
OF THE  
OAK PARK HOUSING AUTHORITY  
THURSDAY, DECEMBER 7, 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 NOVEMBER 10, 2016**

It was moved (Butler) and seconded (Davis) to approve the minutes of the November 10, 2016 regular meeting. The motion passed by unanimous voice vote.

**RESOLUTION AUTHORIZING THE ADOPTION OF FY 2017 OPERATING BUDGET**

Ms. Saldaña began by reporting that Mr. Abbas would review the proposed 2017 Budget. She turned the discussion over to Mr. Abbas.

Mr. Abbas reviewed the first page of the Budget which he reported was a consolidated summary that included all the programs. He reported that attached to the Summary were detailed budgets for Housing Choice Voucher Program, Mills Park Tower, and business activities.

Mr. Abbas reported that Total Operating income budgeted for all the programs for 2017 is \$1,837,765; the total budgeted Administrative Expense is \$1,045,758; the total Budgeted Operating Expense is \$487,825. For the 2017 budget, the total administrative and operating expense is \$1,533,583. The budgeted Net Operating Income before depreciation is \$277,793.

Mr. Abbas then reviewed the Mills Park Tower Budget. Mr. Abbas said that the total budgeted Operating Income is \$1,110,480; 2% more than forecasted 2016. The total budgeted Administrative Expense is \$495,940; 3% more than forecasted 2016. The total budgeted Operating Expense is \$480,325; 5% more than forecasted. The total budgeted Administrative and Operating expense is \$1,002,654. Lastly, the Net Operating income budgeted for the year 2017 before depreciation is \$107,826.

Chairman Kralik asked about the discrepancy between 2016 Forecast versus 2016 Budget for Line Items 23 & 24. He said that it looks like there may have been a misclassification or change of classification. Line 23 is Employee Benefits – Admin., and Line 24 is Employee Benefits – Janitors. The 2016 Budget for Line 23 was \$54,718 and the 2016 Forecast is \$87,616; on the other hand, the Line 24 2016 Budget amount is \$29,093 and the 2016 Forecast for that Line Item is \$5,039.

Mr. Abbas explained that yes Budget amounts for those two line items have been reclassified in the 2016 Forecast numbers.

Ms. Saldaña said we would reverify the Forecast 2016 and 2017 Budget.

Ms. Saldaña reported that a separate resolution was required to submit to HUD certifying the approval of the MPT Operating Budget.

For the Housing Choice Voucher Program and Mainstream Vouchers Budget, Mr. Abbas reported that the total 2017 budgeted Administrative Operating Income is \$506,070; the total budgeted Administrative Expense is \$500,622; lastly, the Net Operating Income budgeted for 2017 is \$4,798.

Ms. Saldaña explained that the surplus in the HAP administrative fee for 2016 line item was partially due to the fact that we haven't hired a case manager.

Commissioner Hellwig asked if the difference in Line Item 9 between 2016 Forecast of \$232,924 and the 2017 Budgeted amount of \$280,716 for the 2017 Budget versus \$232,000 2016 Forecast in line item 9 reflected anticipated salary for the case manager. Mr. Southward said yes.

Chairman Kralik asked about line item 11, Inspections; the 2016 forecasted amount of \$37,594 and \$30,750 for the 2016 budget and why we were budgeting a lower amount in 2017 than 2016 Forecast. Mr. Southward said that inspections should be approximated the same as in 2016 but he would reverify numbers with Mr. Abbas.

Commissioner Butler asked for the definition of "Restitution" amount in Line item 34. Mr. Abbas said it meant fraud recovery.

Regarding 324 N. Austin, the total budgeted Revenues was \$47,643; the total Expenses were \$13,176; the total budgeted income before depreciation and mortgage was \$34,467; total Depreciation and Mortgage was \$15,912. Lastly, the budgeted total Net Operating Income was \$18,555.

Ms. Saldaña indicated that the 324 N. Austin building was operating at a profit and that she had begun talking to a bank about renegotiating the mortgage. She said we could either pay off the mortgage or negotiate a new one.

Commissioner Hellwig inquired about the term of the Lease Agreement for 324 N. Austin. Ms. Saldaña said that it was a 5 year Lease Agreement. She added that we are doing roof repairs on the building.

Chairman Kralik then asked if the HA had a long term Lease Agreement with the OPRC. Ms. Saldaña indicated that the Lease Agreement is for 5 years.

It was moved (Hellwig) and seconded (Butler) to approve the 2017 Housing Authority operating budget in conformity with the attached. The roll call vote was as follows:

AYES: Commissioners Butler, Davis, Hellwig, Hill, Muse, and Chairman Kralik

NAYS:

ABSENT: Commissioner Kelley

### **RESOLUTION AMENDING THE BYLAWS OF THE HOUSING AUTHORITY OF THE VILLAGE OF OAK PARK**

Chairman Kralik apologized for the work involved amending the bylaws to set the dates and times of our meetings; however he said he thought it would be a good thing for us to be able to set the dates and times of the meetings each year.

