



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

**Tuesday, February 16, 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, and Commissioner Fox

Late arrival: Commissioner Brown (4:55 P.M.)

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

**PUBLIC PARTICIPATION:**

Hedy Elliot requested feedback from the PHA staff regarding the decision to house ex-felons.

H. Elliot thanked PHA Officer J. McKean for keeping the trespass list up to date and accurate.

H. Elliot stated she had conversation with the City of Peoria regarding the demolition of the old Harrison school building. H. Elliot noted the site being hazardous to the children living at the Harrison Homes site and asked for PHA's support in getting the abandoned building demolished.

H. Elliot requested a meeting to discuss fundraising for a memorial garden dedicated to a former Harrison Homes resident, Thomas Dixon.

Chairman Zika stated this was a commitment made by the board, however with the recent transitions within the PHA, discussion has been delayed. It is the board's intent to meet with P. Bollinger and E. Tolliver to update them on the project and implement a plan for the near future.

Commissioner Cannon requested moving quickly to have the project started by this coming spring.

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

Commissioner Cannon asked if the comment on page 4 regarding future residents not making their scheduled appointments was due to limited hours of operation by PHA staff.

E. Tolliver stated an official letter is sent to schedule the appointment. There have been appointments made as late as 7:00 p.m. and on Saturdays to accommodate the client's schedule.

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 Cannon seconded by Commissioner Fassino.

Roll call:

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

Nay: None, motion carried.

#### **FINANCIAL REPORTS:**

Chairman Zika stated the financial reports are expected to be presented at the March meeting.

Chairman Zika noted the Tenant Accounts Receivable (TARs) report, asking T. Edmonds how this report compared to last month's numbers.

T. Edmonds stated it is very similar, possibly a few tenths of a percent difference.

Chairman Zika asked if Finance or Asset Management monitors this on an ongoing basis.

P. Bollinger stated this is a function of Asset Management, with any assistance or technical support from Finance.

Chairman Zika asked E. Tolliver if she had any comments as to why there was an increase in this month's reporting.

E. Tolliver replied she would review the report with T. Edmonds, meet with the Asset Managers to investigate the increase, and get back to the board with an explanation.

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

P. Bollinger noted R. Redding would be leaving early to attend the City of Peoria Landlord fair to give a presentation on the Housing Choice Voucher (HCV) program.

Chairman Zika stated the numbers have seemed to drop since November, and asked if the numbers have gone up any for this month.

R. Redding stated over the next couple of months, we should be gaining some ground again.

R. Redding stated she is predicting to have approximately 160 vouchers issued by the end of this month.

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 Fassino seconded by Commissioner Zika.

Roll call:

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

Nay: None, motion carried.

Commissioner Fassino stated he had an additional comment regarding the escrow balance reported on page 14 needing to be revised.

R. Redding also noted the question regarding the number of FSS participants asked at the last board meeting was answered on page 15 of this month's board report.

#### **ASSET MANAGEMENT REPORTS:**

Commissioner Fassino stated he was pleased with the progress that is being made.

Commissioner Fassino asked about the carpentry expenses over 4K for the three units listed on page 20.

E. Tolliver stated she would have to investigate the properties further and get back to the board with an explanation. E. Tolliver stated her first thought is that it might have to do with complete floor replacement.

Commissioner Fassino asked if the escrow balances noted on page 25 were confident numbers.

E. Tolliver stated the accounts were reconciled and revised to reflect the accurate number reported.

Commissioner Fassino asked what happens to the money if a client forfeits the program.

P. Bollinger stated the money would default back to the PHA.

P. Bollinger added there was a shared email received from K. Laviano, PHARS team leader, acknowledging as of today the PHA was at 89.5% occupancy.

Chairman Zika asked what number the 89.5% should be compared to on page 17.

E. Tolliver stated it should be compared to the 93.14 %.

Chairman Zika stated if we are comparing to the 93%, it would suggest we have gone down since January 31.

E. Tolliver stated these units are not listed in the PIC system. K. Laviano is going by what is reported by HUD.

E. Tolliver stated there are residents in these units, and we have to figure out a way to have them show in the PIC system.

Chairman Zika stated he thought it was an automatic process for the numbers to be carried over to the PIC system.

E. Tolliver stated if there is an issue with the 50058 form itself it will be rejected. Staff is currently pulling rejected 50058s for her to review to see why they are not getting into the PIC system.

E. Tolliver stated she met with P. Bollinger before the board meeting to confirm units that have been showing vacant as of February 12 in PIC, are showing as occupied in the Tenmast system.

Commissioner Fassino asked how quickly we are informed when information is rejected.

E. Tolliver stated information is uploaded every 3-4 days. Any errors received are forwarded to the managers for any corrections to be made, and the data is sent again.

Chairman Zika asked if the Asset Managers were the ones creating the data in Tenmast.

