

**MINUTES OF THE REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE VILLAGE OF OAK PARK
TUESDAY, OCTOBER 9, 2018
1025 PLEASANT PLACE
OAK PARK, ILLINOIS 60302
7:45 AM**

OFFICIAL RECORD

QUORUM

PRESENT: Commissioners Butler, Hellwig, Muse and Chairman Kralik

EXCUSED: Commissioners Hill and Walz

ALSO PRESENT: D. Pope, B. Swaggerty, M. Abbas, M. Neyfeldt, & K. Southward,
C. Wilz, L. Cobb, Staff and V. Scaman, Village Clerk

The October 9, 2018 regular monthly meeting was called to order at 7:54 AM by
Chairman Kralik.

APPROVAL OF MINUTES

Chairman Kralik called for a motion to approve the minutes of the September 11,
2018 regular monthly meeting of the Oak Park Housing Authority.

It was moved (Butler) and seconded (Hellwig) to approve the minutes of the
September 11, 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.

REVIEW OF 3RD QUARTER FINANCIALS

Mr. Abbas gave a brief overview of the 3rd quarter financials highlighting that OPHA
was ahead of budgeted projections through 9/30/18 in both revenues and expenses
for all three programs.

Chairman Kralik asked about the \$11,000 variance in expenses in employee
benefits for the Housing Choice Voucher Program. Mr. Abbas explained that an
employee who had previously waived medical insurance coverage had been added
to the plan during open enrollment which occurred after the budget had been
adopted.

Mr. Abbas then explained a number of minor variances highlighted on the detail
pages stating that overall the financial health of OPHA was strong and in alignment
with budgeted projections for the year.

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

HA-2018-10-01

Resolution Approving the 2019 PHA Annual Plan for the Housing Authority of the Village of Oak Park.

It was moved (Hellwig) and seconded (Muse) to approve the 2019 PHA Annual Plan for the Housing Authority of the Village of Oak Park.

Mr. Southward provided a brief overview of the 2019 PHA Annual Plan. He noted that the only significant change to the PHA Annual Plan was the non-smoking policy amendment to the plan that was implemented July 31, 2018 and the statement of capital improvements. He added that this annual plan would be submitted by October 18, 2018.

Mr. Southward also gave a brief overview of the submission process noting that the OPHA had consistently scored as a high performer which allowed them access to a streamlined submission process.

President Pope stated that this was the last plan year for the current five-year plan and that over the next twelve (12) months staff would be developing the next five-year plan.

Mr. Southward asked if there were any questions or comments. There were none.

Roll Call Vote:

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

NAYS: None

ABSENT: Commissioners Hill and Walz

DEPARTMENTAL REPORTS

MILLS PARK TOWER

Mr. Southward gave a brief overview of leasing, administrative and resident activities at Mills Park Tower for the month of September.

Executive Director Pope asked how many Oak Park residents were currently on the MPT waiting list. Ms. Neyfeldt stated that she was not sure but said that as they would be purging the waiting list over the next month and would report back. When asked about how the smoking ban was being received by residents, Ms. Neyfeldt stated that it was going well and that only one resident had been found in violation and had received an official warning. She asked if there were any questions. There were none.

Mr. Southward then gave a brief summary of maintenance activities for the month of September. He asked if there were any questions. There were none.

HOUSING CHOICE VOUCHER PROGRAM

Ms. Cobb provided a brief overview of HCV Program activities and numbers for September 2018 highlighting that the lease-up rate for regular vouchers was 98%,

for mainstream vouchers was 98% and Non-Elderly Disabled/Nursing Home Transition lease-up rate was 80%.

Mr. Southward stated that he had recently received four (4) referrals for the Non-Elderly Disabled/Nursing Home Transition individuals but that he was still awaiting applications back from three (3) of the four (4) referrals. He stated that overall numbers are down from the previous quarter but anticipated that the numbers would be higher in October.

Chairman Kralik asked for clarification regarding the project-based vouchers vs. the tenant-based vouchers at the Grove Apartments. Mr. Southward explained that a project-based voucher holder at the Grove Apartments would qualify for a tenant-based voucher if they lived at the Grove Apartments as a project-based voucher for a minimum of one (1) year. He also explained the process and timeline for transitioning from a project-based voucher to a tenant-based voucher. Mr. Southward confirmed that a total of three (3) project-based voucher holders had transitioned to tenant-based vouchers since the building opened in October 2013.

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

Chairman Kralik thanked Ms. Cobb and Mr. Southward.

OLD BUSINESS

SHOWALTER HOUSE

Executive Director Pope provided an update on the Showalter House project. He stated that through continued conversations with Housing Forward and the Village of Oak Park, Village staff would be placing a recommendation on the Village Board's 10/15 agenda supporting the allocation of \$100,000 of Community Development Block Grant (CDBG) funding as a contribution toward the renovation of the Showalter House, located at 324 N. Austin.

He stated that detailed specifications regarding the proposed renovation work had been submitted to the Village and subsequently forwarded by the Village to the State, in order to obtain both historic preservation approvals and environmental approvals to proceed with the granting of the CDBG funds. He added that there is also a 30-day comment period that the Village has opened regarding this re-allocation of unspent CDGB funds.

Executive Director Pope reported that the current budget estimate for all CDGB-eligible costs that could potentially be involved in the renovation is \$256,000 which includes nearly \$100,000 in costs associated with accessibility improvements to the main building. He added that in conversations with Housing Forward it was concluded that these accessibility-related improvements may be able to be pursued in a subsequent phase, and that they would like be attractive investment options for pursuing additional grant funding.

Commissioner asked about the building's significance regarding historic preservation. Chairman Kralik clarified that it applied to the project because of the age of the building rather than any specific historic significance tied to the building.

Chairman Kralik suggested that it would be valuable to document the renovation project and the use of the property throughout its history to create and maintain an understanding of how this property has been used to serve various members and groups within our community.

PERSONNEL UPDATES

Executive Director Pope stated that several candidates had been identified for the position of Ross Service Coordinator and that interviews were currently underway.

SWEARING IN OF NEW BOARD COMMISSIONER AND APPOINTMENTS TO 2ND TERM

Village Clerk, Victoria Scaman duly officiated the swearing in of David Kelm as a new Commissioner of the OPHA and the appointments of Commissioners Kralik and Hellwig to their second terms as Commissioners of the OPHA.

The board thanked Ms. Scaman and welcomed Mr. Kelm to the board.

NEW BUSINESS

NEW COMMISSIONER IDENTIFICATION

Chairman Kralik reminded everyone that OPHA is actively recruiting for two (2) board commissioners. He asked that if anyone had a recommendation that they forward contact information to both he and David Pope.

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

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

It was moved (Hellwig) and seconded (Kelm) to adjourn the October 10, 2018 regular monthly meeting of the Housing Authority of the Village of Oak Park at 9:04 AM. The motion passed by unanimous voice vote.

Respectfully Submitted,

David Kralik, Acting Secretary