



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

MONDAY, FEBRUARY 23, 2015

MINUTES

OPENING: At 4:47 p.m., Chair Zika opened the meeting with the Pledge of Allegiance, a moment of silence and roll call.

ROLL CALL: Commissioners Present: Commissioners, Cannon, Fassino, Perkins, Robinson, Williams and Chair Zika; Staff Present: Coates, Cueller, Jones, Kamradt, Krueger, Long, McKean and Redding

Chair Zika introduced guests Willie Garrett, Antonio Riley and Bill Wilkins, all HUD officials from the Chicago, Region V office.

COMMUNITY COMMENTS:

Chair Zika called for community comments and reminded visitors of the public participation policy – limit comments to five minutes.

- C: B. Elsasser commented that he previously asked Brenda Coates, CEO for the final cost of the Framework Strategy document and then found an amount of \$59K in the document on page 51. Is this the final cost or will additional expenses be added? Mr. Elsasser stated “people” are asking (1) the cost of the Framework Strategy document (would the public be notified of the final cost) and (2) did Gensler visit the Peoria County area during their study. Timm Krueger, Community Relations Manager will provide Mr. Elsasser the information when it becomes available.
- C: J. Hutsell asked for an update on the meeting requested by the Peoria City Council and requested a release of the Brandywine property or provide an update related to that location.
- R: Chair Zika responded that the meeting has not been scheduled.
- C: K. Alms – Ms. Alms commented that Ms. Elliott asked that she inform PHA that a deceased person is on the trespass list and Ms. Elliott had not received a response email regarding the Thomas Dixon Garden. Ms. Elliott needed a final response so she could proceed with the garden.
- R: Ms. Coates responded that a verbal approval was given at the last meeting Ms. Elliott attended; an email response would be provided to Ms. Elliott.
- C: K. Alms – recapped comments from a previous board meeting regarding the steps to housing (application to occupancy). Ms. Alms thought about the steps in relation to the redevelopment project and there are a number of steps and aspects that the public is unaware of. Ms. Alms commented on funds that need to be committed by October 2015 and other funding potentially available to PHA. While the public does not understand the whole process, it will take the entire community to get a redevelopment project completed. Ms. Alms asked if the Board would consider

having informational meetings to identify how the process should go and how the public can be involved.

APPROVAL OF MINUTES:

Minutes of the Regular Board Meeting held December 15, 2014 – Chair Zika asked for comments, corrections, or changes. Hearing none, Chair Zika called for a motion to approve.

Motion to approve the December 15, 2014 meeting minutes was moved by Commissioner Fassino, seconded by Commissioner Perkins. Roll call.

Ayes: Cannon, Fassino, Perkins, Robinson, Williams and Chair Zika.

Nay: None, motion carried.

Minutes of the Annual and Regular Board Meeting held January 26, 2015 – Chair Zika asked for comments, corrections, or changes. Chair Zika questioned page 18; "securities" under the Pajama Project presentation. Page 22; Chair asked for reaction to getting the minutes out earlier. Ms. Coates reported due to several Freedom of Information Act requests and the request for the minutes to have an tremendous level of detail reflected, the minutes were not issued prior; efforts will be put forth to get minutes out earlier. Chair Zika commented on the request for the details of the minutes and Commissioner Fassino questioned if the minutes being almost a transcript of the meeting are an effective use of time and appropriate. In addition, per the Robert's Rule of Order, the action items are to be recorded not the discussion. Chair Zika suggested getting the minutes out earlier and discussing the appropriate level of detail to include in future minutes. Page 26; add the Electronic Line of Credit Control System report to the open items list for the finance committee to review. Page 31; Commissioner Cannon recapped the discussion of the appeals policy. Commissioner Cannon asked that 10 working days be spelled out to alleviate the computation of the weekend days. Page 29; add the review and consideration of additional vouchers under Rental Assistance Demonstration (RAD) to the open items list. Page 30; Chair Zika asked if responses to items on the open item lists would be sent out weekly. Ms. Coates confirmed that is the plan. Page 31; Chair Zika asked for an update on the partial payment discussion. As reported last month, partial payments were not being accepted. Ms. Coates stated that partial payments are accepted. Ms. Coates recapped last month's discussion in relation to partial payments being accepted by a third party and Matthew Kamradt, Finance Director explained the challenges of partial payments being made via this method. Mr. Kamradt confirmed that partial payments are currently accepted and tracked via the asset manager, tenant accounting and him.