E. Tolliver stated yes, and I use Transnet to filter out any 50058 forms with errors, which would be rejected by PIC.

P. Bollinger stated this is a process we are working on internally and will continue to refine moving forward.

Chair Zika asked what methods are being used to help secure funds to residents struggling with move in expenses mentioned on page 16.

E. Tolliver stated PHA is partnered with different agencies that will assist with security deposits and first month's rent. Many people do not realize these services are available.

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 Cannon seconded by Commissioner Fassino.

Roll call:

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

Nay: None, motion carried.

### **OPERATIONS REPORTS:**

Commissioner Fassino commented on page 29 regarding the report not being very clear. Commissioner Fassino suggested a different way of reporting, which included more analysis.

Y. Long stated the direct source documents were originally provided to the board, and it was recommended to remove them and summarize the information instead.

Y. Long explained this report provides all open grants that have not yet been closed out. The obligation and expenditure deadlines are noted, along with the amount that has not yet been obligated or expended.

P. Bollinger stated as we move forward, the MIS report will replace many of the existing reports, which will provide a cleaner and more concise board packet. This reporting should be coming out within the next two board packets.

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 Brown.

Roll call:

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

Nay: None, motion carried.

**RESOLUTION #021616-01 APPROVAL OF THE FY 2015 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)**

R. Redding stated based on the reporting rate, PHA was able to score an overall score of 92%. This scoring is through self certification, and scoring from the PIC system as well.

R. Redding congratulated her staff and gave thanks for everyone's hard work for pulling together as a team to make this happen.

Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve Resolution #021616-01. Motion to approve moved by Commissioner Brown seconded by Commissioner Cannon.

Roll call:

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

Nay: None, motion carried.

**RESOLUTION #021616-02 DISPOSITION OF APPLIANCES FOR SCATTERED SITES AND HARRISON HOMES**

Commissioner Cannon asked if new inventory will be tagged.

P. Bollinger stated PHA is getting away from tagging appliances. They will be tagged to identify them as PHA property but not as a trackable asset. This will be the last time staff will bring appliances to the board in this format. There will be another resolution created which will raise the threshold of assets that we track and no longer require board approval.

Chair Zika asked what happens to the old appliances.

P. Bollinger explained the appliances are stripped of any usable parts, and the remaining shell is recycled.

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 Fox seconded by Commissioner Brown.

Roll call:

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

Nay: None, motion carried.

**RESOLUTION #021616-03 APPROVAL OF MODIFICATION OF BOARD APPROVED PROCUREMENT POLCY TO ADDRESS CHANGES IN POSITION TITLES, DELEGATION OF PROCUREMENT AUTHORITY, AND NON-REAL PROPERTY DISPOSITION**

P. Bollinger requested the resolution be amended for contracts over \$25K, where there is more than a 10% contract modification would be required to come to the board for approval, but if the contract was \$25K or less, no resolution required.

Commissioner Fassino stated he had questions regarding the petty cash section on page 50.

P. Bollinger stated currently, PHA does not use petty cash, however it does not mean it will not be used in the future

T. Edmonds stated theoretically, if we had petty cash, the main office fund would be set at \$300. Each site would have a limit of \$150, with a \$20 limit for any one purchase.

Commissioner Fassino requested to be notified when petty cash is being utilized.

C. Peterson, PHA legal counsel asked Y. Long if the \$25K threshold on page 54 under bonding requirements came from a HUD regulation or old Illinois Public Construction Bond Act.

Y. Long stated it came from the HUD regulation that has since been modified.

C. Peterson stated this could be increased up to \$50K if needed.

Y. Long clarified the only changes that are being made are underscored and called out in the resolution as well.

Y. Long stated it would be possible to provide a copy of the resolution that was previously approved as a reminder of what was modified and included.

Chairman Zika stated a "that" needs to be added under Present Situation in the resolution stating anything over 10% and more than \$25K should be brought to the board.

Chair Zika asked if there were any additional questions regarding the amendment to the resolution. Hearing none, Chair Zika called for a motion to approve as amended Resolution #021616-03. Motion to approve moved by Commissioner Fassino seconded by Commissioner Cannon.

Roll call:

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

Nay: None, motion carried.

#### **OLD BUSINESS:**

Y. Long stated there have been challenges in the execution of the first part of Phase I of redevelopment.

The preliminary application (PPA) is still under review with the Illinois Housing Development Authority. This application was for 4% tax credit which would essentially provide funding for the construction for the new units. It has been indicated to PHA that it is very likely the gap financing will not be available. PHA was asked to evaluate the inclusion of demolition and relocation costs.

The gap amount is approximately \$450K and \$300K for demolition and relocation of five buildings.

Chairman Zika asked if the gap financing was the major issue holding up the process.

Y. Long answered the gap financing and the unit construction regarding up-front housing review and site neighborhood standards.

The last issue is the obligation deadline date for the second increment funds, which is October 28<sup>th</sup>, 2016.

The information PHA has been given by the transaction manager, which has still not been verified, is if the money is use in a RAD deal, an extension could be provided.