Ms. Saldaña said that passing a resolution to change the calendar was simply a technical fix for us. She proposed that the 2017 meetings be held on the third Thursday of each month. She said she consulted with Mr. King and Mr. Southward regarding the proposed dates, adding that the only meeting date that might need to be changed was the December one because of its close proximity to Christmas. She suggested we may have to move the December date up at a later date.

Commissioner Davis asked what wording changed in the bylaws. Ms. Saldaña explained. Commissioner Davis then asked if Section 2 was consistent with the open meetings act as he wanted to be certain that it was. Ms. Saldaña said that language in the bylaws “no further notice” referred to notice to board members. We of course would publish a notice of meeting.

Commissioner Davis said he was fine with the wording as long as we reviewed it to make sure it complies with the open meetings act.

It was decided that Commissioner Butler and Ms. Saldaña would review the amendment, and that the resolution would be passed today with that caveat.

Chairman Kralik thanked staff for working around his schedule.

It was moved (Davis) and seconded (Muse) to approve the resolution amending the bylaws of the Housing Authority of the Village of Oak Park subject to further review by counsel that it complies with the open meetings act. The roll call vote was as follows:

AYES: Commissioners Butler, Davis, Hellwig, Hill, Muse, and Chairman Kralik

NAYS:

ABSENT: Commissioner Kelley

## **DEPARTMENTAL REPORTS**

### **MILLS PARK TOWER**

Mr. King began by reporting that this time of the year is very festive for the residents of the Tower. He thanked the maintenance staff for a job well done putting up the holiday decorations, and invited the Board members to take a walk around the building to view them.

Mr. King reported that we had six vacancies. Ms. Neyfeldt said that she had several people ready to move in, and that the vacancies would be filled at the end of December or January.

Mr. King reported that Ms. Neyfeldt has local agencies visit the building to discuss the various services offered to the senior residents of Oak Park. Also, he said the Oak Park Library held a computer class for the residents, and the choir from OPRF came to the building to sing to the residents.

Commissioner Davis mentioned that he was very glad to hear the choir came to sing for the residents and that they enjoyed it.

Commissioner Davis reported that he spoke to a representative from OPRF and that their computer science group will adopt computer training at the Tower as part of their program. 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 reported that the State's Attorney visited the Tower to discuss with the residents various scams that seniors should be made aware of.

On the maintenance front, Mr. King stated that the protection systems are getting checked out at the building.

Mr. King reported that our operating subsidy was finalized at \$509,000 for fiscal year 2016, but we were funded at approximately 90%, and we received \$451,296.

Lastly, Mr. King reported that the MPT Holiday Party was scheduled for December 14<sup>th</sup> at 12:00. He invited the Board members to stop by.

Mr. King asked for questions. There were none.

## **HOUSING CHOICE VOUCHER PROGRAM**

Mr. Southward reported that the number of regular Vouchers being utilized decreased from 417 to 415. He said the Per Unit Month lease-up rate was 99% and that the end of year Per Unit Month will be 99%.

Mr. Southward reported that there were 46 Mainstream Vouchers being utilized. He said that the Per Unit Month lease up rate was 91%. He indicated that we had one applicant who was going through the request for tenancy approval for December.

Mr. Southward reported that there were 11 NED Vouchers being utilized. He said that we had two applicants in nursing homes that were going through the eligibility process, but then one applicant moved out and one declined the program. He said that there were no new referrals, and that the referrals we do receive are coming in slowly.

Mr. Southward reported that there were six applicants with Vouchers from the Waiting List looking for units in Oak Park; four regular Vouchers, one Mainstream Voucher, and one NED.

Mr. Southward reported that there were 21 HQS inspections in November.

Lastly, Mr. Southward reported that we had 70 billable port-in clients and 23 participants ported out, for which other Housing Authorities are billing the OPHA. He said we have absorbed six Vouchers (Y-T-D), and that we may absorb a few more to increase our lease-up rate and receive the higher admin fee.

Mr. Southward asked for questions. There were none.

## **OLD BUSINESS**

Ms. Hill, the OPHA representative for the Grove Apartments, passed out a report regarding a meeting she attended at the Grove Apartments. She said they hired a new property manager, and that things are going pretty well at the building.

In addition, she reported that the blockage of the alley by Sugar Beets delivery trucks upset the neighbors, so they are taking measures such as adjusting the parking at the building to appease the neighbors.

## **NEW BUSINESS**

None

## **PUBLIC COMMENTS**

None

## **ADJOURNMENT**

At 8:29 A.M., it was moved (Davis) and seconded (Hellwig) to adjourn. The motion passed unanimously.

Respectfully Submitted,

Linda Hill, Secretary