Chair Zika called for a motion to approve. Motion to approve the January 26, 2015 meeting minutes was moved by Commissioner Robinson, seconded by Commissioner Perkins. Roll call.

Ayes: Cannon, Fassino, Perkins, Robinson, Williams and Chair Zika.

Nay: None, motion carried.

Minutes of the Special Board Meeting held January 29, 2015 – Chair Zika asked for comments, corrections, or changes. Hearing none, Chair Zika called for a motion to approve. Motion to approve the January 29, 2015 meeting minutes was moved by Commissioner Fassino, seconded by Commissioner Williams. Roll call.

Ayes: Cannon, Fassino, Perkins, Robinson, Williams and Chair Zika.

Nay: None, motion carried.

ACTION ITEMS AND RESOLUTIONS:

The following reports were reviewed and discussed:

Financial Report – Chair Zika called for questions and comments. Mr. Kamradt shared that the variance explanation report was not accurate. Soft costs were not allocated in the set of financials used.

The financials are correct but the variance is incorrect. Commissioner Fassino and Chair Zika raised questions of negative balances reflected in the financials. Mr. Kamradt would be looking into this issue. Chair Zika noted the explanation of "utilities" does not offer good analysis on some of the variances. Chair Zika also wanted to know if there was a way to estimate the incremental cost related to inspection preparation. Mr. Kamradt explained the current estimate is based on last year's draw down from the capital fund; estimated \$92K. Mr. Kamradt felt this was a solid estimate. Commissioner Fassino asked if there were recovery opportunities for the casualty loss reflected in the Sterling Towers financials. Brian Mooty, PHA Counsel stated there are options and this could be discussed in executive session under litigation. Mr. Kamradt stated the amount represents more than one casualty loss. Commissioner Robinson expressed a preference of having the corrections made before approving the financials because they are the yearend financials. Chair Zika clarified that these are not audited statements and asked if any material adjustments are expected. Mr. Kamradt did not foresee any major adjustments. Commissioner Robinson clarified that she is not suggesting that the Board waits for audited financials, but just the corrections identified; these financials will be the baseline for the 2015.

The approval of the financials was deferred until the March 2015 board meeting.

Section 8 Reports – Chair Zika asked for questions or comments. Commissioner Robinson asked for an update on activities that will be taken for a continual improvement of occupancy. Robin Redding, Section 8 Director shared more applicants are being interviewed and an increase in the number of applicants being briefed will increase the number of applicants "on the street looking." Ms. Redding also stated applicants from the August 2014 waiting list are being pulled from the list. Section 8 will continue to issue vouchers to increase the number of Section 8 clients actively seeking housing until the goal is reached and maintained.

Chair Zika asked for clarification regarding the goals objective of "increasing capacity to 30 - 40. Ms. Redding explained previously briefings typically included 12 – 15 clients/applicants because the eligibility clerk position was vacant. There was difficulty processing the applicant's files with this position vacant. Section 8 is able to increase (double or more) the number of applicants briefed due to the position being filled.

Commissioner Williams made comments regarding the reduced number of turnovers and asked for an update on steps being taken to reduce the turnover ratio. Ms. Redding explained that Section 8 does not evict; Section 8 terminates assistance and evictions are handled by the owner/landlord of the property. Also you typically see fewer turnovers in the winter months. Ms. Redding also shared that Section 8 is always available to assist with landlord tenant issues when a request is made.

Commissioners congratulated those graduating from the Section 8 Family Self Sufficiency (FSS) program.

