

**MINUTES OF THE
REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE VILLAGE OF OAK PARK
TUESDAY, JULY 9, 2024
MILLS PARK TOWER
7:45 AM**

OFFICIAL RECORD

QUORUM

PRESENT: Commissioners Walz, Kelm, Socall, and Chairperson Muse

ABSENT: Commissioners Teitelman and Sood

STAFF: Pope, Swaggerty, Burgos, Carpenter, Cobb, Sinn

GUESTS: Various Mills Park Tower Residents

Chairperson Muse called the meeting to order at 8:15 AM.

APPROVAL OF REGULAR OPHA JUNE 11, 2024, MEETING MINUTES

Ms. Swaggerty advised the board that the June 11, 2024, meeting minutes would be provided for approval at the next monthly board meeting.

Chairman Muse stated that we would therefor move on to Public Comment.

PUBLIC COMMENT

Chairperson Muse opened the floor for public comment. She asked that those with comments please state their name and unit # for the record and limit their comments to three (3) minutes. She also asked that they use the microphone so they could be heard.

A resident from #11C shared that the Tai Chi Class held on Saturdays in the community room is working out very well and hopes that it continues to be held inside. She added that it has helped her with her balance.

Resident, Nora Natof (9F) echoed the previous resident's statement adding that the class is very helpful and well attended. She added that it appears to be averaging roughly 20 participants each week and she thanked staff for the class.

Resident Council President Lloyd (11H) asked if a class for those with vision disability could be added to the curriculum. She said this is an overlooked group. She then stated that there had been four (4) elevator issues in a single day involving both elevators but that luckily, neither of

elevators were out of service at the same time . She reported however that one resident was so upset they didn't even come out of their unit.

Chairperson Muse stated that discussion of the elevator project was on the agenda, and we would address the issue at that time. She then asked if there were any further public comments. There were none.

HA-2024-01 RATIFICATION OF THE OPHA BOARD'S ELECTRONIC APPROVAL OF THE CHANGE ORDER WITH SUBURBAN ELEVATOR (DBA SCHINDLER) IN AN AMOUNT NOT TO EXCEED \$32,000.

In response to Resident Lloyd's concern, Executive Director Pope explained the current status of the elevators. He stated that the board had recently provided electronic approval of the purchase of a new automatic transfer switch to satisfy current code. He stated that it is a requirement that the new automatic transfer switch must be onsite before we can start the refurbishment of the elevator. He stated that he anticipates the delivery in the next two weeks.

Commissioner Socall asked if the consultant failed to identify the need for the transfer switch at the time of contract. Executive Director Pope clarified that the need for a transfer switch was identified; and we do have a transfer switch on the elevators, however consultant failed to understand that recent code now required that the transfer switch operate automatically. Commissioner Socall then asked if our contract with Suburban Elevator held them responsible for ensuring that one elevator is always working. He explained that when we have a service-related issue with the elevator Suburban Elevator response time is very quick. He added that Suburban Elevator is very sensitive to our needs and responds to emergencies very quickly.

Chairperson Muse asked if when the elevator being refurbished is offline, will Suburban Elevator guarantee a specific response window time should the second elevator go offline. She added that it makes her nervous that during the time we are dependent on a single elevator that something happens to that elevator, and we wouldn't have service for several hours. She added that in a building this tall with so many residents this would be a safety issue. She then asked what our weekend protocol is if one of the elevators goes down. Mr. Burgos stated that upon notification that an elevator is down, Suburban comes out to get it back up and running. He stated that their response time is between one and one and a half hours.

Executive Director Pope referred to section of the MPT departmental report which indicates how many elevator incidents had occurred in the past month.

Chairperson Muse asked if there were any further questions. There were none.

It was moved (Muse) and seconded (Kelm) to ratify the OPHA board's electronic approval of the change order with Suburban Elevator (dba Schindler) in an amount not to exceed \$32,000.

AYES: Directors Kelm, Socall, Walz, and Chairperson Muse.

NAYS: None

ABSENT: Directors Teitelman and Sood

QUARTERLY FINANCIALS

Executive Director Pope referred to his memo included in the board packet and asked Mr. Sinn to provide a summary of the quarterly financials and answer any questions.

Accounting Director Sinn provided a brief overview of the second quarter financials for Mills Park Tower, the Main Office, Sojourner House and the HCV Program. He stated that the financial performance for the 2nd quarter of the year was as anticipated with variances in line with the ebb and flow of HUD payments and administrative grants. He asked if anyone had any questions.

