

**MINUTES OF THE REGULAR MEETING
OF THE VILLAGE OF
OAK PARK HOUSING AUTHORITY
TUESDAY, MARCH 13, 2018
7:45 A.M.
MILLS PARK TOWER
1027 PLEASANT PLACE
OAK PARK, ILLINOIS**

OFFICIAL RECORD

PRESENT: Commissioners Hellwig, Hill, Walz, Kelley & Chairman Kralik

EXCUSED: Commissioners Butler & Muse

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

QUORUM

The meeting was called to order at 7:48 A.M. by Chairman Kralik.

APPROVAL OF MINUTES

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

It was moved (Hellwig) and seconded (Hill) to approve the minutes of the February 13, 2018 regular monthly minutes of the Oak Park Housing Authority.

Chairman Kralik asked if anyone had any changes or corrections to the minutes. There were none.

The motion passed by unanimous voice vote.

HA-2018-03-01 RESOLUTION RATIFYING THE APPROVAL OF SUBMISSION OF SEMAP CERTIFICATION FOR FISCAL YEAR 2017

Chairman Kralik called for a motion to ratify the approval of submission of SEMAP certification for fiscal year 2017.

It was moved (Walz) and seconded (Hellwig) to ratify the approval of submission of SEMAP certification for fiscal year 2017.

Ken Southward gave a brief overview of the submission process. He stated that the Authority's Housing Choice Voucher Program has consistently been rated as a "high

performer”. He added that we will receive notification of the 2017 scoring and rating sometime in April and that he would report the findings at the board meeting following notification.

The Board congratulated Mr. Southward and his staff on their consistently high performance.

Roll Call Vote:

Ayes: Commissioners Hellwig, Hill, Walz, Kelley, & Chairman Kralik

Nays: None

Absent: Commissioners Butler & Muse

Chairman Kralik stated that the order of business would be changed to allow Mr. Southward to present the HCVP departmental report at that time due to his needing to leave the meeting early.

HCVP DEPARTMENTAL REPORT

Mr. Southward gave a brief summary of HCVP activities and statistics for the previous month; highlighting that four (4) program participants had been issued vouchers and were in the process of looking for units. He stated the mainstream program was fully leased and included five (5) families who were identified as “chronically homeless”. Mr. Southward added that there is currently one voucher issued from the mainstream program to a participant who is still looking for a unit in Oak Park. He explained that if the participant executes a lease then the mainstream program will be over in utilized, but that anticipated year end attrition would remedy that situation.

Chairman Kralik asked Mr. Southward to explain the impact of over utilization.

Mr. Southward stated that in an over utilization situation any money spent for the calendar year over the amount allocated by HUD would have to be paid by the Housing Authority and that is why the staff works diligently to avoid those situations.

Chairman Kralik asked if in an over utilization situation was there flexibility in shifting a participant from the mainstream voucher to a regular voucher. Mr. Southward stated that there is a possibility at the outset of a lease, however, once a participant has established a lease under one program it cannot be shifted to another program.

Mr. Southward reported there is a continuing struggle to achieve full utilization under the NED program. He stated that extensions had been provided to two (2) participants who were finding it difficult to find available units or to secure the full required security deposit.

Mr. Pope further explained the program’s reliance on the State Referral Network for participants and that the referral process can be slow at time and has had a negative impact on the Authority’s ability to reach full program utilization.

Mr. Southward stated that even when we do receive referrals from the State Referral Network sometimes those individuals do not want to move to Oak Park because their current support system is not located in the area.

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

Chairman Kralik thanked Mr. Southward for his report.

REVIEW OF 2017 YEAR-END FINANCIALS

Executive Director Pope explained that Finance Director, Malik Abbas was not able to attend the meeting and introduced Accounting Manager, Brad Sinn. He stated that Mr. Sinn would provide an overview of the 2017 year-end financials.

Mr. Sinn summarized the 2017 year-end financials stating that with just a few notable exceptions Mills Park Tower financial performance for 2017 had been as expected.

Mr. Sinn noted that vacancies at Mills Park Tower had been higher than expected but that the loss in rental revenue had been offset by the \$50,000 energy grant received through the replacement of refrigerators throughout the building.

He stated that HUD funding for the Housing Choice Voucher Program was down for a couple of periods but with the reserves we were able to meet HAP funding obligations to program landlords and that since that time we had been receiving normal HUD funding.

Mr. Sinn stated that on the administrative side and with regard to the Showalter House financial performance was as expected.

Executive Director Pope reminded the Board that the Heartland Alliance had previously advised the Authority that it would not be renewing its lease for the Showalter House, effective March 31, 2018. He stated that discussions were underway regarding the possible lease of the property with Housing Forward.

