

**MINUTES OF THE REGULAR MEETING
OF THE VILLAGE OF
OAK PARK HOUSING AUTHORITY
TUESDAY, SEPTEMBER 12, 2017
7:45 A.M.**

OFFICIAL RECORD

PRESENT: Commissioners Hill, Kelly, Muse, Butler, Walz & Chairman Kralik

EXCUSED: Commissioner Hellwig

ALSO PRESENT: David Pope, Executive Director, Ken Southward, Jim King, Melissa Neyfeldt, and Beth Swaggerty, Staff

QUORUM

The meeting was called to order at 7:50 A.M. by Chairman Kralik.

SWEARING IN OF COMMISSIONER WALZ

Village Clerk, Victoria Scaman was introduced by Chairman Kralik. Ms. Scaman thanked all of the Commissioners for their work and commitment to the community in serving on the Housing Authority Board. She then proceeded to swear in Kate Walz as new Commissioner of the Village of Oak Park Housing Authority.

Executive Director Pope thanked Ms. Scaman for coming to the meeting to swear in Commissioner Walz.

APPROVAL OF MINUTES

Chairman Kralik asked if anyone had any changes or corrections to the minutes. Commissioner Kelly noted that on paragraph 5, page 2 of the minutes there appeared to be missing language to the last sentence in the paragraph. It was noted that the sentence would be corrected to include "be scheduled for October".

Chairman Kralik then called for a motion to approve the minutes of the July 20, 2017 regular monthly meeting of the Oak Park Housing Authority.

It was moved (Butler) and seconded (Hill) to approve the minutes of the July 20, 2107 regular monthly meeting of the Oak Park Housing Authority. The motion passed by unanimous voice vote.

HA-2017-09-01

Resolution Ratifying the Execution of an Agreement with Sievert Electric for Mills Park Tower Electric Panelboard Replacement Project

Chairman Kralik reminded everyone of their previous electronic vote authorizing and directing the Executive Director to execute a contract with Sievert Electric in the amount of \$124,992.00 for the project.

Mr. King gave a brief description of the project and asked if there were any questions. There were none.

It was moved (Hill) and seconded (Muse) to ratify the execution of a contract with Sievert Electric in the amount of \$124,992.00 for the Mills Park Tower Electrical Panelboard Replacement Project.

The roll call vote was as follows:

AYES: Commissioners Hill, Kelly, Muse, Butler, Walz and Chairman Kralik

NAYS: None

ABSENT: Commissioner Hellwig

HA-2017-09-02

Resolution Ratifying the Approval the Village of Oak Park Housing Authority's 2016 Audit

Commissioner Kralik explained that the Board had also provided electronic approval of the 2016 Audit and asked for a motion.

It was moved (Muse) and seconded (Butler) to ratify the approval the Village of Oak Park Housing Authority's 2016 Audit.

The roll call vote was as follows:

AYES: Commissioners Hill, Kelly, Muse, Butler, Walz, and Chairman Kralik

NAYS: None

ABSENT: Commissioner Hellwig

HA-2017-09-03

Resolution Ratifying the Change in the Regular Monthly Meeting Date from the 3rd Thursday of Each Month to the 2nd Tuesday of Each Month

Chairman Kralik reminded the Commissioners again of their previous approval by electronic vote in this matter.

It was moved (Butler) and seconded (Walz) to ratify the change in the regular monthly meeting date from the 3rd Thursday of each month to the 2nd Tuesday of each month.

The roll call vote was as follows:

AYES: Commissioners Hill, Kelly, Muse, Butler, Walz, and Chairman Kralik

NAYS: None

ABSENT: Commissioner Hellwig

DISCUSSION OF HOUSING AUTHORITY'S PARTICIPATION IN REGIONAL COLLABORATIVE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING

Executive Director Pope passed out three (3) handouts pertaining to the discussion. He advised the Board that historically municipalities were required to complete an analysis of impediments to fair housing every five years. However, recent changes in HUD regulations now required municipalities to expand their analysis regionally and also require Housing Authorities to complete the same analysis. HUD is encouraging agencies to enter into collaborative efforts with the cost of the analysis allocated across the agencies. Mr. Pope explained that the cost to OPHA could be \$3,000. He also stated that the participation would require an intergovernmental agreement. He stated that if anyone had questions after reviewing the handouts he would be happy to speak with them. He added that the timing for formal signatures on the agreement was November 1, 2017.

REVIEW OF 2nd QUARTER FINANCIALS

Mr. Abbas provided a brief overview of the financials highlighting specific variances in operating income and expenses.

Chairman Kralik asked about the increase in maintenance contract expenses. Mr. King explained the increase in expenses were attributable to electrical improvements to exterior lighting, code improvements to the elevator, plumbing and the higher number of market-readies for the period. Mr. King confirmed that these were one-time expenses and not indicative of a trend or on-going escalation of the MPT budget.

Chairman Kralik asked about the over budget variance in HCVP inspections. Mr. Southward explained that the majority of inspections are completed in the beginning of the year and that the expense should balance out by the end of the 4th quarter.

Mr. Pope asked about the shortfall in HAP subsidy payments. Mr. Southward explained that HUD generally runs about 2 months behind but that we should expect that they will catch up in the 4th quarter.

Mr. Pope asked if there were any further questions regarding the presentation of the financials. There were none.

Chairman Kralik thanked Mr. Abbas for the presentation.

DEPARTMENTAL REPORTS

MILLS PARK TOWER

Mr. King reported that vacancies are going down and provided a brief overview of the many tenant activities that took place during the previous month; including the annual tenant meeting.

Chairman Kralik asked how many tenants attended the meeting. Ms. Neyfeldt responded that there were approximately 75 residents in attendance. Mr. Pope added that the residents were highly engaged and vocal.

Mr. King reported that he was in the process of preparing the final draft of the PHA Annual Plan for fiscal year 2018 and would be presenting it at the Authority's October meeting along with a resolution to approve its submission to the U.S. Department of Housing and Urban Development.

Mr. King asked if there were any other questions. There were none.

HOUSING CHOICE VOUCHER PROGRAM

Mr. Southward presented his reports for both July and August. He indicated that by October we would see an increase in mainstream vouchers due to the number of vouchers issued after September 1, 2017.

Mr. Southward also reported that the Authority had met its goal for chronically homeless voucher utilization with a 5th participant executing a lease in September.

Mr. Southward additionally reported that there were approximately 35 attendees at the recent Resident Advisory Meeting. Mr. Pope added that many of the attendees had offered compliments regarding Ken and his staff.

OLD BUSINESS

Mr. Pope gave a brief update on the parking situation at MPT. He encouraged OPHA to remain engaged since the parking was still under review; but anticipated that we might see some parking relief along Pleasant Place once the 3rd quarter ending and the Village's current obligations to those renting the spaces were met.

Chairman Kralik asked if there was any further old business. There was none.

NEW BUSINESS

Mr. King provided a handout on HUD's Smoke Free Ordinance that would be effective January 2018, and that would need to be implemented by July 1, 2018. He indicated that he would prepare a resolution to be presented at the December meeting.

PUBLIC COMMENTS

Chairman Kralik asked if there were any public comments. There were none.

ADJOURNMENT

At 8:50 A.M., it was moved (Muse) and seconded (Butler) to adjourn. The motion passed by unanimous voice vote.

Respectfully Submitted,

Linda Hill,
Secretary