

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

OFFICIAL RECORD

QUORUM

PRESENT: Commissioners Hill, Butler, Walz, Hellwig, and Chairman Kralik
EXCUSED: Commissioner Muse
ALSO PRESENT: D. Pope, B. Swaggerty, M. Abbas, J. King, M. Neyfeldt, & K. Southward, C. Wilz, L. Cobb, Staff

The meeting was called to order at 7:59 AM by Chairman Kralik.

APPROVAL OF MINUTES

Chairman Kralik called for a motion to approve the minutes of the July 10, 2018 regular monthly meeting of the Oak Park Housing Authority.

It was moved (Butler) and seconded (Hill) to approve the minutes of the July 10, 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.

Executive Director Pope introduced Caroline Wilz, Mills Park Tower's new Administrative Assistant/Program Support person. He explained that Ms. Wilz was replacing Ms. McGuire who had retired in mid-July.

Ms. Wilz then briefly described her previous work experience with seniors and public housing residents. Ms. Neyfeldt stated she was very happy to have Ms. Wilz join the MPT staff. The Board welcomed Ms. Wilz.

Mr. Pope then explained to the board that Mr. King would be cutting back his hours as he transitions toward retirement. He explained that Mr. King would start working just a few days a week effective October 1, 2018 and provide his institutional knowledge and his support to Mr. Southward would be taking on the oversight of all of OPHA's housing programs. He stated that Mr. King had also graciously offered to continue to provide support as needed in a consulting capacity after his official retirement. Mr. Pope then explained that as part of this transition, Ms. Cobb who has been with the organization for six (6) years as Senior Case Manager would take on the management of the HCV Program.

Mr. Pope stated that the organization was blessed to have talent within the organization to ensure effective succession of staff and the seamless transfer of responsibilities. He added that the organization would be hosting a formal retirement celebration for Mr. King at a future date.

DEPARTMENTAL REPORTS

MILLS PARK TOWER

Mr. King gave a brief overview of resident and maintenance activities at Mills Park Tower for the month of August 2018. He reported that there were seven (7) vacancies; two of which were accessible units that had recently come back on market after recent renovations. He stated that all seven (7) units were ready for occupancy. Ms. Neyfeldt stated that she had several applicant interviews over the next few weeks.

Mr. King noted that there had been four (4) move-ins and five (5) move-outs for August and that there was approximately a one (1) year wait for those applicants on the waiting list.

Ms. Neyfeldt reported that the Oak Park Public Library's "Book Bike Program" was well received by the residents. She explained that a representative from the library comes out every six (6) to eight (8) weeks delivering books requested by residents.

Mr. King reported that he and Mr. Southward were working on the PHA plan which would be presented to the board at the October board meeting.

Mr. King reported that regular maintenance had been done to equipment and systems throughout the building and that all of the building's systems were working well. He mentioned that this had been a busy year for capital improvements to the property. He asked if there were any questions. There were none.

Chairman Kralik commented that the new carpeting in the community room was very nice and thanked Mr. King and his staff for all their hard work.

HOUSING CHOICE VOUCHER PROGRAM

Mr. Southward provided a brief overview of HCV Program activities for both July and August. He highlighted that the lease-up of regular vouchers had increased from 416 in July to 421 in August and that mainstream vouchers had increased from 48 to 49. He added that utilization for the NED vouchers was still holding at twelve (12) but reported that the State Referral Network had recently provided four (4) referrals which were currently being processed. He anticipated that all four (4) would result in NED vouchers being issued. Mr. Southward also stated that twelve (12) new owners had joined the program in 2018.

Mr. Southward reported that the most recent Resident Advisory meeting had been well attended and a number of topics had been covered including the new payment standards and inspections.

Mr. Southward asked if there were any questions. Chairman Kralik asked what the impact would be if the four (4) potential NED vouchers were awarded; pushing utilization above the fifteen (15) allotted vouchers. Mr. Southward explained that it wouldn't be an issue for 2018 because utilization is measured in unit months and previous utilization had been running at twelve (12) vouchers for the prior eight (8) months.

Mr. Pope stated that if the four referrals result in a total of sixteen (16) NED vouchers then we would have to look at that for 2019 and make an adjustment.

Commissioner Butler asked about a previous request from a landlord for a rent increase due to the increase in property taxes. Mr. Southward explained that rent cannot be set on increased costs to the landlord but on the rent reasonableness for that particular area.

