



**Peoria Housing Authority  
Board of Commissioners  
Regular Board Meeting**

**Monday, January 25, 2016  
MINUTES**

**OPENING:** At 4:31 p.m., Chair Zika opened the annual meeting with the Pledge of Allegiance, a moment of silence and roll call.

**ROLL CALL:** Commissioners Present: Chairman Zika, Commissioner Fassino, Commissioner Cannon, Commissioner Andrews, and Commissioner Robinson  
Late arrival: Commissioner Brown (5:20 P.M.)

**ATTENDING PHA STAFF:** Bret Stone, Robin Redding, Thad Edmonds, Elizabeth Tolliver, Yvonne Long, Paul Bollinger and Nicole Krol

**INTRODUCTION OF THE PHA LEGAL FIRM**

Chairman Zika asked Chrissie Peterson, PHA Legal Counsel to introduce her team members from Heyl, Royster, Voelker & Allen:

Brad Ingram

Deb Stegall

John Redlingshafer

Stacy Crabtree

**ELECTION OF OFFICERS FOR 2016**

Commissioner Cannon suggested continuing with Commissioner Zika as Chairman, and Commissioner Fassino as treasurer. Chairman Zika stated he would like to add to the slate, Commissioner Cannon being nominated as Vice Chair and Commissioner Brown as Secretary. Chair Zika asked if there were any additional nominations. Hearing none, Chair Zika called for a vote to approve the slate.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

## **ADJOURNMENT of the ANNUAL MEETING**

Chair Zika asked for a motion to adjourn the Annual Meeting and go into the Regular Monthly Meeting of the Board of Commissioners. Motion moved by Commissioner Cannon seconded by Commissioner Robinson.

Move to Regular Meeting of the Board of Commissioner – 4:36

Roll call:

Ayes: Commissioner's Fassino, Cannon, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

## **PUBLIC HOUSING FSS GRADUATES PRESENTATION**

Vernon Thomas, FSS Coordinator thanked the board of Commissioners for allowing him the time to announce the accomplishments of two participants from public housing who have met the requirements for graduation from the Family Self Sufficiency Program. V. Thomas noted that both participants officially graduated last month.

Tiffany Michelle White received her LPN certificate along with a license in Massage Therapy. V. Thomas noted both certifications are recognized by the Illinois Department of Federal Regulations.

Ms. White thanked the PHA Board, V. Thomas, and her case manager for all of the support and resources made available to her.

Chairman Zika stated on behalf of the PHA Board, congratulations and thank you for taking the time to share your story.

V. Thomas stated Ms. Tamika Young who was not able to attend the meeting, also received certification as a licensed pharmaceutical technician.

**COMMUNITY COMMENTS:** None

## **APPROVAL OF THE DECEMBER 21, 2015 REGULAR BOARD MEETING MINUTES:**

Commissioner Fassino stated on page 6, it shows going into Executive Session, however it does not show coming out of session.

Chair Zika stated he had a question on page 2, regarding E. Tolliver commenting about the Tenmast System not working properly and the staff playing catch up to verify future residents.

E. Tolliver stated there were a number of files processed, however the challenge is getting people to come in to provide us with the information we need. The system seems to be working, although as PIC information is being uploaded, the same reporting error message appears. E. Tolliver stated Tenmast support was called, along with HUD staff and an issue was identified in the PIC system itself.

Chairman Zika stated on page 3, Commissioner Cannon asked a question related to the open items list.

N. Krol confirmed it had been addressed and sent to the commissioners as a separate attachment to the open items list prior to the board meeting.

Commissioner Cannon asked for an update on the infestation issues at Taft and Harrison Homes.

E. Tolliver stated currently we are not under contract with a pest control company, although we have been using American Pest Control for regular treatment.

Commissioner Cannon requested the board does receive confirmation that the problem is being resolved.

Commissioner Robinson added once the board is comfortable with the results, it would be necessary to have resident feedback as well.

Chair Zika asked if there were any additional questions or concerns about the minutes.

Hearing none, Chair Zika called for a motion to approve. Motion to approve moved by Commissioner Andrews seconded by Commissioner Robinson. Chair Zika suggested approving a different voting style that can be done by approving as a group, unless a commissioner requests a roll call.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

Chair Zika noted the change in the agenda format. With the recommendation of the new legal counsel, ordinances will be added when necessary to the agenda.

