

**MINUTES OF THE REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE VILLAGE OF OAK PARK
TUESDAY, DECEMBER 11, 2018
1025 PLEASANT PLACE
OAK PARK, ILLINOIS 60302**

OFFICIAL RECORD

QUORUM

PRESENT: Commissioners Butler, Hellwig, Hill, Kelm, Muse, Walz, and Chairman Kralik

EXCUSED: None

ALSO PRESENT: D. Pope, B. Swaggerty, K. Southward, M. Abbas, M. Neyfeldt, L. Cobb, and T. Caraballo, Staff

The meeting was called to order at 7:52 AM by Chairman Kralik.

APPROVAL OF MINUTES

Chairman Kralik called for a motion to approve the minutes of the November 13, 2018 regular monthly meeting of the Oak Park Housing Authority.

It was moved (Hill) and seconded (Butler) to approve the minutes of the November 13, 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-2018-12-01 RESOLUTION APPROVING OPHA 2019 OPERATING BUDGET

It was moved (Hellwig) and seconded (Walz) to approve the OPHA 2019 Operating Budget.

Executive Director Pope gave a brief summary of the projected 2018 financial performance for Mills Park Tower, the HCVP, and the OPHA Business Activities as a point of comparison for the proposed 2019 corresponding budgets. He stated that review of the OPHA's actual financial performance would occur after the close of the year.

Mr. Pope then provided an overview of the 2019 budget documents for Mills Park Tower (MPT), the Housing Choice Voucher Program (HCVP), and the OPHA

Business Activities which consisted of financial projections for both the office building located at 21 South Blvd. and Showalter House located at 324 N. Austin Blvd.

Mr. Pope noted that common to both the MPT and HCVP budget was the reallocation of administrative salaries and associated benefit costs due to the transitioning of Ken Southward and Lataunda Cobb to new positions as well as the reduction in hours for Jim King.

MPT BUDGET

Mr. Pope noted that MPT's revenue estimates for 2019 were very stable and that, moving forward, the Ross Service Coordinator Grant would account for an increase of \$82,000 annually. He stated that total expenses similarly are budgeted to increase by \$120,000 due to the Ross grant and an adjustment for inflation. He said that the MPT budget for 2019 projects an overall "net income" of \$52,485 for the year.

HCVP BUDGET

Mr. Pope stated that revenue projections in the 2019 HCVP budget were reduced to reflect an anticipated return to HUD's traditional timing in payment. He noted that expense projections were also reduced to account for the adjustment of staff time allocations. He added that the budget includes the hiring of a new Case Manager in conjunction with shift in staff responsibilities. He said that the HCVP budget for 2019 projects small positive balance of \$8,270 for the year.

BUSINESS ACTIVITIES

Mr. Pope reported that the 2019 Business Activity Budget projects a higher income level due to the anticipated renovation and rental of the Showalter property by Housing Forward.

AYES: Commissioners Butler, Hellwig, Hill, Kelm, Muse, Walz, and Chairman Kralik

NAYS: None

ABSTAIN: None

NEW MOMS OPERATING AND MANAGEMENT AGREEMENT BETWEEN OPHA AND CHA

Mr. Pope reported that due to unresolved issues in finalizing the tenant selection plan, he would not be presenting the operating and management agreement for approval at this time.

DEPARTMENTAL REPORTS

MILLS PARK TOWER

Mr. Pope introduced Terri Caraballo, MPT's new Ross Service Coordinator and asked her to share with the board her background in the field.

Ms. Caraballo shared her experience and previous work history with the board and said she was very pleased to join the organization as Ross Service Coordinator.

Chairman Kralik welcomed her to the organization.

Mr. Southward gave a brief summary of leasing, maintenance, and resident activities for the month of November and reported that there had been an increase in the number of individuals on the waiting list. He noted that there were 5 vacancies in November which included two units under rehabilitation. Ms. Neyfeldt added that her goal for year-end was 100% occupancy.

Commissioner Hellwig expressed appreciation of the St. Giles Church volunteers who delivered Thanksgiving dinners to Mills Park Tower homebound residents.

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

HOUSING CHOICE VOUCHER PROGRAM

Ms. Cobb provided a brief overview of HCV Program activities for November. She stated the lease-up of regular vouchers was currently 419. She added that utilization for the NED vouchers was eleven (11). She reported that there were currently four applicants with active vouchers searching for units in Oak Park and that 16 new owners had joined the program. Ms. Cobb added that the HCVP was currently administrating and billing other housing authorities for 68 participants under the portability program and that an additional 24 participants had been issued vouchers and were currently seeking housing. She added that the Oak Park Housing Authority may elect to absorb some of these 24.

Mr. Southward stated that Chairman Kralik had inquired at the previous board meeting what percentage of voucher holders, if any, were currently paying more than fair market rent (FMR). Mr. Southward stated that 6.5% were paying more than FMR and in those cases participants are paying more than 30% of their non-adjusted income.

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

OLD BUSINESS

SHOWALTER HOUSE UPDATE

Executive Director Pope provided a status report of the proposed renovation of the Showalter House. He stated that he was hoping to present a resolution to the board for approval in the near future.

BOARD MEMBERSHIP UPDATE

Chairman Kralik stated that filling the two positions was taking longer than anticipated but that he anticipated the two candidates could be identified and vetted by the next board meeting.

NEW BUSINESS

None

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

Chairman Kralik asked for a motion to adjourn the December 11, 2018 regular monthly meeting of the Housing Authority of the Village of Oak Park.

It was moved (Hellwig) and seconded (Hill) to adjourn the December 11, 2018 regular monthly meeting of the Housing Authority of the Village of Oak Park at 8:56 AM. The motion passed by unanimous voice vote.

Respectfully Submitted,

Linda Hill, Secretary