

**MINUTES OF THE REGULAR MEETING  
OF THE  
OAK PARK HOUSING AUTHORITY  
THURSDAY, MAY 18, 2017  
7:45 A.M.**

**OFFICIAL RECORD**

PRESENT: Commissioners Butler, Hellwig, Kelley, Muse, & Chairman Kralik

EXCUSED: Commissioner Hill

ALSO PRESENT: Maria Saldaña, Executive Director; Malik Abbas, Jim King, Melissa Neyfeldt, Lataunda Cobb, and Rhonda Doyle, Staff

**QUORUM**

The meeting was called to order at 7:45 A.M. by Chairman Kralik.

**APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 20, 2017**

It was moved (Hellwig) and seconded (Butler) to approve the minutes of the April 20, 2017 regular meeting. The motion passed by unanimous voice vote.

**DISCUSSION RE: 1<sup>ST</sup> QUARTER FINANCIAL STATEMENTS**

Mr. Abbas began by reporting that we have been meeting all targets. He referred to the summary sheet for the 1<sup>st</sup> quarter of 2017.

**MILLS PARK TOWER**

Mr. Abbas reported that Mills Park Tower activities resulted in a surplus of \$4,509 before depreciation.

He reported that operating subsidy amounts have been less than budgeted. He said we spent more money for the 1<sup>st</sup> quarter because of unexpected expenses. There were plumbing issues and a valve broken at the Tower, so more money had to be spent on maintenance.

Mr. King indicated that there was \$260,000 in the reserve account and that some funds come out of the reserve account for unplanned repairs.

Mr. King then passed out a report showing HUD operating subsidies for 2016 versus amount to date for 2017.

Mr. King pointed out that reports show that we are receiving less operating subsidies than last year on a month by month basis. Mr. King did point out that it has gradually gone up.

Mr. King reported that HUD is reducing our funds and that he didn't know whether the reduction would be 5 or 10%. Mr. King asked for questions. Chairman Kralik asked if there was a reason. Mr. King answered that he didn't receive an explanation from HUD. He pointed out that we didn't hear about funding last year until October or November.

### **HOUSING CHOICE VOUCHER**

Mr. Abbas went on to summarize the quarterly results for the HCV Program and indicated that on the operating income side we made more than we budgeted and expenses are less than budgeted.

### **HAP SUBSIDIES**

The total HAP subsidies amount was \$1,143,355 while the total non-operating expenses (HAP) payment was \$1,132,674 resulting in a HAP subsidies total non-operating surplus of \$10,681. Mr. Abbas reported that we usually end up with a surplus for HAP.

### **BUSINESS ACTIVITIES**

The total income was \$11,911 while the total expenses were \$2,385, resulting in an income of \$9,526. There was a surplus of \$41,902 before depreciation and mortgage principal.

### **RECONCILIATION OF CONTRACT BUDGET TO ALLOCATED COSTS**

Mr. Abbas said that a reconciliation of contract budget to allocated costs sheet was included, and that the first quarter resulted in a savings to the Housing Authority of \$2,458.00.

Mr. Abbas asked for questions. Chairman Kralik asked if the Maintenance Contracts amount was work completed to date. Mr. King answered yes. Chairman Kralik then asked about the \$8,057 variance for electricity. Mr. King answered that the variance was due to heating costs.

Lastly, Mr. Abbas reported that the restricted and unrestricted cash amount for all programs was \$1.7 million. He included that all of the Housing Authority programs were in good condition. He asked for questions. There were none.

## **DEPARTMENTAL REPORTS**

### **MILLS PARK TOWER**

Mr. King reported that of the 8 vacancies, 2 of them are units being converted to accessible units. He said that the units would be out of service for 4 months.

Mr. King reported that some of the bathrooms at the Tower were being modernized under the Capital Fund Program. He said they should be finished in another week, but that this would be a continual process.

Mr. King reported that a computer class by a representative from the Oak Park Library was held in April. He said it was very informative for the residents who attended.

Also, Ms. Neyfeldt mentioned that a movie was shown on April 28<sup>th</sup>.

Mr. King reported that Beautiful Finishes would be spraying the shower tiles and floors, and that they are part of the bathroom remodel project. He said that the spraying would run \$500 per unit; and the total cost of the modernization for each bathroom would be \$4,500.

Chairman Kralik asked if only the vacant units' bathrooms would be modernized. Mr. King answered yes. Chairman Kralik then asked what the goal was regarding the bathroom modernization. Mr. King indicated that he would discuss it at the June meeting and update the Board about the Capital Fund and planned projects.

### **HOUSING CHOICE VOUCHER PROGRAM**

Ms. Cobb began by reporting that Mr. Southward wasn't feeling well so she would be giving his report and answering any questions the Board may have.

Ms. Cobb reported that 414 regular Vouchers are being utilized and 46 Mainstream Vouchers are being utilized. She added that there are 3 families searching for units from the Waiting List and 5 families searching for units from the Mainstream Waiting List.

Ms. Cobb reported that we have 66 billable port-in clients and 27 port-out clients, for other Housing Authorities billing the OPHA.

Ms. Cobb reported that there were 12 NED Vouchers being utilized.

Ms. Cobb reported that we completed the annual inspections and now working on reinspections. She added that there are owners requesting extensions.

Ms. Cobb reported that our 2016 Section 8 Management Assessment Program (SEMAP) Certification was approved by HUD and our score for 2016 was 100% which gave the OPHA an overall high performance rating. We received a score of 100%.

Chairman Kralik asked for questions. There were none.

The Board congratulated Ms. Cobb. Commissioner Hellwig said he would be curious as to how far back we would have to go for the Housing Authority to have received less than high performer status. Commissioner Hellwig added that the score was a real testament to the staff.

## **OLD BUSINESS**

Ms. Saldaña indicated that this would be her last meeting as her last day is May 31<sup>st</sup>. She reported that she didn't know who her successor was. Chairman Kralik added that he had been reaching out to find out who her successor was and that he would share with the Board when he finds out.

Chairman Kralik read a resolution to the Board honoring Ms. Saldaña. She thanked Chairman Kralik at which time the Board members applauded. She then mentioned that her favorite part of the job was working with the Housing Choice Voucher staff and Mills Park Tower staff, adding that Mr. King and Ms. Neyfeldt are so dedicated to the residents of Mills Park Tower; and also Mr. Southward and Ms. Cobb serve over 500 HCV participants.

Ms. Saldaña said it was her pleasure to help, thanking the Board for their patience.

The Board thanked Ms. Saldaña for the exceptional work she did for the Housing Authority.

## **NEW BUSINESS**

No report.

## **PUBLIC COMMENTS**

None

## **ADJOURNMENT**

At 8:11 A.M., it was moved (Hellwig) and seconded (Butler) to adjourn. The motion passed unanimously.

Respectfully Submitted,

Louis Butler,  
Acting Secretary