Chair Zika called for a motion to approve. Motion to approve the Section 8 report was moved by Commissioner Williams, seconded by Commissioner Perkins. Roll call.

Ayes: Cannon, Fassino, Perkins, Robinson, Williams and Chair Zika.

Nay: None, motion carried.

Asset Management Memorandum – Chair Zika asked for questions or comments. Commissioner Fassino asked if repayment agreements will show as accounts receivable or repayment agreements. Mr. Kamradt confirmed repayment agreements will show as repayment agreements and not accounts receivable. Commissioner Fassino also raised questions related to the cost and time related to unit turnaround – referencing units on the Harrison Homes utilization detail report. What can be done to speed up the turnaround, stop losing revenue and make housing available? Mr. Al Cueller, Temporary

Asset Management Director responded that the dates identified on the report are estimated based on the condition of the units. Mr. Cueller also explained how the asset managers are continuously evaluating and prioritizing units based on how quickly the unit can be turned and put back on line. Commissioner Perkins questioned units listed in the Taft Homes report that are only identified as "major." Mr. Cueller explained that estimated cost for repairs have not been attributed to these units. Chair Zika raised the question of the continuous prioritizing conducted by the asset managers; should units be taken off-line when the conditions are so bad and the unit never advances on the priority list. Commissioner Williams recalled a time when PHA hired contractors to assist with the unit turns; should the use of outside contractors be considered again? Commissioner Perkins raised questions regarding the cost of a specific unit on West Montana – is the cost reflected actual or estimated? Commissioner Robinson summarized discussion; units are needed to occupy; unit turns are being completed in the timeframes presented based on the resources. Maybe the resources to get the units turned and occupied are not adequate. Ms. Coates stated that Mr. Cueller has been working with the staff to reduce the resident turnover; the approach has been to work with residents that PHA can keep and work with. Commissioner Fassino recapped the amount being lost due to the extended time a unit is unavailable. It will be difficult to make up the loss by collecting rents at \$132 per month on average. Ms. Coates shared steps being taken to improve the completion dates. Mr. Cueller is working very closely with the asset managers to project completion dates. Also, Mr. Kamradt is analyzing the use of funds to speed up the turnaround time/process for some units.

Page 43; under occupancy – Chair Zika commented on the statement "... occupancy rate of 96% in accordance to the HUD requirements ..." Chair Zika does not like to put the requirement on HUD. PHA's requirement should be higher than 96% and the Board is not comfortable with 96%. The Board would like the long term goal to be higher than 96%.

Chair Zika called for a motion to approve. Motion to approve the Asset Management Memorandum was moved by Commissioner Fassino, seconded by Commissioner Williams. Roll call.

Ayes: Cannon, Fassino, Perkins, Robinson, Williams and Chair Zika.

Nay: None, motion carried.

Operations Report – Chair Zika asked for questions or comments. Chair Zika liked the comparison information on page 53. Commissioner Cannon also liked the summary. Chair Zika asked if this was the final revision of the report. Jerry McKean, Security Administrator stated there would be another revision after the resident relations and security committee meets. Mr. McKean will provide dates to Commissioner Cannon for a resident relations and security committee meeting.

Chair Zika called for a motion to approve the Operations reports. Motion to approve moved by Commissioner Cannon and seconded by Commissioner Robinson. Roll call:

Ayes: Cannon, Fassino, Perkins, Robinson, Williams and Chair Zika.

Nay: None, motion carried.

RESOLUTIONS:

#AR022315-01 – FY2014 Section 8 Management Assessment System (SEMAP)