Mr. Sinn added that it should be noted that for 2018 the cost of the Authority's various insurance coverages would be substantially less as a result of negotiations conducted by Mr. Pope and Ms. Swaggerty.

Commissioner Hellwig asked Executive Director Pope how he would characterize the overall financial health of the Authority. Mr. Pope stated that it was good but recognized that vacancies were still high. He stated that the vacancies had escalated quickly in contrast to the time needed to appropriately process and qualify waiting list participants. He added that filling a unit is not as simple as calling the next individual on the list and moving them in. He stated the process can take time; particularly if the individual's circumstances have changed during the waiting period.

Chairman Kralik referred to the shorted subsidies and asked that Mr. Sinn expand on those shortages and how we recover from those shortages. Mr. Sinn explained that if HUD believes that the current cash on hand is too high, HUD will reduce their payments.

Mr. Southward explained that the subsidy levels are benchmarked by HUD every six months and if costs are low HUD reduces their funding. He added that the reverse is true and if costs are high HUD increases their funding. He stated that it generally balances out over the course of the year.

Mr. Sinn asked if there were any questions regarding the year-end financial reports.

There were none.

MILLS PART TOWER DEPARTMENTAL REPORT

Executive Director Pope explained that Mr. King was on vacation and that Ms. Neyfeldt would report on Mills Park Tower activities and performance in his absence.

Ms. Neyfeldt stated that despite the current high number of vacancies she was actively processing individuals from the waiting list and anticipated that the vacancies would drop. She reiterated Mr. Pope's statement that the vacancies had escalated quickly due to a number of residents moving because they needed to be in assisted living.

Ms. Neyfeldt reported that the installation of AT&T fiber optics throughout the building would be completed within the next two weeks.

Ms. Neyfeldt stated that a new exterminating company, Pest Management Services was being used and that both residents and staff were very happy with the results. She added that a new program of regularly scheduled building-wide bed bug inspections had been put in place and that the next inspection would be conducted within the next 30 days.

Commissioner Hill asked if residents self-report bed bug issues. Ms. Neyfeldt stated that unfortunately they do not. She stated that units are treated as the problem is discovered. Commissioner Hill asked how often the common areas are treated. Ms. Neyfeldt stated that all common areas are treated once a month to mitigate further spreading of any problem.

Chairman Kralik asked if more resident education would be helpful. Ms. Neyfeldt stated that she addresses the issue and provides information at regular meetings of the residents.

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

UPDATE OF VILLAGE OF OAK PARK'S AFFORDIBLE HOUSING RFP

Executive Director Pope outlined the RFP submission process and stated that the Village had received six (6) responses to their RFP.

Executive Director Pope then provided a summary of the RFP interview process. He explained that each group was called in to meet singularly with Village staff with the intent that staff would then refer a subset of the proposals to the Housing Program Advisory Commission (HPAC) for review. He stated that the HPAC would then conduct one or more meetings to review those proposals and come back with a recommendation on which proposals should be forwarded to the Village board.

There was discussion about the Housing Authority's request for the opportunity to provide formal input in the RFP review process. Chairman Kralik stated that both he and Mr. Pope had spoken with Village staff about this but had been advised that the Housing Authority would not be given the opportunity to provide formal input in the process. Chairman Kralik then read a statement he had written on behalf of the Housing Authority for the Board's review and comment.

Commissioner Walz suggested that there was a need for the Housing Authority to be more involved with HPAC. There was further discussion of what steps that could be taken to facilitate more involvement and collaboration with HPAC. After further discussion it was decided that Chairman Kralik would pursue a one on one discussion with Chair of HPAC.

OLD BUSINESS

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

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

HA-2018-03-02 RESOLUTION HONORING DORIS KELLEY

Chairman Kralik stated that Commissioner Kelley was leaving the board and read into the record the resolution honoring Commissioner Kelley.

Chairman Kralik asked for a motion to approve the resolution honoring Doris Kelley.

It was moved (Hellwig) and seconded (Hill) to approve the resolution honoring Doris Kelley.

The motion passed by unanimous voice vote.

Chairman Kralik thanked Commissioner Kelley for her service and stated that her perspective had always pulled the board to focus on the individuals that the Authority serves.

Commissioner Kelley thanked the board and encouraged them to continue their service to the community and their work to advance affordable housing in Oak Park.

ADJOURNMENT

Chairman Kralik asked for a motion to adjourn the March 13, 2018 regular meeting.

At 9:01 A.M., it was moved (Walz) and seconded (Hill) to adjourn. The motion passed by unanimous voice vote.

Respectfully Submitted,

Linda Hill,
Secretary