

**REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE
VILLAGE OF OAK PARK
TUESDAY, APRIL 09, 2019
7:45 AM
1025 PLEASANT PLACE
OAK PARK, IL 60302**

OFFICIAL RECORD

QUORUM

PRESENT: Commissioners Sood, Teitelman, Hellwig, Muse, Kelm, Walz and Chairman Kralik

EXCUSED:

ALSO PRESENT: Staff: D. Pope, B. Swaggerty, K. Southward, M. Neyfeldt, L. Cobb, J. King

Chairman Kralik called the April 09, 2019 regular meeting of the Housing Authority of the Village of Oak Park to order at 7:47 AM.

APPROVAL OF THE MINUTES

Chairman Kralik called for a motion to approve the minutes of the March 12, 2019 regular meeting of the Housing Authority of the Village of Oak Park.

It was moved (Sood) and seconded (Hellwig) to approve the minutes of the March 12, 2019 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.

HA-2019-04-01 Resolution Adopting Adjusted Staff Allocations

It was moved (Hellwig) and seconded (Muse) to approve resolution HA-2019-04-01 adopting the adjusted staff cost allocations in accordance with the changes outlined in the attached memorandum of April 5, 2019 from Executive Director, David Pope to the Oak Park Housing Authority Board of Commissioners.

Executive Director Pope summarized his memorandum of April 5, 2019. He referenced Jim King's thirty-eight plus (38+) years of service to both the Oak Park Residence Corporation and the Housing Authority of the Village of Oak Park and explained the new roles and responsibilities being taken on by Mr. Southward and Ms. Cobb related to Mr. King's April 30th retirement.

He also referred to the revised organizational chart and position descriptions provided in the board packet which describe Mr. Southward's and Ms. Cobb's new roles and the revised organizational reporting relationships.

The board congratulated Mr. King on his upcoming retirement and thanked him for his many years of outstanding service to the Housing Authority and the Oak Park community. The board also congratulated Mr. Southward and Ms. Cobb on their respective promotions to Director of Housing Programs and HCVP Manager.

Chairman Kralik stated he was excited about the expertise, institutional knowledge, and continuity of client services that Mr. Southward and Ms. Cobb would be bringing to their new roles.

Chairman Kralik asked if there were any questions regarding the adjusted staff cost allocations. There were none.

AYES: Commissioners Sood, Teitelman, Hellwig, Muse, Kelm, Walz, and Chairman Kralik

NAYES: None

ABSTAIN: None

Review of 2019 1ST QUARTER FINANCIALS

Mr. Abbas provided an overview of each of the financial statements for OPHA's operations during the 1st quarter of 2019. He reported that there were no notable issues. He reported that the relatively minor variances within the statements were attributable to seasonality and timing of payments or capital fund expenditures, but on balance the Authority was operating in accordance with expectations.

Mr. Abbas asked if there were any questions.

Commissioner Sood asked for clarification of line item #4 - Fraud Recovery on the HCVP financial statement. Mr. Southward explained that it was income from the repayment of under reported income by program participants.

Commissioner Teitelman asked about the budget development and when the 2020 budget would be created.

Executive Director Pope explained that staff starts working on the draft budget in September with the goal of finalizing it in November based on ten (10) months of actual operating data to project through the end of the year. The goal is to submit a finalized proposed budget to the Board for approval in December.

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

DEPARTMENTAL REPORTS

MILLS PARK TOWER

Mr. King summarized administrative and resident activities for the month of March. He stated that an invitation to bid for the rehabilitation of the one (1) vacant unit was published on March 20, 2019 with the bid opening scheduled for April 9, 2019 at 2 pm. He explained that this unit was being rehabbed for accessibility and would complete the HUD requirement of 5% accessible units at Mills Park Tower. He stated that the cost of the project will be funded from the 2017 Capital Fund which has a current balance of \$166,881 and that the remaining Capital Fund balance will be used for the rehabilitation of unit bathrooms.

Commissioner Sood asked if the 5% accessible units was mandated. Mr. King answered that it was. Mr. King then gave an overview of the Capital Fund Program, including the timeline for submission of annual reporting, obligation of awarded funds. Mr. King added that MPT has always been effective in obligating all awarded funds under the Capital Fund Program and that no funds had every qualified for recapture by HUD.

Commissioner Sood stated he would like to see the new rehabbed unit once it is done and Chairman Kralik added he would also like to see the retrofitted bathrooms.

Chairman Kralik asked if the demand for accessible units continues to be greater than what is currently available. Mr. King said it was and that current residents waiting for an accessible unit are considered first when one becomes available.

Commissioner Kelm brought up the issue the limited availability of parking at the building. Executive Director Pope said that staff was working on the issue.

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

HCVP

Ms. Cobb summarized the monthly activities of the Housing Choice Voucher Program for the month of March. She stated that the current 99% lease-up rate for Regular Vouchers had declined in April due to self-withdrawals and deaths and that the lease-up rate for Mainstream Vouchers in March was 95%. She reported that in this peak rental season the program would be absorbing vouchers from other Housing Authorities to keep the utilization numbers up. She added that she would be working on the putting the new waiting list in place before the current waiting list is exhausted.

For the benefit of the Authorities new commissioners, Mr. Southward provided an overview of current HUD and HCVP policy and guidelines.

Ms. Cobb asked if there were any questions. There were none.

OLD BUSINESS

NEW MOMS DEVELOPMENT & CHA/NEW MOMS MANGEMENT AGREEMENT

Executive Director Pope summarized the current status of the CHA/New Moms Management Agreement stating that there are still difficulties related to the finalization of the tenant selection plan. He stated that until the issue is resolved the OPHA cannot enter into an agreement with the CHA to administer the proposed vouchers. He said that he hoped there might be a finalized agreement ready for approval and execution at the May board meeting.

SHOWALTER HOUSE

Executive Director Pope reported that permits for all work were granted by the appropriate entities, including the Village of Oak Park, Cook County, and the State of Illinois in mid-March, and that the required lead abatement work was underway with an anticipated completion in the second week of April and primary rehabilitation work starting the week of April 15th. He said rehabilitation work would continue throughout the next two (2) months with a target completion date and ribbon cutting event scheduled for late May or early June. He stated that staff was finalizing lease terms with Housing Forward and would provide an update upon completion of that process.

NEW BUSINESS

None

ADJOURNMENT

It was moved (Sood) and seconded (Kelm) to adjourn the April 09, 2019 regular meeting of the Oak Park Residence Corporation at 9:00 AM.

Respectfully Submitted,

Shenita Muse, Secretary