Chair Zika asked for questions or comments. Chair Zika made comments regarding the 0 out of 5 points projected for indicator 10. Ms. Redding explained that the rent calculation average fell below the required percentage due to staff turnover. There was discussion regarding the complexity of the calculation and Ms. Redding explained that the calculations are not extremely complicated, but the number of variables can make it a difficult for those not very familiar with the equation or those not trained to the point of passing the rent calculation exam. Commissioner Cannon asked if this was a similar problem with indicator 13; 0 out of 20 points projected. Ms. Redding explained that points for

indicator 13 were not secured because the leasing goal was not reached (1,575 vouchers) and all of the funding available to the program was not used (used 94% of 95% of funding). Next year all funding will be used. Chair Zika commented on a question he presented to Ms. Redding regarding demographics; does Section 8 have information on the number of clients who are unemployed or under employed. Ms. Redding did not have this information readily available, but would try to secure the information and report back. Ms. Redding also shared how Nicole Livsey, Section 8 Family Self Sufficiency Coordinator is now attending the briefings to introduce the FSS program and services. Commissioner Williams made comments regarding indicator 13 and the eligibility process. Ms. Redding shared that Section 8 does not conduct landlord verifications. This is done by the landlord/owner if they choose.

Commissioner Williams stated that he was looking at the process from the public housing side and would like the process to be reviewed. Mr. Cueller discussed the eligibility checklist and the appeal process available to applicants. Ms. Coates shared that two different processes were being discussed; an applicant denied for public housing can complete an applicant review form. The asset management director reviews and researches the situation and sits down with the applicant. Mr. Cueller noted that he (the asset management director) is not involved in the initial denial. Commissioner Cannon commented on the denial letter that was discussed at a previous board meeting that he had in his possession. In the letter of denial it did not mention an appeal process. Commissioner Cannon also stated when the letter was presented to Mr. Cueller; he did not want to entertain a review. Commissioner Cannon continued to express his belief of what tenants may go through who are not knowledgeable of the process. Mr. Cueller noted that after meeting with Mr. Cannon, the denial letter was revised immediately to include the appeal language and it is currently in effect. Commissioner Cannon wanted to know the effective date of the new denial letter. Ms. Coates explained per the request at the January 26, 2015 meeting, the item had been placed on the open items list. Ms. Coates further explained that the response to the request had been completed mid January and submitted after the cutoff date; therefore, it was not distributed. The response was provided to the Board with the February board materials (open items issued as a separate attachment).

Commissioner Cannon commented further on the appeals process being presented to the board for discussion and approval. Ms. Coates explained that the person who reviews the applications is not the person to hear an appeal. Commissioner Cannon expressed concern that the department that hears the request should not be the department who responds to the appeal; that is the direction Commissioner Cannon would like to see. Ms. Coates walked through the steps of an applicant review; letter issued by eligibility clerk to a review being handled by the asset management director. Commissioner Cannon would like the Board to review the process. Ms. Redding provided an overview of the informal hearing process for the Section 8 department. The eligibility clerk issues the denial and any request for an informal hearing is reviewed by the Section 8 director. Often the process will stop at this point. If the issue proceeds to the informal hearing stage, someone from a different department will conduct the informal hearing. Commissioner Cannon would like to see a client letter for a denial that explains the informal hearing process. Commissioner Cannon continued to question the letter and the process. Commissioner Robinson summarized the discussion and suggested that a step by step process be provided. Ms. Coates suggested that a Working Policy Session be scheduled to further discuss the review and appeal processes; Commissioner Cannon, Ms. Coates and Mr. Cueller, continued discussion regarding the reference supplied by the landlord and the denial discussed at a prior Board meeting. Commissioner Williams and Commissioner Cannon were in agreement for scheduling a Working Policy Session.

Page 84; Chair Zika questioned if PHA tracks information for the de-concentration bonus. Ms. Redding stated this information is not tracked and Chair Zika thought this would be a nice goal for the future. Commissioner Fassino questioned if the inaccuracies found in the file audits will be reviewed again

during the audit. Mr. Kamradt explained that the auditors will pull their own sample files. The auditors will have all of the information used to determine the Section 8 score available for their review.

Chair Zika called for a motion to approve Resolution #AR022315-01, approval of FY2014 Section 8 Management Assessment System (SEMAP). Motion to approve was moved by Commissioner Robinson, seconded by Commissioner Perkins. Roll call:

Ayes: Cannon, Fassino, Perkins, Robinson, Williams and Chair Zika.