Chairman Zika asked if there were any thoughts of where the \$800K in gap funding might come from.

Y. Long stated internally, our only options would be replacement housing funds or capital funds. There are no suggestions for external options other than using part of the developer fee. There is also the option of the affordable housing program subsidy in the amount of \$850K that we could apply for.

Chairman Zika asked for an update on the remaining 33 units.

Y. Long stated we are continuing to look at available apartment buildings for sale.

## **OPEN ITEMS LIST:**

Commissioner Cannon requested an update on the pest control.

E. Tolliver stated the new pest control contractor is scheduled to start on 2/29/16. It has been approximately two months since there has been a pest control contractor on board. American Pest control has been coming on a call as needed basis since then.

The new contractor will be using a different product than what had been used by Orkin.

Once 100% of the units have been treated, forms will be distributed to residents for feedback.

Chairman Zika asked if there was staff walking the grounds daily at Taft Homes looking for rat activity.

E. Tolliver stated there was a maintenance crew member who was coming in early to walk the grounds looking for activity, but she was unclear as to if this was still being done in the winter months.

Commissioner Cannon asked the open items list to be revised for an update for next month.

Commissioner Fassino asked in what ways have the operations changed with how Asset Management is managing the infestation problem since the PHARS visit.

E. Tolliver stated she believes the managers are doing a better job of monitoring the units. There have been more requisitions coming through for pest control than there has been in the past.

Commissioner Fassino asked if these have been tenant requests or initiated by PHA staff.

E. Tolliver stated she believed they are mostly tenant requests.

P. Bollinger stated the new company under contract has a different application process as well as a different product being used compared to the previous companies. During the first treatment, any unit that has been identified as a problem unit will automatically be rescheduled. The Asset Managers will take ownership of what is needed as to whether the situation is eradicated or still exists.

Commissioner Cannon asked if there was a reason why we have to wait until 2/29 for the first treatment.

P. Bollinger stated it was a scheduling issue, because they are doing 100% of the units at PHA.

Chairman Zika stated if an Asset Manager is aware of rodents, and they are not doing anything about the problem, some action must be taken against that manager.

Chairman 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.

## **DEVELOPING 2016 AGENCY GOALS**

P. Bollinger requested the 2016 Agency Goals be tabled for the scheduled board meeting in March.

Chairman Zika stated the longer you go into the year to create goals, the less meaningful they are in terms of getting them accomplished on time.

Chairman Zika asked if a special board meeting needed to be scheduled.

P. Bollinger apologized for not being prepared and stated he would certainly be available and open to scheduling a special meeting.

Commissioner Fox stated because she was new to the board, she would prefer a special meeting considering there is so much riding on the progress PHA makes this year.

It was decided by the board to schedule a Special Board Meeting on March 7, 2016.

## **BOARD COMMENTS:**

Commissioner Fassino stated when the new committee charters and the board policy were adopted, it was indicated in addition to distributing the minutes to the board, an oral report would be given regarding the committee activity as well.

Commissioner Fassino suggested having this listed on the agenda.

Commissioner Fassino stated during the Audit & Finance Committee meeting, an update on Tenmast suggested staff was at 90% operating, although still room for improvement.

Commissioner Fassino stated hopefully at the April board meeting, the representative of the insurance firm that will cover director and officer, will be available to answer any questions.

Commissioner Fassino stated there were a few items from the HUD letter that was issued on February 11, 2016 that the Audit & Finance Committee would like to follow up on:

- The timely filing of the 2015 FDS, which is due on April 16, 2016
- Review of the financial information in the the recovery agreement
- The board requested a month by month occupancy by AMP as soon as possible.

Commissioner Fassino stated he would not be available for the March or July Board Meetings.

Chairman Zika stated he had officially asked Commissioner Fox to join both the Personnel and Audit & Finance Sub Committees.

Chairman Zika mentioned the resident commissioner vacancy and asked for any recommendations to provide to the Mayor.

Chairman Zika asked for an update on the City of Peoria's offer to deed the PHA property at the Taft site.

Y. Long stated we are expecting an environmental review within the next 30 days, along with a proposal for soil borings which were recommended.

#### **EXECUTIVE SESSION:**

The board may adjourn to, or meet solely in, executive session to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees as specified in 5ILCS 120/2(c)(1), collective negotiating matters as specified in 5ILCS 120/2(c)(2), and litigation specified in 5ILCS 120/2(c)(11).

Chair Zika asked for a motion to move into Executive Session. Motion moved by Commissioner Fassino seconded by Commissioner Cannon.

Roll call:

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

Nay: None, motion carried. **Moved to Executive Session 6:16 PM**

#### **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.

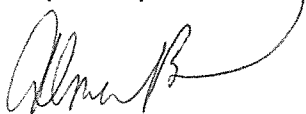
Roll call:

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

Nay: None, motion carried.

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

Respectfully Submitted by:



Alma Brown  
Board Secretary  
/nk