Chair Zika asked attorney C. Peterson to explain to the board and PHA staff, the difference between an ordinance and a resolution.

C. Peterson explained a resolution is used to approve contracts, or expressions of the boards policy. Anytime there is a penalty involved, it is recommended to use an ordinance. If prior policies or issues were adopted by an ordinance, it is recommended to stay with the ordinance, mainly because a resolution cannot undo an ordinance.

#### **FINANCIAL REPORTS:**

Chair Zika because of year end closing there are no financial reports to review.

T. Edmonds stated the December and January statements are expected to be presented at the February meeting.

#### **HOUSING CHOICE VOUCHER REPORTS:**

Commissioner Cannon asked when an annual inspection has been completed, reporting no issues, is it a year before the next required inspection.

R. Redding stated unless the unit has been selected for a quality control inspection, it is another year before it will be inspected again.

Commissioner Fassino asked if there was any comment regarding page 14, the services obtained for families per community partner's number variance.

R. Redding stated she will have to look into it and report back to the board.

Commissioner Fassino questioned the amount of Escrow forfeited for this period.

R. Redding stated there were two clients which did not achieve their goals for the term of their contract.

One client requested a hearing which is scheduled for the seventeenth of February to discuss the reasons for being denied.

Chair Zika asked if there were any additional questions or concerns about the Housing Choice Voucher Reports.

Hearing none, Chair Zika called for a motion to approve. Motion to approve moved by Commissioner Cannon seconded by Commissioner Andrews.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

## **ASSET MANAGEMENT REPORTS:**

E. Tolliver stated she did list out the move-ins for the first couple weeks of January as promised.

Chair Zika stated, in December you stated we could be at 97% occupancy by the end of December.

Chair Zika asked if she could help the board understand why this did not happen.

E. Tolliver stated it has been challenging trying to get files processed. We struggle with potential residents not making their scheduled appointments.

Commissioner Robinson asked as a result of this, is there anything that needs to be changed in the process.

E. Tolliver stated she would like to see 10 files for each AMP ready to go for move in per day.

Commissioner Fassino stated he had a concern with the Escrow balances reconciling. Commissioner Fassino suggested this being corrected promptly.

Commissioner Fassino questioned the additional pages included in this month's Asset Management Reports with resident's names being visible.

E. Tolliver stated nobody asked for this specific information, and it was accidentally included in the reports for the board packet.

Chairman Zika stated he understood the reporting of the 136 units at Taft, but his concern is the 80 units that aren't being accounted for. Chairman Zika asked if we are managing the occupancy of these 80 units.

Chairman Zika asked if these units are habitable, shouldn't there be residents occupying them.

Y. Long stated we are verifying through K. Laviano, HUD Director, these units are in approved status which entitles PHA to receiving subsidy for these units.

P. Bollinger stated per K. Laviano, these units are not leasable units in the PIC system. These are approved off-line units, which are removed from PIC inventory. Developing by maintaining these units as occupied, would result in uniform relocation.

Chair Zika stated his concerns are with not being able to house individuals and losing rent, however, he understands the high cost associated with uniform relocation.

Chair Zika asked if there were any additional questions or concerns about the Asset Management Reports.

Hearing none, Chair Zika called for a motion to approve. Motion to approve moved by Commissioner Robinson seconded by Commissioner Brown.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

## **OPERATIONS REPORTS:**

Commissioner Fassino stated he had a question on page 40 regarding delinquent property.

Officer Jerry McKean stated these are properties targeted for being behind in rent.

Commissioner Fassino asked what the acronym S/A and V was in row 4 on page 40.

J. McKean answered Suspect and Victim.

Chair Zika requested reviewing page 35, item 15 - Task Order 16 Taft Homes Phase 1 Environmental Site Assessment. Chairman Zika asked if this was for the quarter PHA is planning on building the new units.

Y. Long stated this was for the entire parcel.

Chair Zika asked the \$216,151 noted on page 36 under Software System and Services was for Tenmanst.

Y. Long stated yes, we have two pending payments that have not yet been processed.

P. Bollinger stated the initial reason was to hold payment until we could identify if the software problems had been resolved.