Nay: None, motion carried.

RESOLUTIONS:

#AR022315-02 – Approval of Reclassification of Benefits for Employee Reinstatement to the Public Housing Funding Sources

Chair Zika asked for questions or comments. Chair Zika noted the confusion with the resolution focusing on a "reclassification." Mr. Kamradt explained that the original classification was made and after an appeal to HUD, it was approved for the funds to be reclassified to the public housing funding source. Chair Zika asked for wording changes in the administrative memo and the resolution. Delete the first sentence in the "advantages" paragraph and insert "Central Office Cost Center non federal funds to the" following "the" in the fourth line of the resolution (\$109,838.03 from the ...).

Chair Zika called for a motion to approve Resolution #AR022315-02, approval of Reclassification of Benefits for Employee Reinstatement to the Public Housing Funding Sources as amended. Motion to approve was moved by Commissioner Cannon, seconded by Commissioner Williams. Roll call:

Ayes: Cannon, Fassino, Perkins, Robinson, Williams and Chair Zika.

Nay: None, motion carried.

OLD BUSINESS:

Taft Redevelopment Update – Chair Zika commented on the memo presented and explained that the resolution passed by the Board in September 2013 was passed with the "notion" of there being four to six sites of new construction in the redevelopment of Taft Homes. Other options have been identified over the last year and a half for the redevelopment of the project. Chair Zika wanted it to be clear that the original direction of four to six sites may not be the primary consideration at this time.

LISC AmeriCorps Initiatives – Ms. Long, Director of Modernization and Development corrected the memorandum presented to read "six" not "fourteen" clients received job placement and referral services. Ms. Long also noted that 28 unique clients have been assisted by Brent Baker between October 2014 and January 2015 and twelve have found employment. Ronnie Rich, who is working with the Scattered Sites residents, has eight unique clients.

Ms. Long updated the Board on the collaboration being planned with the New Millennium Institute. Workshops focusing on soft skills and identifying barriers to self sufficiency (job readiness) is the focus of the New Millennium Institute and 3E will focus on college readiness and transition into Illinois Central College (ICC).

NEW BUSINESS:

Public Opinion Survey – Chair Zika called for questions or comments. Hearing none, Chair Zika moved to the next agenda item.

FY2015 Agency Annual Goals – Chair Zika called for questions or comments. Ms. Coates shared revisions to the goals had been made per the January 29, 2015 meeting and the written recommendations received from Commissioner Robinson. Responses were provided to the majority of

the questions presented by Chair Zika under separate cover. Responses to the questions related to financials will be provided in the coming week.

- PHAS Score - Chair Zika questions if using the 2013 information for a baseline was appropriate. Commissioner Robinson was glad to see the challenge level identified with each goal. Commissioner Robinson suggested that staff continuously ask what the "end goal" is and let other items be actions items towards that goal. Commissioner Fassino questioned when the PHAS baseline would be established. Ms. Coates explained the timeline of the audited financials and when the final and preliminary scores may be available. A precise date was not given. Ms. Coates reminded the Board that the 2013 score was not provided until June of 2014. Baselines should be established for each category using the most up to date information.
- MASS – no questions or comments were shared.

Chair Zika commented that there was not a TARs report included in the financials distributed for the February 2015 meeting. Mr. Kamradt will distribute the report once it is prepared.

