

**MINUTES OF THE REGULAR MEETING
OF THE
OAK PARK HOUSING AUTHORITY
THURSDAY, MARCH 16, 2017
7:45 A.M.**

OFFICIAL RECORD

PRESENT: Commissioners Davis, Hellwig, Hill, & Chairman Kralik
EXCUSED: Commissioners Butler, Kelley, & Muse; Maria Saldaña, Executive Director
ALSO PRESENT: Jim 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 FEBRUARY 16, 2017

It was moved (Hellwig) and seconded (Davis) to approve the minutes of the February 16, 2017 regular meeting. The motion passed by unanimous voice vote.

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH TROPIC CONSTRUCTION CORPORATION FOR MILLS PARK TOWER ACCESSIBLE UNIT 2-A AND 2-F

Chairman Kralik turned the discussion over to Mr. King. Mr. King reported that these units that are being rehabbed bring the total up to 7. He said we need a total of 10 units that need to be converted to accessible units.

He said that in February of 2017, an Invitation for Sealed Bid was published in the Wednesday Journal and three contractor plan rooms.

Mr. King reported that five contractors attended the pre-bid meeting on February 27th and three bids were received. He then referred to the bid matrix stating that Tropic Construction was the lowest responsible bidder at a contract sum of \$116,400.00 for two units. Further, he said that Tropic Construction Company completed Unit 2L last month and are familiar with the specifications and work requirements. He indicated that they did an excellent job.

Mr. King reported that the funds would come out of the 2015 capital fund program. He said it would take 90 days to complete the units. He asked for any questions related to the conversion of the 2 units to accessible units.

Chairman Kralik asked if it would take 90 days to finish both units. Mr. King answered yes and that there are three more units to complete. He said it is a HUD requirement that 5% of the units at Mills Park Tower be accessible.

Chairman Kralik commented that he thought it was encouraging to see the bids so close together. Further, he said he thought it was a testament to the specifications. Mr. King said Mr. Heitzman does a good job on the specifications. Chairman Kralik then asked if Mr. Heitzman's work gets billed. Mr. King said that Mr. Heitzman's work is considered to be a professional service and that he is allowed to use \$5,000 of capital fund money for Mr. Heitzman's service. He mentioned the recommendation letter from Heitzman Architects as it relates to the project.

Mr. King said he would seek Mr. Heitzman's services again for the last three units that need to be done. He added that he would have to bid it out because the conversion would cost over \$10,000.

It was moved (Hellwig) and seconded (Hill) to authorize the execution of a contract with Tropic Construction Corporation for the rehab of accessible Units 2A and 2F at Mills Park Tower in the amount of \$116,400.00.

The roll call vote was as follows:

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

NAYS: None

ABSENT: Commissioners Butler, Kelley, & Muse

RESOLUTION RATIFYING AND APPROVING THE SUBMISSION OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR FY 2016

Chairman Kralik turned the discussion over to Mr. Southward. Mr. Southward reported that the Housing Authority previously electronically approved the submission of the SEMAP certification to HUD on February 27th.

Mr. Southward reported that the only issue was Indicator #12; annual HQS inspections. He said that the dates were incorrect because of the conversion of our software system. He indicated that he spoke with a HUD official about it, and was told that they can't do anything to remedy the situation. The score was reduced to 5 points. He said if we receive 0 points, we have to write a letter explaining the reason.

Mr. Southward said that HUD sees a lot when Housing Authorities convert from one system to another. Mr. Southward said that the correct information is in the PIC system and we expect to receive 135 points which means overall, we are a high performer. He said HUD will review our certification and notify us the final results in April.

Mr. Southward asked for questions. Commissioner Hellwig asked the definition of “deconcentration bonus”. Mr. Southward explained that a PHA must meet one of three criteria to qualify for 5 points under the bonus indicator. He reported that there isn’t a heavy concentration of low income families in any of the census tracts in Oak Park. He explained that Housing Authorities receive additional points for taking steps to meet one of the three criteria.

Chairman Kralik said that it was a testament to the Housing Authority staff that we can end up with a score of 100% even with the Indicator #12 issue. He congratulated Mr. Southward and his staff. Mr. Southward thanked him.