Chair Zika asked if there were any additional questions or concerns about the Operations Reports. Hearing none, Chair Zika called for a motion to approve. Motion to approve moved by Commissioner Fassino seconded by Commissioner Cannon.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

**ORDINANCE #012516-01 APPROVAL OF THE PEORIA HOUSING AUTHORITY ETHICS ORDINANCE**

Chair Zika asked if there were any additional questions or concerns about the Ordinance 012516-01.

Commissioner Fassino asked when we should anticipate an Ethics Advisor to be appointed.

Chairman Zika replied it was intended to be done as soon as the Ordinance was approved.

Commissioner Fassino asked under article 20, regarding conflict of interest, if this was for the individual or for the firm.

C. Peterson answered it was for the firm.

Chairman Zika stated he was going to recommend Heyl, Royster, Voelker & Allen be our ethics advisor.

Chairman Zika asked if there were any further questions about Ordinance 012516-01. Hearing none, Chair Zika called for a motion to approve. Motion to approve moved by Commissioner Robinson seconded by Commissioner Fassino.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

**ORDINANCE #012516-02 APPROVAL OF THE PEORIA HOUSING CONFIDENTIALITY AGREEMENT/POLICY ORDINANCE**

Commissioner Robinson asked if a commissioner was bound to confidentiality after their term was expired.

Chairman Zika answered yes.

Chairman Zika asked if there were any further questions about Ordinance 012516-02. Hearing none, Chair Zika called for a motion to approve. Motion to approve moved by Commissioner Robinson seconded by Commissioner Andrews.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

**ORDINANCE #012516-03 APPROVAL OF THE PEORIA HOUSING CONFLICT OF INTEREST POLICY**

Commissioner Robinson stated on page 3 of the policy, item B, the word "shall" should be inserted before abstain.

Chairman Zika asked if there were any further questions about Ordinance 012516-03. Hearing none, Chair Zika called for a motion to approve, adding the word abstain to the Ordinance. Motion to approve moved by Commissioner Fassino seconded by Commissioner Robinson.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

**ORDINANCE #012516-04 APPROVAL OF THE PEORIA HOUSING PUBLIC PARTICIPTION AT MEETING OF THE BOARD OF COMMISSIONERS**

Commissioner Cannon suggested maxing out public comments to 20 minutes.

Chairman Zika stated the presiding officer always has the prerogative in cutting off conversation if there is a belaboring of the point. The only concern is having individuals expecting to have the full 20 minutes for commenting on the subject.

Commissioner Cannon suggested leaving the five minute rule per person and adding 20 minutes max for the topic.

Chairman Zika stated there will be a comment added to the policy stating the discussion on any given topic will be limited to 20 minutes.

Commissioner Fassino asked how this will be communicated to those who intend to speak.

Commissioner Cannon stated it was his understanding the presiding officer, prior to the community comments, speaks to the format to remind the public of the limitations.

The board recommended a sign-in sheet, along with copies of the ordinance be made available to the public for all future meetings.

C. Peterson recommended adding to the agenda underneath community comments "subject to the rules adopted by the board" along with the ordinance number being listed.

Chairman Zika asked if there were any further questions about Ordinance 012516-04. Hearing none, Chair Zika called for a motion to approve the ordinance with the adopted 20 minute time limit. Motion to approve moved by Commissioner Cannon seconded by Commissioner Fassino.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Robinson, Brown, Andrews and Chair Zika.

Nay: None, motion carried.

**RESOLUTION #012516-01 COLLECTION WRITE-OFFS**

Chairman Zika commented the amount is incredibly low compared to what has been submitted in the past.

Commissioner Cannon stated in the past, the board has seen lower numbers only to be forewarned that it is not inclusive.

T. Edmonds stated after completing a close examination of accounts receivable, he believes this number to be very accurate.

Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve Resolution #012516-01. Motion to approve moved by Commissioner Fassino seconded by Commissioner Robinson.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Brown, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

**RESOLUTION #012516-02 APPROVAL TO IMPLEMENT THE REVISED HOUSING CHOICE VOUCHER UTILITY ALLOWANCE SCHEDULE**

Commissioner Cannon recommended speaking to the school district about posting notices at the south and north side schools.

Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve Resolution #012516-02. Motion to approve moved by Commissioner Brown seconded by Commissioner Robinson.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Brown, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

### **RESOLUTION 012516-03 APPROVAL OF THE PHA BY-LAWS**

T. Robinson stated there were a few page numbers that were out of sync and asked that they be revised.

T. Robinson asked under article 2, section 2.1, if it was the board's intent to stay at seven rather than have a range.

Chairman Zika stated yes, that would be the intent.

C. Peterson stated the number from the City of Peoria ordinance was designated at seven, and it was advised the PHA board stay at seven.

Commissioner Robinson asked if there was any format for Section 2.2 (j) regarding self-evaluation.

Chairman Zika stated no.

Commissioner Robinson asked which committee would handle the nomination of the Resident Commissioner.

Chairman Zika stated this was delegated to the Personnel Committee.

Commissioner Robinson asked if it was the Board's Chair responsibility to sign all contracts.

Chairman Zika stated yes.

Commissioner Fassino asked if Section 1.3 refers to the headquarters or one of our locations.

C. Peterson stated generally we would consider the PHA administrative offices to be the office of Authority.

C. Peterson recommended an amendment to say Peoria County.

Commissioner Fassino stated in Section 4.2 with regard to the annual meetings, the word afternoon should be removed.

Commissioner Fassino commented on Section 4.6 regarding a Commissioner being able to participate electronically as opposed to not being able to participate.

Commissioner Cannon mentioned problems in the past with not having a quorum.

Chairman Zika stated a commissioner must be present in order to have a quorum.

Commissioner Fassino stated if a commissioner did call in, it is not only contrary to the by-laws, but it would also not afford that person the opportunity to vote.

C. Peterson stated electronic attendance at meetings is regulated by statute 5ILCS120/7. The requirements we set out in the board policy directly reflect what is required in the statute.

Commissioner Fassino requested a copy of the binder for insurance coverage for commissioners.

Commissioner Fassino stated in Article 6.1, Process for Amendment, we have no higher standard for a change of the by-laws and for any other activity.

C. Peterson stated, that is correct, and if there is a suggestion for language change, that would be at the pleasure of the board.

Commissioner Robinson stated in Section 1.3, the word Administrative should be added to reflect current Administrative office.

Chairman Zika stated on page 74, the date should be changed to the resolution that was just passed.

Chairman Zika stated on Section 4.10, an improved process should be implemented for the recordation of minutes.

Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve Resolution #012516-03 Motion to approve moved by Commissioner Cannon seconded by Commissioner Fassino.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Brown, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

### **RESOLUTION #012516-04 APPROVAL OF THE PHA BOARD POLICY MANUAL**

Commissioner Robinson commented on the index listing non-existing pages in the manual.

Commissioner Robinson stated in general, this document was overall confusing. This document seems to reference other documents rather than bringing forth anything new. One value is that it becomes the single safe source for the PHA Mission and Vision.

Commissioner Robinson stated it is proposed for this year for the board to keep an eye on its ongoing value as you look to keep the by-laws and policy manual in sync.

Commissioner Fassino commented in regards to Section 1.3, just because there is a policy, it doesn't mean that everything falls in line with that policy. There would certainly be exceptions to it, which wouldn't necessarily constitute a board review.

Commissioner Robinson stated if it is policy, than the board shouldn't make a decision that is contrary to that policy.

Commissioner Fassino asked if under 2.5 Nonprofit Affiliate, the RVF directors had been appointed by the PHA Board.

Chairman Zika stated in the past, he did not believe it has happened, however it should happen going forward.

Commissioner Fassino stated on Section 3.19 CEO Evaluation, the first sentence needs to be revised to say "The tool(s) and process of the annual CEO evaluation shall be the responsibility of the Board."

Commissioner Fassino stated the last sentence of 4.1 Board Meetings indicates the board packets are typically distributed to the Commissioners approximately one week in advance of the meeting, and commented this would be something the PHA staff should strive for moving forward.

Chairman Zika stated if the information is provided too soon, the board is not receiving current data.

T. Edmonds commented if the packets go out earlier, means less time for the staff to coordinate and analyze any issues that might be present.

Commissioner Brown asked how much information the Board loses if it was distributed the week prior.

Chairman Zika stated receiving the packet 10 days in advance, might cause problems with the financial reporting.