- TARS – Chair Zika asked if the baseline would be 12/31/14. Ms. Coates answered in the affirmative. Commissioner Robinson suggested milestone dates be added to the TAR projections by AMP. Ms. Coates commented on the problems with the aged accounts receivable reports and the work being done to correct that report; getting data continues to be a challenge. Commissioner Robinson also suggested that the "research" and "consult" related to the banking activity be changed to "establish one or two payment options." Strengthen the outcome.
- Section 8 – Ms. Redding and Mr. Kamradt explained how 1,560 vouchers became the targeted average for the goal.
- Financial Bottom Line – more definition is needed and the goal should be very clear. Mr. Kamradt explained how the three percent was determined. Commissioners felt more than three percent would be needed to get back into a comfortable position with the reserves. Commissioner Robinson commented that cost cutting is not the only measure to save; challenge to think of how the reserves can be grown. Chair Zika made comments of how cutting the bad debt in half would save approximately 20% off the bottom line. The finance committee will get involved to help set a better target.
- Section 8 Reporting – the goal is to maintain the reporting rate of 97%. This is a small increase; however, due to the newness of the Section 8 staff, the large caseload each leasing specialist is expected to manage and the constant interruptions, it becomes difficult for staff to complete their work. Ms. Coates explained the new walk in policy and tracking that will begin March 1st should assist the leasing specialist; however, increasing the goal could be challenging for the new staff. The Section 8 director and supervisor continue to work with staff to ensure steady progress on this goal.
- Software Conversion – Mr. Kamradt briefly reviewed the task related to this goal. Commissioner Cannon questioned who the in-house IT person was for PHA. Mr. Kamradt explained that IT is handled through the finance department and an outside vendor. Ms. Coates stated that the IT position has not been funded in approximately three years. Ms. Coates reminded the Board that there was discussion regarding having an outside consultant manage the conversion along with a person in the finance department.
- Decrease Cumulative Voluntary Terminations – Chair Zika questioned how the 24% was determined and the question was answered under separate cover. Kate Jones, Human Resources Director explained that an employee satisfaction tool has been developed but not administered. Also, it's

been recommended that the previous tool used be issued again in two years.

- Provide Counseling to 68 Unique Residents with 17 Obtaining Employment – Commissioner Robinson and Commissioner Perkins questioned how 68 residents were determined. Ms. Long explained that these are the goals set with AmeriCorps and the number was increased from previous years based on previous year's results. Commissioner Robinson asked if there was a formula behind the 68. Ms. Long explained that there was not a formula, but determined by what was manageable, realistic and achievable. Ms. Long explained that there are two goal categories for Taft and Harrison Homes and one goal category for Scattered Sites. AmeriCorps has two distinct goal categories and PHA is using AmeriCorps goal language; PHA enters how many unique counselees and how many will find employment. Commissioner Robinson asked for a distinct measure that the goal is going from what to 68 and for employment from what to 17; so the significant improvement being made can be measured. Ms. Coates suggested that the goal be separated between the two programs. Chair Zika asked if there would be an AmeriCorps opportunity after July 31st. Ms. Long shared that it is PHA's intent to continue to apply for one and one half members.
- Increase Public Knowledge – Commissioner Robinson asked who is being targeted for education; the public. Timm Krueger, Community Relations Manager shared statistics from the opinion survey that identified opportunities for PHA to educate and put a face on various PHA programs. Commissioner Robinson questioned what if the programs aren't the issue but PHA's effort to assist people to evolve from the need of public housing. Commissioner Robinson suggested that it is not the numbers that are relevant, but the success stories. Mr. Krueger suggested that PHA cannot promote the success stories without the education. Chair Zika suggested that more discussion may be needed. Commissioner Cannon commented on Karrie Alms wanting to join to tell the PHA story, so the more people who are not PHA related telling the story the better off. Mr. Krueger shared his ideas on the engagement process.
- Ratification of AFSCME Collective Bargaining Agreement – no questions or comments were shared.
- Complete and Publish the Framework Strategy for Redevelopment – Ms. Coates shared that the PHA staff will finish reviewing the final document this week. The document will then be returned to the Farnsworth Group and the final review will be completed by them. Chair Zika shared that he would like to hear feedback on this project.

Chair Zika commented that the largest modification is needed in the finance portion and suggested that the finance committee be involved. As the document is modified, it should be sent to members of the Board.

CHIEF EXECUTIVE OFFICER'S REPORT:

Brenda Coates, CEO commented on the meeting held with the City regarding Taft Homes being placed on the City nuisance list. Ms. Coates and Mr. McKean reviewed the ordinance and wanted to sit down with the City to clarify the intent of the ordinance. According to the City Manager and Ross Black the intent of the ordinance is to focus on landlords who are not implementing process or procedures for improvement. PHA has worked in partnership with the City Police in addition to employing off duty police officers for additional security to improve the area for residents. Patrick Urich, City Manager felt PHA is complying with the procedures in place to address criminal activity on the sites.

