

**MINUTES OF THE REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE VILLAGE OF OAK PARK
TUESDAY, JULY 10, 2018 7:45 A.M.
1025 PLEASANT PLACE
OAK PARK, ILLINOIS 60302**

OFFICIAL RECORD

QUORUM

PRESENT: Commissioners Hill, Hellwig, Butler, and Chairman Kralik

EXCUSED: Commissioner Muse and Walz

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

The meeting was called to order at 7:49 AM by Chairman Kralik.

APPROVAL OF MINUTES

Chairman Kralik called for a motion to approve the minutes of the June 12, 2018 regular monthly meeting of the Oak Park Housing Authority.

It was moved (Butler) and seconded (Hellwig) to approve the minutes of the June 12, 2018 regular monthly meeting of the Oak Park Housing Authority.

Chairman Kralik asked if there were any corrections to the minutes. There were none.

The motion passed by unanimous voice vote.

HA-2018-07-02 RESOLUTION HONORING RHONDA DOYLE

Executive Director Pope announced that Ms. Doyle had recently retired after serving as administrative assistant to the Executive Director and as administrative liaison to both the OPRC and OPHA boards for over 26 years. He stated that this formal resolution was an opportunity to reflect appreciation of Ms. Doyle's years of service to both organizations and the community. He added that her last day had been June 29th and that staff had celebrated with her on that day, expressing their appreciation and wishing her the best in this next phase of her life.

It was moved (Hellwig) and seconded (Hill) to approve Resolution HA-2018-07-02 honoring Rhonda Doyle. The motion was passed by unanimous voice vote.

PRESENTATION OF THE OPHA FY 2017 AUDITED FINANCIAL STATEMENTS

Ken Peterson of Kolnicki, Peterson, Wirth, LLC provided a page by page overview of the audited financial statements. He stated that the organization ended its 2017 fiscal year in a strong position. He highlighted the increase in revenues attributable to the receipt of energy efficiency rebates. He reported that there were no findings in any areas of the audit including internal controls, programs and program compliance testing, certifications, or management fees.

Mr. Peterson then asked if there were any questions.

Chairman Kralik noted that the audit showed an overfunding of the Illinois Municipal Retirement Fund (IMRF) and asked why we would continue to overfund the pension plan or if it could be corrected. Mr. Peterson responded that he was unsure of how the contributions had been calculated and whether IMRF allowed for the return of the overfunding. Ms. Swaggerty stated that both the employer and the employee contribution amounts are mandated by the State but that staff would look into the issue and question of whether the account could be rebalanced and what steps might be involved.

President Pope stated we would report back on this issue at the September board meeting.

Executive Director Pope referenced his memo regarding the opportunity for inclusion of the OPHA audits in an auditors' peer review. He stated in discussing the audit with Mr. Peterson it had come to his attention that it was standard industry practice for auditors to submit their audits for peer review under a 3-year program. Executive Director Pope stated that he had requested that Kolnicki, Peterson & Wirth to submit the OPHA's audits for the 3-year peer review, which will be conducted this fall. The OPHA will get a report back which will provide a secondary review of its internal record keeping and financial position. He stated this information would be helpful to have as we enter into our next audit cycle.

Chairman Kralik and the board thanked Mr. Peterson for attending the meeting and for presenting the audit.

HA-2018-07-01 RESOLUTION APPROVING THE VILLAGE OF OAK PARK HOUSING AUTHORITY FY 2017 AUDITED FINANCIAL STATEMENTS

It was moved (Hill) and seconded (Butler) to approve the Village of Oak Park Housing Authority FY 2017 audited financial statements.

Roll Call Vote:

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

NAYS: None

ABSENT: Commissioners Muse and Walz

Commissioner Muse joined the meeting at 8:15 AM.

REVIEW OF 2ND QUARTER FINANCIALS

Mr. Abbas provided a brief overview of the 2nd quarter financials. He reported that the Housing Authority's financial performance through the first half of the year had been slightly ahead of 2018 budget projections. He noted that MPT revenue was higher than projected due to improved occupancy while expenses were up slightly due to an increase in utilities. He stated that the HCVP was outperforming its budget due to additional administrative funding received in 2018; but said this should balance itself out over the course of the year.

Mr. Abbas asked if there were any questions. There were none.

Chairman Kralik thanked Mr. Abbas for the comments within the report which clearly explained the variances and addressed potential questions.

DEPARTMENTAL REPORTS

MILLS PARK TOWER

Ms. Neyfeldt reported that there were currently six (6) vacancies but hoped to complete three (3) lease-ups by the end of July. She stated that there had been three (3) move-outs and two (2) move-ins during the month of June.

