

**MINUTES OF THE REGULAR MEETING
OF THE VILLAGE OF
OAK PARK HOUSING AUTHORITY
TUESDAY, FEBRUARY 13, 2018
7:45 A.M.
MILLS PART TOWER
1027 PLEASANT PLACE
OAK PARK, ILLINOIS**

OFFICIAL RECORD

PRESENT: Commissioners Hellwig, Hill, Walz, Kelley & Chairman Kralik

EXCUSED: Commissioners Butler & Muse

ALSO PRESENT: D. Pope, Executive Director, K. Southward, J. King, M. Neyfeldt, B. Swaggerty, and B. Sinn, Staff

QUORUM

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

APPROVAL OF MINUTES

Chairman Kralik called for a motion to approve the minutes of the December 12, 2017 regular monthly meeting of the Oak Park Housing Authority.

It was moved (Hellwig) and seconded (Hill) to approve the minutes of the December 12, 2017 regular monthly minutes of the Oak Park Housing Authority.

Chairman Kralik asked if anyone had any changes or corrections to the minutes. There were none.

The motion passed by unanimous voice vote.

HA-2018-02-01 RESOLUTION RATIFYING THE APPROVAL OF THE RENEWAL OF OPHA'S ANNUAL INSURANCE COVERAGES EFFECTIVE FEBRUARY 1, 2018

Chairman Kralik called for a motion to ratify the approval of the renewal of OPHA's annual insurance coverages effective February 1, 2018.

It was moved (Hill) and seconded (Hellwig) to ratify the approval of the renewal of the OPHA's annual insurance coverages effective February 1, 2018.

Mr. Pope stated that the board had previously provided electronic approval of the execution of insurance coverage renewals with NFP. He then summarized the due

diligence and competitive bid process that resulted in the selection of NFP's renewal proposal. He stated that NFP's proposal maintains all of the required coverages at appropriate levels and reflects a 25.3% savings in premiums for the 12-month period beginning February 1, 2018. He asked the Board if they had any questions regarding the proposed coverages which had been summarized in a previous email and included in their board packets.

Commissioner Hellwig asked what specifically accounted for the 25.3% savings in premiums. Mr. Pope stated that two primary factors were 1) the competitive bidding process and 2) that a claim had dropped off our claims history creating interest from a provider that had previously declined to quote coverage.

Chairman Kralik thanked Mr. Pope and Ms. Swaggerty for their due diligence in securing competitive bids and achieving material savings in premiums.

Roll Call Vote:

Ayes: Commissioners Hellwig, Hill, Walz, Kelley, & Chairman Kralik

Nays: None

Absent: Commissioners Butler & Muse

HA-2018-02-02 RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH RAFALO CORPORATION FOR THE REHABILITATION OF MILLS PARK TOWER ACCESSIBLE UNITS 2-G AND 2-J

Chairman Kralik called for a motion to approve the execution of an agreement with Rafalo Corporation for the rehabilitation of Mills Park Tower accessible units 2-G and 2-J.

It was moved (Walz) and seconded (Hellwig) to approve the execution of an agreement with Rafalo Corporation for the rehabilitation of Mills Park Tower accessible units 2-G and 2-J.

Mr. King gave a brief overview of the bidding process and the five (5) bids that had been received. He explained that the bids were opened and fully reviewed on February 6, 2018 and that Rafalo Corporation has been selected as the lowest responsible bidder. He added that in accordance with HUD regulations must be met by Rafalo Corporation including the payment of prevailing wages.

Mr. King stated that the current occupants of the two units scheduled for rehab had been agreeable to relocating to other units to allow the rehabilitation work to begin.

Chairman Kralik asked if the two residents being relocated required accessible units. Mr. King answered that they did not. Mr. King added that the two units would come off the rent roll during their rehabilitation.

Chairman Kralik thanked Mr. King for his due diligence in securing highly competitive bids on the project.

Roll Call Vote:

Ayes: Commissioners Hellwig, Hill, Walz, Kelley, & Chairman Kralik

Nays: None

Absent: Commissioners Butler & Muse

DISCUSSION AND UPDATE OF VILLAGE OF OAK PARK'S AFFORDIBLE HOUSING RFP

Mr. Pope reported that the initial deadline for proposal submission had been extended from Friday, February 9th to Monday, February 12th due to the recent snow storm.

Mr. Pope stated that he had expressed to the Village OPHA's desire to have the opportunity to weigh in and provide insight regarding the various proposals. He stated that the Village understood OPHA's request but that they had not finalized the review process at that time.

Mr. Pope then gave a brief overview of the two proposals that had been submitted by the Oak Park Residence Corporation.

There was further discussion of proposals that might be submitted from other organizations. Commissioner Hellwig asked which of the other proposals might be constrained by IHDA's review schedules. Mr. Pope described two possible proposals that could be affected.

Mr. Pope asked if the OPHA wanted to do anything outside of the Village's review process specific to the commitment of project-based vouchers for any of the other proposals.