Commissioner Hill inquired what steps had been taken in response to this landlord's specific request for a rent increase. Mr. Pope stated that HCV Program had approved a moderate increase in rent but not in the full amount the landlord had requested.

Commissioner Walz asked Mr. Southward if any of the landlords were involved or were aware of the Housing Opportunity Property Tax Program. Mr. Southward state he wasn't aware of that program. Mr. Pope asked Commissioner Walz if she could provide further information we could pass on to landlords in the HCV Program.

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

Chairman Kralik thanked Mr. King and Mr. Southward for their presentations.

OLD BUSINESS

OVERFUNDED ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

Mr. Pope referred to the memo included in the packet regarding the question raised at the July meeting about OPHA's overfunding of the IMRF as reported in the 2017 Audit. Mr. Pope explained that Ms. Swaggerty had looked into the issue and determined that an overfunded employer could request to make minimum contributions to the fund for a determined period of time to offset the over funding.

Ms. Swaggerty stated that IMRF would be providing instructions on how to calculate the appropriate minimum contribution and submit the necessary paperwork. She stated that she would report back on the status of this at the October meeting.

SHOWALTER HOUSE

Mr. Pope provided a status report of the proposed renovation of the Showalter

House. He reported that staff is looking to ensure that all necessary repairs are fully addressed and that determining the scope of work, the cost of the work, and how the work will be paid for is complex due to a number of factors including balancing the scope and cost of work with prevailing wage requirements under the Bacon-Davis Act and how CBDG funds can be used.

Mr. Pope stated that he anticipated that the cost and timeline for the work would be established and would be presented to the board at the October meeting.

Mr. Pope stated that both the Village and Housing Forward were excited to move on the project but added that the timeline would be pushed out a little further than originally planned because of the need for additional review by the Village and public comment before the bidding process can start.

Chairman Kralik shared that he had attended the Village meeting pertaining to the Affordable Housing RFP and that the Village Trustees had selected the Housing Forward Proposal as one of the proposals to fund. He stated that based on discussion at the meeting and the make-up of the Trustees' votes he felt it was clear that there was a continuing need for education on what constitutes Affordable Housing.

PERSONNEL UPDATES

Mr. Pope stated that he had jumped ahead of the agenda and had provided the personnel updates before the departmental reports.

NEW BUSINESS

NEW COMMISSIONER IDENTIFICATION

Chairman Kralik explained that Commissioners Hill and Butler had recently reached the end of their terms and asked the other Commissioners to forward the names of potential candidates to him. He further explained that the Village provided for a transitional period in which Commissioners Hill and Butler could continue to serve on the board until their replacements could be identified and sworn in. He thanked both Commissioner Hill and Commissioner Butler for their service to the Board, the Housing Authority, and the community.

A question was asked as to what type of person(s) the Board is looking for. Chairman Kralik stated that the board could certainly benefit from the expertise of any number of professionals but key criteria would be commitment to the work of the Housing Authority and its mission.

Mr. Pope added that someone having experience working in affordable housing would be advantageous.

Chairman Kralik reminded everyone that OPHA Commissioners must be Oak Park residents.

INCLUSIONARY ZONING

Chairman Kralik stated that he and Commissioners Hill and Walz had attended the recent Inclusionary Zoning Meeting at Village Hall and reported that the VOP Trustees had directed VOP staff to draft an inclusionary zoning ordinance that specified that there must be a portion of all new development set aside for affordable housing.

He stated that to date Oak Park did not have a formal inclusionary zoning ordinance, but rather, VOP staff – on a case by case basis – had negotiated payment from the contractor a sum to go specifically toward affordable housing. He further stated that the idea of passing an inclusionary zoning ordinance was of interest to a number of the Village Trustees which resulted in a 5-2 vote to move forward to a study session on the matter.

Commissioner Hill stated that she felt that current discussions of Affordable Housing lacked the consideration of an accessibility component. Commissioner Walz agreed and emphasized that new construction is a main route to accessibility and that the Housing Authority might consider the role of providing site-based vouchers for accessible units in new developments. Mr. Pope stated that providing site-based vouchers could impact HUD's voucher allotments but should be discussed further.

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

Chairman Kralik asked for a motion to adjourn the September 11, 2018 regular monthly meeting of the Housing Authority.

It was moved (Hellwig) and seconded (Hill) to adjourn the September 11, 2018 regular monthly meeting of the Housing Authority of the Village of Oak Park at 9:01 AM. The motion passed by unanimous voice vote.

Respectfully Submitted,

Linda Hill, Secretary