It was moved (Davis) and seconded (Hellwig) to approve the resolution ratifying and approving the submission of the SEMAP certification for FY 2016 for the Housing Authority of the Village of Oak Park to the U.S. Department of Housing and Urban Development. The roll call vote was as follows:

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

NAYS: None

ABSENT: Commissioners Butler, Kelley, & Muse

DEPARTMENTAL REPORTS

MILLS PARK TOWER

Mr. King reported that of the 9 vacancies, 2 of the vacancies are the units to be converted to accessible units. He said they are in the process of completing the scope of work needed to be done to modernize the bathrooms of residents’ apartments. He said that would cost approximately \$5,000 per unit.

Mr. King reported that a representative from the Oak Park Township visited the building. to talk to the residents about the different services they offer. He said they are always very helpful.

Mr. King said that there is an event every month at Mills Park Tower.

Mr. King reported that he went out to bid for the two accessible units on the second floor. He added that 2 residents moved out from the second floor which vacated two units. The 100 year old resident went to a nursing home.

Mr. King reported that the bathroom modernization (between 5 – 10 bathrooms), will be paid for out of the 2015 capital fund. He said he would make an attempt to modernize the bathrooms through attrition.

Mr. King asked for questions. Commissioner Davis asked Ms. Neyfeldt if the teacher at the high school contacted her regarding computer assistance for the tenants at the Tower. She answered no. He said the teacher should be contacting her.

HOUSING CHOICE VOUCHER PROGRAM

Mr. Southward reported that 415 regular Vouchers are being utilized. He said he expects to number to rise throughout 2017. Mr. Southward reported that 47 Mainstream Vouchers are being utilized; voucher issued looking for units.

Mr. Southward reported that there were 12 NED Vouchers being utilized. He said he visited a nursing home in Waukegan and 1 person is looking forward to moving in to Oak Park. He said he is in the process of determining eligibility and that person should receive their Voucher in 30 – 45 days. He said that if he leases a unit, the number of NED Vouchers being utilized will rise to 13.

Mr. Southward reported that there are 11 participants with Vouchers searching for units in Oak Park.

Mr. Southward reported that there were 4 clients whose HAP was abated as a result of failed HQS re-inspections. He said that there were no clients that moved as a result of the HAP abatement.

Mr. Southward reported that one client had been issued a voucher. He said we stopped payment to the owner and the landlord said he would make the repairs. He commented that hopefully the number would remain at “0”.

He also reported that there were no new owners/landlords added to the Program.

Mr. Southward reported that we had 66 billable port-in clients and 25 port-out clients, for which other Housing Authorities are billing the OPHA.

Mr. Southward said that we met with DuPage Housing Authority to exchange ideas. He said there's a form that can be obtained to receive income information from the IRS. He added that hidden income can sometimes be found with that form and the IRS will submit and send the information to us free of charge. He said that DuPage Housing Authority hasn't used the form, adding that we will keep the discussions open and we will travel to their Housing Authority next time.

Mr. Southward reported that the Housing Choice Voucher Department is now fully staffed. He said he would invite Ms. Coty Collins Sykes, the new case manager, to next month's meeting. He said she worked for CHA so she has experience. Mr. Southward asked for questions. There were none.

Commissioner Hellwig asked if we were finding applicants ineligible or withdrawn from the program for other reasons. Mr. Southward said one was non-compliant and another withdrew himself. He said he wasn't sure of the third participant's reason for withdrawal.

OLD BUSINESS

Chairman Kralik reported that Ms. Saldaña contacted Commissioner Kelley concerning her prolonged absence from our monthly meetings. Chairman Kralik said that Commissioner Kelley requested one more month to reach a determination. Chairman Kralik said that both he and Ms. Saldaña agreed that her request was reasonable.

Commissioner Davis informed the Board of his resignation as a Commissioner of the Housing Authority because he accepted a position that recently came through. He said he is also on the ballot to be a Trustee and that he would take office in May. He said he would be filling the unexpired term of the Trustee to the township and that he would call Mayor Abu-Taleb to inform him.

Commissioner Davis said it was a pleasure serving the Housing Authority. The Board commended him and Chairman Kralik expressed thanks to him for his service.

NEW BUSINESS

No report

PUBLIC COMMENTS

None

ADJOURNMENT

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

Respectfully Submitted,

Linda Hill, Secretary