Commissioner Walz asked about OPHA's reservation in committing to project based vouchers. Chairman Kralik stated that committing to project based vouchers means the removal of a corresponding number of existing portable vouchers. He stated that there are already considerable constraints inherent in the HCV Program and that the creation of more project-base vouchers added additional constraints for participants.

Commissioner Hellwig asked if Mr. Pope was proposing that the OPHA look to recommend one or more of the many proposals. Mr. Pope said no; stating that he believed the OPHA should offer to insight to the Village regarding the proposals to help guide their decision.

Chairman Kralik stated that having the ability to have input and to provide insight to the Village would allow OPHA to play a significant role in determining the best model of

affordable housing for the community and in the future development of affordable housing within Oak Park.

He added that an ancillary benefit in meeting with the various groups not selected in this current funding cycle would be the opportunity to help frame future proposals pertaining to the development of affordable housing.

Board consensus was to pursue the opportunity to participate in the Village review process and to engage those organizations submitting proposals in discussions regarding their proposed projects or programs.

Chairman Kralik asked if there were any other questions regarding the RFP.

There were none pertaining to the RFP.

DEPARTMENTAL REPORTS

Mills Park Tower

Mr. King reported that there were currently six vacancies which included two vacancies created by the scheduled rehabilitations of units 2G and 2J. Ms. Neyfeldt added that the remaining vacancies should be filled by the end of March.

Chairman Kralik asked about the status of the waiting list. Ms. Neyfeldt answered that there were currently 489 individuals on the waiting list. Mr. Pope asked what the average waiting period was for someone who was added to the list at this time. Ms. Neyfeldt stated that if the individual was a current Oak Park Resident the waiting period would be approximately two (2) years.

Mr. King reported that Mills Park Tower had received two grants from Elevate Energy for the replacement of refrigerators. He stated that we had also received two grants for the replacement of the both hot water heaters at the building.

Mr. King reported that Mills Park Tower had also been awarded a Ross Grant which will allow for the hiring of a full-time social service coordinator. He explained that the grant will support the position for three years and includes funding for training and various supplies needed for the position. Mr. King stated he considered this award to be a capstone on his career.

Mr. Pope noted that at the end of the three year grant period the allocation becomes embedded in the operating subsidy. He added that this creates the long-term provision of much needed services to our residents. He added that Mr. King had put tremendous time and effort into making this happen and should be congratulated.

Mr. King gave a brief summary of completed maintenance work and resident events and activities for the previous two months.

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

HOUSING CHOICE VOUCHER PROGRAM

Mr. Southward presented his reports for December and January. He stated that 2017 ended with a utilization rate of 97%. He reported that 13 new owners entered the program in 2017 and that 69 total inspections were completed.

Mr. Southward also reported that a NED participant had passed away while in a nursing home and that we continue to struggle to identify NED voucher participants.

Mr. Southward then provided an overview of the Small Area Fair Market Rents published for 2018. He stated that implementation of the rates are required by April 1, 2018. He explained that Fair Market Rents were established for each of the zip codes within in Oak Park and provided an example of what a two-bedroom unit within 60301 would qualify for verses a two-bedroom unit within the 60304 area.

Mr. Southward further explained that the Authority has the ability to increase or decrease the rates by 10% depending on area demand. He stating that working with the Oak Park Regional Housing Center the appropriate increases and decreases for each zip code were established. Mr. Southward said that the direct impact would be an increase in the Authority's share of the rent and a decrease in the participant's share of the rent. He added that he had spoken with a HUD representative and was assured that the program would be funded appropriately to meet increasing costs.

Commissioner Hill asked if utilities would be part of the rental rate. Mr. Southward stated that they would not. He reminded the Board that rental rate would still subject to rent reasonableness which is determined by existing rents for comparable units within the same area.

Commissioner Kralik asked if these changes in Small Area Fair Market Rates will create movement of voucher holders and a possible increase in participating landlords.

Mr. Southward stated he anticipated some movement of voucher holders and that he was hopeful that participants will be able to lease some of the downtown units that were not available to HCV Program participants previously. He also stated that this should allow the Regional Housing Center to provide more assistance to program participants.

Mr. Southward stated that the SEMAP certification submission would be required at the end of February. He stated that typically the Board provides electronic approval of the submission and then ratifies that approval at the next Board meeting. Mr. Southward indicated that he would be sending out an email requesting electronic approval of the

submission and then submitting a resolution for ratification of that approval at the March 13th meeting.

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

OLD BUSINESS

Discussion and Review of Year End Financials

It was determined that the review of the year end financials would be taken up at the next board meeting scheduled for March 13, 2018.

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

NEW BUSINESS

Chairman Kralik asked if there was any new business. There was none.

PUBLIC COMMENTS

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

ADJOURNMENT

At 9:35 A.M., it was moved (Walz) and seconded (Hellwig) to adjourn. The motion passed by unanimous voice vote.

Respectfully Submitted,

Linda Hill,
Secretary