

**MINUTES OF THE REGULAR MEETING
OF THE
OAK PARK HOUSING AUTHORITY
THURSDAY, JANUARY 19, 2017
7:45 A.M.**

OFFICIAL RECORD

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

EXCUSED: Commissioner Kelley

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

QUORUM

The meeting was called to order at 7:46 A.M. by Chairman Kralik.

APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 7, 2016

It was moved (Davis) and seconded (Hellwig) to approve the minutes of the December 7, 2016 regular meeting. The motion passed by unanimous voice vote.

RESOLUTION APPROVING RENEWAL OF INSURANCE COVERAGE FOR 2017

Ms. Saldaña began by reporting that we used John Jacobs of National Financial Partners, the same broker who attended the board meeting last year, to renew the insurance coverage effective February 1, 2017. She said that we were able to complete it before the meeting, and turned the discussion over to Ms. Swaggerty, who worked very closely with Mr. Jacobs.

Ms. Swaggerty summarized the OPHA insurance coverages for 2017, stating that OPHA would realize approximately \$2,000 in annual savings over last year. She also summarized the due diligence done by NFP in marketing the coverages and reported that our incumbent carrier proved to be the most competitive price in terms of premium cost and coverage. She added that our Worker's Compensation Coverage renewed effective January 1, 2017 at a lower rate in annual premium cost.

Ms. Swaggerty reported that we increased the property coverage amount by 2% to reflect increased value and inflationary costs. She said the coverage was for the main office, Mills Park Tower, and Showalter House.

Ms. Swaggerty reported that there was a slight increase in crime coverage cost due to the addition of coverage in five specific areas now considered standard coverage with the insurance industry.

Ms. Swaggerty asked for questions. Commissioner Davis asked if the HA was under a blanket requirement to seek bids. Ms. Saldaña answered that NFP bids for the various coverages from highly rated insurance providers. She said we also have a Procurement Policy, and we comply with procurement policy and HUD requirements. Commissioner Davis indicated that he wanted to be certain that the HA was not missing any requirements.

Commissioner Davis asked what the amount of building coverage was based on and if it covered damage from fire or acts of god. Ms. Saldana stated that the coverage amount was based on the full replacement value of the buildings and confirmed that with the exception of flooding, acts of god and fire were covered up to the blanket building damage amount of roughly \$31,000,000. She added that our buildings are not in a flood zone, but that our policy includes appropriate coverage for back up of sewers and drain.

Commissioner Davis inquired about defense coverage under the Public Officials coverage, commenting that he was concerned in case there was a class action lawsuit. Ms. Saldaña said we have a combined single limit of \$5 million.

Commissioner Hellwig commented on the decrease in annual premium costs. Ms. Saldaña stated the NFP works very hard to obtain the best coverage and price and they continue to provide exceptional service.

Commissioner Kralik complimented the HA staff. Ms. Swaggerty stated that the OPHA has enjoyed a good history with our insurance carriers, adding that Mr. King and his staff are hands on when it comes to treating a potential insurance issue before it becomes an issue.

It was moved (Davis) and seconded (Butler) to approve the resolution authorizing the Executive Director to execute insurance binders for the subject insurance coverage as provided by National Financial Partners effective February 1, 2017 to January 31, 2018. The roll call vote was as follows:

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

NAYS: None

ABSENT: Commissioner Kelley

DEPARTMENTAL REPORTS

MILLS PARK TOWER

Ms. Neyfeldt reported that there were some vacancies at the building and that it is a constant effort to keep the units filled.

Ms. Neyfeldt said that she had several people ready to move in, and that the vacancies would be filled as soon as possible.

Ms. Neyfeldt asked the board members if they were able to view the video of the OPRF choir when they visited the Tower. She said the residents enjoyed it, and that the choir would come to the building again. Commissioner Davis mentioned that he was pleased to hear the choir was able to come to the Tower, and that the residents appreciated it.

Ms. Neyfeldt reported that December is fun for the residents because of the many activities at the Tower.

Ms. Neyfeldt stated that everything is going smoothly with the maintenance items.

Ms. Saldaña mentioned that capital improvements would begin at MPT next month. Ms. Neyfeldt said that one of the capital improvements will be bathroom remodeling.

Ms. Neyfeldt asked for questions. There were none.

HOUSING CHOICE VOUCHER PROGRAM

Mr. Southward reported that the number of regular Vouchers being utilized decreased from 415 to 410. The Per Unit Month lease-up rate was 99%.

Mr. Southward reported that there were 47 Mainstream Vouchers being utilized. He indicated that one applicant with a Voucher was looking for an accessible unit. The Per Unit Month lease-up rate was 92%.

Mr. Southward reported that there were 12 NED Vouchers being utilized. He said there was a lease up of one client in December. He said we are still waiting for referrals from the state. The Per Unit Month lease-up rate was 72%.

Mr. Southward reported that the combined lease up rate was 97% for the Regular, Mainstream, and NED Programs.

Mr. Southward reported that there were 4 applicants with Vouchers from the Waiting List looking for units in Oak Park; three regular Vouchers, and one Mainstream Voucher. He said that the rental market would peak within the next month or so.

Mr. Southward reported that Inspections are down and that we moved to bi-annual inspections. He said that one half of the 2017 inspections would coincide with the odd census tract. He said the inspections would be inputted into the new Yardi computer software program in March.

Mr. Southward reported that there were 10 new property Owners/Landlords added to the Program in 2016, and the total number of participants withdrawn or ineligible was 29.

Mr. Southward reported that we had 68 billable port-in clients and 23 port-out clients, for which other Housing Authorities are billing the OPHA. He said we absorbed eight Vouchers, and 11 participants were absorbed by other Housing Authorities.

Mr. Southward reported that the demographics page was absent in his report, but that it would be included in next month's report, along with an overview for the end of the year.

Mr. Southward asked for questions. Commissioner Hill asked the reasons participants port out. Mr. Southward answered that there are a variety of reasons.

Commissioner Davis suggested formally inviting the new incoming HUD Secretary, Dr. Ben Carson, to our Housing Authority. He said that staff does an outstanding job and he recommended that we invite him. Mr. Southward stated that Commissioner Davis's suggestion was a good idea.

Commissioner Davis asked the Board to consider his suggestion because he said he doesn't think Dr. Ben Carson has any idea about high performing Housing Authorities. Chairman Kralik agreed that OPHA is an exemplary high performing Housing Authority.

Commissioner Davis suggested that staff draft a letter inviting Dr. Ben Carson. Ms. Saldaña and the Board agreed.

Chairman Kralik asked about the utilization rate of funding and what the cut-off was to receive a high performer status under SEMAP.

Chairman Kralik asked if there was any way to track landlords in the Voucher Program. Mr. Southward answered that very few owners leave the program, and he hasn't been tracking owners that left.

Ms. Saldaña said we can track landlords on an annual basis. Mr. Southward said that some owners sell their property. Chairman Kralik then asked if we could talk to the new owners when sales occur. Mr. Southward answered that we customarily talk to new owners.

OLD BUSINESS

None

NEW BUSINESS

Commissioner Davis asked if the Board needed to hold a formal vote for the record regarding staff sending an overnight letter inviting Mr. Carson to visit our Housing Authority. Ms. Saldaña answered no.

PUBLIC COMMENTS

None

ADJOURNMENT

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

Respectfully Submitted,

Linda Hill, Secretary