Ms. Coates also shared that she was informed at the meeting that PHA would receive a letter from the City Code department regarding peeling paint on the exterior of the buildings at Taft Homes. Ms. Long will be talking with the City regarding the level of acceptance of the peeling paint. Ms. Coates shared

PHA has tried to be mindful of the expenditures on a site that is being considered for demolition but PHA does not expect the City to ignore its properties; therefore, the peeling paint will be addressed.

Chair Zika commented that the CEO report mentioned that the issue with the annual landlord/tenant inspection was completed; however, Chair Zika heard it was not complete. Chair Zika asked Brian Mooty, PHA Counsel if he and the City Attorney have spoken regarding the matter. Mr. Mooty stated they have not talked. PHA is waiting to hear from the City Attorney. Ms. Coates shared that the issue of PHA complying with the City inspection came up as a result of a Freedom of Information Act request. Mr. Mooty clarified that PHA has always been subject to the general property inspection ordinance the question is whether or not the PHA is subject to the requirement that it must meet with each of its tenants at the beginning of the lease or annually and fill out the City's inspection form and return it for those properties that it might apply.

Chair Zika also asked Ms. Coates to bring the Board up to date on the request for a meeting by the City Council. Ms. Coates shared that calls have been placed to the City Manager but a date has not been set. The City Council has requested a joint PHA/City Council similar to that held last year. Ms. Coates and Chair Zika will be asking what the agenda is for the meeting and who will prepare the agenda in addition to the meeting purpose.

BOARD COMMENTS:

- C: Commissioner Cannon requested a timeline on the Harrison Homes power outage from PHA's standpoint; including his call to Ms. Coates.
- C: Commissioner Cannon commented on the document submitted regarding the appeals process. Commissioner Cannon wanted to make sure the topic of the appeal process and language of the letters would come back to the Working Policy session.
- C: Chair Zika commented on the Personnel Committee's meeting with a resident who has interest in being a commissioner. Ms. Robinson mentioned that there is follow up needed.
- C: Chair Zika asked the Commissioners interest in meeting with other housing authorities for more benchmarking. Commissioner Fassino suggested key staff be given the opportunity to make visits. Commissioner Robinson suggested maybe a combination of the two – board and staff have opportunities to make visits.

Chair Zika shared that no additional action would be taken after the executive session.

EXECUTIVE SESSION:

Chair Zika called for a motion to move into Executive Session for the purpose of collective bargaining, litigation, real estate and personnel. Motion to move into Executive Session was made by Commissioner Perkins, seconded by Commissioner Robinson. Roll call:

Ayes: Cannon, Fassino, Perkins, Robinson, Williams and Chair Zika.

Nay: None, motion carried.

ADJOURNMENT of EXECUTIVE SESSION and RESUME REGULAR BOARD MEETING:

Chair Zika called for a motion to adjourn the executive session and reconvene the regular board meeting. Motion to adjourn the executive session and reconvene the regular board meeting was made by Commissioner Williams, seconded by Commissioner Fassino. Roll call:

Ayes: Cannon, Fassino, Perkins, Robinson, Williams and Chair Zika.

Nay: None, motion carried.

The Board then proceeded back into regular session. The Board's discussion during the continued regular session was with the three HUD representatives regarding their suggestions and recommendations for how the Board of Commissioners should structure its Board meetings.

The HUD representatives recommended that the Board's meetings should be focused on having the Chief Executive Officer present each of department reports and the CEO should also have the primary responsibility to respond to questions from the Board about the reports, rather than having the Department heads provide the reports.

The Board then thanked the HUD representatives for attending the meeting. The meeting then ended at 8:45 p.m.

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Arthur Perkins".

Arthur Perkins
Board Secretary

/bsm