

**REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE
VILLAGE OF OAK PARK
TUESDAY, FEBRUARY 12, 2019
7:45 AM
1025 PLEASANT PLACE
OAK PARK, IL 60302**

OFFICIAL RECORD

QUORUM

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

EXCUSED: Commissioner Walz

ALSO PRESENT: Staff: D. Pope, B. Swaggerty, K. Southward, M. Abbas, M. Neyfeldt, L. Cobb, Village Clerk, Victoria Scaman, S. Sood and A. Teitelman, forth-coming commissioners.

Chairman Kralik called the February 12, 2019 regular meeting of the Housing Authority of the Village of Oak Park to order at 7:49 AM.

APPROVAL OF THE MINUTES

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

It was moved (Hellwig) and seconded (Muse) to approve the minutes of the December 11, 2018 regular meeting of the Housing Authority of the Village of Oak Park.

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

The motion passed by unanimous voice vote.

REVIEW OF 2018 FINANCIAL PERFORMANCE

MILLS PARK TOWER

Mr. Abbas briefly summarized Mills Park Tower's 2018 financial performance. He reported that total revenue was 4.71% (\$50,734) higher than what had been budgeted and total expenses were 4.96% (\$50,640) over what had been budgeted.

He explained that the increase in expense was attributable to the correction of staffing allocations and unanticipated plumbing repairs. He reported that total

income before non-operating items was \$56,357.00

HOUSING AUTHORITY BUSINESS ACTIVITIES

Mr. Abbas then summarized the 2018 financial performance of OPHA's business activities (21 South Blvd building & Showalter House). He reported that total revenues were 7.64% (\$13,996) higher than what had been budgeted and total expenses were 5.30% (\$3,207) lower than what had been budgeted. He explained that the increase in revenue was attributable to the additional unanticipated rental income from Showalter House and reimbursement for repairs to the building. He reported that total income before depreciation was \$139,530.00.

HOUSING CHOICE VOUCHER PROGRAM

Mr. Abbas summarized the 2018 financial performance of the Housing Choice Voucher Program. He reported that voucher administrative revenues for were 12.1% (\$59,645) higher than what had been budgeted and voucher administrative expenses were 1.9% (\$9,702) over what had been budgeted. He stated that the total voucher administrative income after depreciation was \$21,164.00.

Mr. Abbas then provided a brief overview of voucher funding for 2018, reporting that the 2018 ended with a voucher funding surplus of \$79,198.00. He stated that the program's total administrative and voucher income for 2018 was \$100,362.00. Mr. Abbas also reported on the program's current funding reserves.

Mr. Abbas asked if there were any questions regarding the financial reports. There were none.

Chairman Kralik asked Mr. Southward, for the benefit of the recently appointed commissioners, to explain the voucher funding process and how it can impact funding reserves. Mr. Southward described in detail the Voucher Management System and explained how the timing in the submission of funding requests and the actual receipt of funding can substantially impact reserve levels.

Commissioner Hellwig asked if the government shutdown had impacted any of the programs funding. Executive Director Pope stated that there had been no major operational impact and that the Authority did not have to draw on any reserves.

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

Chairman Kralik thanked Mr. Abbas and his staff for the clarity of the financial reports provided to the board.

HA-2019-02-01 Resolution Ratifying Electronic Vote by the Board Authorizing the Executive Director to Execute Contracts for Property and Liability Insurance Coverages Effective 2/1/2019

It was moved (Hellwig) and seconded (Butler) to approve resolution HA-2019-02-01 ratifying the previous electronic vote by the Board authorizing the Executive Director to execute contracts for Property and Liability Insurance coverages

effective 2/1/2019.

Executive Director Pope referenced the memo outlining the various insurance coverages and costs that had been provided to the board previous to their electronic vote. He stated that the various coverages and costs were consistent with those for 2018.

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

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

NAYS: None

ABSTAIN: None

DEPARTMENTAL REPORTS

MILLS PARK TOWER

Ms. Neyfeldt and Mr. Southward briefly summarized recent resident activities and building maintenance projects. She reported that there were three (3) vacant units and that there were currently 576 individuals on the waiting list.

Chairman Kralik asked what the ratio of Oak Park residents vs. Non-Oak Park residents were on the list. Ms. Neyfeldt stated that she did not have an exact number, but would provide that information at the next meeting.