Chairperson Muse asked if the admin grant had a hard stop each year or was there a roll over. Mr. Sinn responded that it is based on utilization but may carry over into the 1st quarter of the new year. Executive Director Pope stated that we try to make sure we don't exceed our total allocations while maintaining high utilization. He added that this requires juggling throughout the year to ensure we are optimizing every month as many vouchers as we can without exceeding the top threshold.

DEPARTMENTAL REPORTS

MPT REPORT

Ms. Carpenter briefly summarized the Mills Park Tower occupancy, leasing, resident demographics, waiting list, building activities, and maintenance for the month of June 2024. She highlighted resident activities and the offer and acceptance of three (3) units from waiting list applicants.

Commissioner Kelm stated that the new lighting in the front of the building was a noticeable improvement. He added that it would be helpful if the reasons for move-outs could be clarified on Ms. Carpenter's report. She added that she was happy to see that the Tai Chi class was continuing and well attended.

Chairperson Muse stated that she knew the lighting had been a concern for residents and she congratulated Ms. Carpenter on following through on that the lighting upgrade.

RESIDENT SURVEY

Executive Director Pope stated that a survey had been distributed to all residents soliciting their responses regarding overall satisfaction, property management, maintenance, services coordination, activities, and events. He stated that a copy of the survey had been included in the board packet.

He noted that we received 84 responses and that across the various categories more than 4 out of 5, and in some cases 9 out of 10 residents indicated positive reactions regarding their overall satisfaction with the level of services they are receiving. He stated that the survey included an opportunity for residents to comment and offer suggestions and ideas. He noted that this information was still being processed and would be available at a later date. He noted that this information, along with comments offered at the first Resident Advisory Board (RAB) and the next RAB meeting to be held at Village Hall will be used to inform the 2025 Annual Plan and to develop further activities and services to our residents.

Chairperson Muse thanked the OPHA staff for conducting the survey. She stated that the Board felt that this was an important item and was pleased that it had been done. She addressed residents directly stating that “we welcome your thoughts and concerns and thank you for your honesty and transparency in completing the survey.” She added “for those who have yet to take the survey we encourage to do so as it is important that we have as many residents’ honest assessment as possible.” She added that both board and staff were eager to review all of the responses to the open-ended questions and additional comments that were still being processed.

Commissioner Walz asked if we ever survey our HCV Program participants. Ms. Cobb replied no, but stated we do solicit concerns and ideas from participants during the annual RAB meeting which will be held at the Village Hall. She said we could look into developing a survey specific to voucher holders.

RESIDENT COUNCIL ELECTION UPDATE

Executive Director Pope stated that the most recent Resident Council Election had recently occurred and asked Resident Council President, Charlene Lloyd to update everyone on the outcome. Ms. Lloyd stated that there had been a good turnout for the election and that the majority of the previous Resident Council members were back for a second term with the exception of Victoria Artega and that Ms. Bradshaw, the new Vice-President, had joined the council. She said the Council is glad to be back representing the residents and looks forward to continuing to work closely with OPHA staff to build a vibrant and strong Mills Park Tower.

Chairperson Muse congratulated the residents on the recent election and stated the Board and the OPHA staff are looking forward to working collectively with the Council. She then congratulated Ms. Bradshaw on her election to the Council.

HCV REPORT

Ms. Cobb briefly summarized the activities and accomplishments of the Housing Choice Voucher Program team during the month of June 2024, highlighting a lease-up rate of our regular vouchers of 99%. She then provided an update on the current waiting list process. She said she was pleased to report that we identified and verified the 135 households with local preference and have identified the remaining 15 non-preference households for our current waiting list. She stated that YARDI still needs to make a change in the coding system. to allow us to notify ALL pre-applicants as to whether they were selected or not selected for the waiting list. She added that we were able to send emails to ALL those who applied that the final selection notification would be sent by August 31, 2024.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT OF JULY 9, 2024, REGULAR MEETING

Chairperson Walz reminded the Board that there would be no meeting in the month of August and wished everyone a wonderful rest of the summer. She then asked for a motion to adjourn the meeting.

It was moved (Kelm) and seconded (Walz) to adjourn to the July 9, 2024, regular meeting. The motion passed by unanimous voice vote. The meeting was adjourned at 9:05 AM.

Respectfully submitted,

Stephanie Socall, Acting Secretary