Mr. King reported that on July 5, 2018 HUD had posted the \$246,000 awarded ROSS Program funding in eLOCCS. He stated that this funding will allow the Housing Authority to begin implementing the Service Coordinator program.

Mr. King then provided a brief overview of the various resident and maintenance activities which had occurred in the month of June.

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

Chairman Kralik asked about the one elevator that was currently down. Mr. King explained that the elevators tends to have more issues during periods of high heat, but that the down time is relatively short when this occurs and that the elevators are maintained on a regular and proactive basis.

HOUSING CHOICE VOUCHER PROGRAM

Mr. Southward briefly discussed the activities of the HCVP program during the previous month. He reported that the lease-up rate for both regular and mainstream vouchers was 98% and added that currently there are no referrals from the State for NED vouchers. He stated that he did request more referrals but hadn't received any to date.

Mr. Southward reported that annual inspections had been completed and that extensions had been granted to a couple of owners but that he did not anticipate that any clients would need to move. He added that four (4) HAB abatements had been rescinded and that payments had been reinstated.

He reported that there were 29 port-outs and 73 port-ins.

There was discussion of the current status of the waiting list. Mr. Southward explained that the program services approximately 50 individuals from the waiting list annually. He further stated that he anticipates that we may need to open the waiting list sometime in the next 2-3 years and explained what that might involve and how best to handle the vast number of applicants that will apply for the list. Mr. Southward said HCVP staff will be looking at criteria, processes, and technology other Housing Authorities use in opening and maintaining waiting lists.

Chairman Kralik asked if there were any further questions. There were none.

OLD BUSINESS

SHOWALTER HOUSE UPDATE

Executive Director Pope explained that conversations were continuing with Housing Forward. He stated he thought we would see substantive movement on the project before the next meeting and that he may need to reach out to the board for electronic approval of projects determined through a bidding process.

Executive Director Pope also asked for the availability of the board members for possible tours of the Showalter property.

Chairman Kralik asked if there was any update on the VOP RFPs. Executive Director Pope stated that the three selected proposals were scheduled to go before the Village Trustees before the end of the month. Chairman Kralik encouraged all board members to attend the Village Trustees meeting if available. Executive Director Pope stated that he would confirm the date of the Village Trustees' meeting and send the date out to all OPHA board members.

Mr. Pope asked if there were any questions. There were none.

NEW BUSINESS

Executive Director Pope announced that Ms. McGuire, Administrative Assistant at MPT would be retiring in mid-July and that Ms. Swaggerty was working closely with MPT staff to identify her replacement.

Executive Director Pope reminded the board that the Authority had previously contracted auditors, Kolnicki, Peterson, Wirth, LLC for an initial year with the option to lock them in for an additional two (2) years. He asked if the board was comfortable exercising the option to continue with Kolnicki, Peterson, Wirth, LLC for

the 2018 and 2019 audits and then issue another RFP in 2019 for the 2020 audit.

Chairman Kralik noted that having the third-party peer review would allow not only assist the OPHA in determining that Kolnicki, Peterson, Wirth, LLC was appropriately meeting OPHA's needs but also assist Kolnicki, Peterson, Wirth, LLC in rectifying any issues identified in the peer review moving into the new audit year.

It was the general consensus of the board to exercise the option to continue with Kolnicki, Peterson, Wirth, LLC for the 2018 and 2019 audits.

Commissioner Hill asked if there was a cost to the 3-year peer review.

Executive Director Pope stated that while there was a cost to the auditors there would be no cost to OPHA.

Commissioner Muse referenced previous discussions regarding the issuance of the RFP for audits and wanted to remind everyone of the boards' stated sensitivity to making sure that OPHA's RFP process provided fair and equitable opportunity for any interested audit to submit proposals.

Executive Director Pope stated that the HCVP had recently received a request from a participating landlord for rent increases for two units; citing the increase in property taxes as a direct reason for the request for increased rent. He stated that it was important to be cognizant and sensitive to the fact that property taxes were having a direct impact on the program.

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

ADJOURNMENT

Chairman Kralik asked for a motion to adjourn the July 10, 2018 regular monthly meeting of the Housing Authority.

It was moved (Hill) and seconded (Hellwig) to adjourn the June 12, 2018 regular meeting of the Housing Authority of the Village of Oak Park at 8:43 PM. The motion passed by unanimous voice vote.

Respectfully Submitted,

Linda Hill, Secretary