Executive Director Pope mentioned that he had attended the most recent resident meeting. He stated that it was well attended and that the residents were very vocal and highly engaged.

Chairman Kralik thanked Ms. Neyfeldt and the MPT staff for their hard work. He asked if there were any further questions. There were none.

HOUSING CHOICE VOUCHER PROGRAM

Mr. Southward summarized program statistics for year-end 2018. He reported that at the end of the year there were 483 households in the combined Mainstream, Regular, and NED programs, at a lease up rate of 98% and a utilization rate of 97%. He also reported on waiting list activity, HQS Inspections, Port-ins, and terminations for 2018.

There was discussion among staff and the board regarding when the appropriate time to open the waiting list might be. Mr. Southward discussed the various factors that affect waiting list management, effective program operation, and high utilization. It was agreed that further review and discussion would be needed in order to determine when the waiting list might be opened.

There was also discussion regarding the difficulty in securing referrals from the state and whether the Authority should seek to reduce the number of NED vouchers the Authority administers. Mr. Southward explained why the number should not be reduced.

Ms. Cobb then provided a summary of HCV Program activities during December 2018 and January 2019.

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

OLD BUSINESS

SHOWALTER HOUSE

Executive Director Pope provided the status of the proposed renovation of the Showalter House. He reported that bid documents had been received from four (4) qualified contractors and that staff had reached back to the bidders to ensure that they fully understood the scope of work and had provided comprehensive and complete bids. He reported that he would be looking for the board to provide electronic approval for the rehabilitation project in the next few weeks.

NEW MOMS OPERATING AND MANAGEMENT AGREEMENT

Executive Director Pope provided the status of the New Moms operating and management agreement, stating that despite many conversations with IDHA staff, the outstanding issue regarding the interpretation of tenant selection for this project has not been resolved.

NEW BUSINESS

INCLUSIONARY HOUSING ORDINANCE

Executive Director Pope reported that there was discussion at the most recent Village Board meeting about the creation of an inclusionary housing ordinance. He stated that the recommendation of village staff was to create an inclusionary housing ordinance that could capture funds through donations from new developments to be used to fund affordable housing needs in the community.

Chairman Kralik reported that he was encouraged in seeing that what had been a discussion of whether there should be an inclusionary housing ordinance had become a discussion on how to effectively design and implement an inclusionary housing ordinance.

Mr. Sood and Mr. Teitelman also attended the Village Board meeting and shared their take-aways from the discussion.

APPOINTMENT OF ANDREW TEITELMAN AND SANDEEP SOOK TO THE HOUSING AUTHORITY OF THE VILLAGE OF OAK PARK BOARD OF COMMISSIONERS

Chairman Kralik reminded the board that Commissioners Butler and Hill had completed their second terms with the Housing Authority but had kindly continued to serve on board until two new commissioners could be identified. He then introduced Victoria Scaman, Oak Park Village Clerk who then proceeded to swear

in Andrew Teitelman and Sandeep Sood as Board Commissioners of the Housing Authority of the Village of Oak Park.

The Board welcomed the new Commissioners.

PRESENTATION OF APPRECIATION TO OUT-GOING COMMISSIONERS HILL AND BUTLER

Chairman Kralik thanked Commissioner Hill for her 10+ years of service to the Board. He noted that Commissioner Hill had not only served as Board Secretary, but had been instrumental in the development of The Grove Apartments and several other key projects during her tenure. He presented her with a crystal plaque as a token of the Board's appreciation. Commissioner Hill thanked the Board and stated it had been a pleasure to serve the organization and the community.

Chairman Kralik thanked Commissioner Butler for his 10+ years of service to the Board. He noted that Commissioner Butler had served as both Chair and Vice-Chair of the Board. He presented him with a crystal plaque as a token of the Board's appreciation. Commissioner Butler thanked the Board and stated it had been his great pleasure to serve community and help advance the development affordable housing in the community.

ADJOURNMENT

It was moved (Hill) and seconded (Hellwig) to adjourn the February 12, 2019 regular meeting of the Oak Park Residence Corporation at 8:42 AM.

Respectfully Submitted,

David Kralik, Acting Secretary