P. Bollinger stated if the board packet is provided any earlier than the Wednesday before, it takes away from the essential time for T. Edmonds to meet with the other departments providing data for the financial reports, allowing for more accurate and up to date reporting to the board.

Commissioner Robinson stated the number of pages included in the board packet should be reduced.

P. Bollinger stated a few board members have been exposed to the (MIS) Management Information Systems report. As we implement this reporting on our side, the intent is to have these reports replace the 140 plus pages the board is familiar with. The information will be more visual and less text. MIS reports will allow the board to see the same data seen in the current board packets but in a more condensed version.

Commissioner Fassino stated on Section 5.4 the word "shall", should be changed to "will" regarding the minutes being sent to all commissioners.

Commissioner Fassino commented on the logic behind Section 7.3 dealing with the Personnel Committee being informed of terminations of exempt staff who reports to the CEO before such termination occurs.

Chairman Zika stated this has been policy in the past, sometimes it has been followed and sometimes it has not.

Commissioner Fassino stated it is the board's responsibility to hire the CEO, and it is up to the CEO to hire and fire the staff.



Commissioner Cannon expressed concerns with the legal issues coming back to the board members.

Commissioner Robinson stated she would be comfortable with the board being informed within so many hours after.

P. Bollinger stated as the PHA transitions through different processes, both with some supervisory training and hearing officer training, any discipline that happens with staff going forward, the board will be informed prior to anything happening.

Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve as amended Resolution AR012516-04. Motion to approve moved by Commissioner Brown seconded by Commissioner Cannon.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Brown, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

### **RESOLUTION AR0125165-05 APPROVAL OF THE CHARTERS OF THE STANDING BOARD COMMITTEES.**

Typing and grammar errors were noted for the Personnel, Resident and Safety Charters, and Resolution. Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve the amended Resolution AR012516--05. Motion to approve moved by Commissioner Fassino seconded by Commissioner Andrews.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Brown, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

### **OLD BUSINESS:**

Y. Long stated there were follow up questions from the Illinois Housing Development Authority that were addressed, and the amendment was submitted which included a corrected site plan as well as a change in the unit mix. The original application that was submitted indicated the Model Group as being the project sponsor, which was corrected to be the Peoria Housing Authority.

Y. Long stated the site/neighborhood standard is currently one of PHA's most critical risks, and noted Administration will be working with the development team to draft the upfront civil rights review form and address the conditions requirement for RAD new construction. The target is to have this complete by the end of the month.

Chairman Zika asked for an update on the 60 day extension mentioned in last month's board minutes.

Y. Long stated she had conversation with the RAD transaction manager regarding the language for that extension. It was indicated that PHA's financing plan extension is to January 2017, which assists with Phase I. PHA still must close with a project that will include the replacement housing factor funds, which expire in October of this year.

### **OPEN ITEMS LIST:**

Chair Zika asked if there were any questions or comments regarding the outstanding items on the open items list. Hearing none, Chairman Zika suggested moving on to board comments.

**BOARD COMMENTS:**

Commissioner Cannon commented on his concerns he had with the customer service being provided to residents from the PHA staff.

Chairman Zika mentioned Commissioner Robinson's formal resignation letter and thanked her for her service as a Board Commissioner.

Chairman Zika noted Commissioner Fassino has agreed to Chair the Finance Committee, Commissioner Brown the Resident Safety Committee, and Commissioner Andrews the Personnel Committee.

**EXECUTIVE SESSION:**

Chair Zika asked for a motion to move into Executive Session. Motion moved by Commissioner Fassino seconded by Commissioner Robinson. **Moved to Executive Session 6:18 PM**

Roll call:

Ayes: Commissioner's Fassino, Cannon, Brown, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

**ADJOURNMENT of EXECUTIVE SESSION, RESUMING REGULAR BOARD MEETING, and ADJOURNMENT of the REGULAR BOARD MEETING:**

Chair Zika asked for a motion to adjourn Executive Session. Motion moved by Commissioner Cannon seconded by Commissioner Thea.

Roll call:

Ayes: Commissioner's Fassino, Cannon, Brown, Robinson, Andrews and Chair Zika.

Nay: None, motion carried.

**Meeting adjourned at 7:04 p.m.**

Respectfully Submitted by:



Alma Brown  
Board Secretary

/nk