



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

**Monday, March 07, 2016  
MINUTES**

**OPENING:** At 4:32 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 Andrews, and Commissioner Fox

Late arrival: Commissioner Brown (5:44 P.M.)

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

**PUBLIC PARTICIPATION:** None

**APPROVAL OF THE MINUTES:** None

**RESOLUTION #030716-01 APPROVAL OF THE CONTRACT FOR LEGAL SERVICES FOR EVICTIONS**

Commissioner Fassino suggested deferring this resolution to a later date when all Commissioners were present.

Chair Zika called for a motion to defer Resolution #030716-01 to the next meeting. Motion to defer moved by Commissioner Fassino seconded by Commissioner Andrews.

Roll call:

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

Nay: None, motion carried.

**DEVELOPING 2016 AGENCY GOALS**

**Increase HUD Section 8 Management Program (SEMAP) indicator Report by 20 points by 12/31/16/**

Chairman Zika stated the board is trying to figure out a way to evaluate the agency on what they do in 2016 and suggested the SEMAP indicators may not be good criteria for measurable tasks.

P. Bollinger stated the SEMAP score is a critical number the board needs to keep their eye on.

Chairman Zika asked what could be done to maximize the SEMAP score in 2016.

Chairman Zika suggested using the critical indicators only to be used as goals.

P. Bollinger stated the goals currently listed are the critical indicators, with the addition of charting what our successes are with having opportunities presented to families out of our core area.

Chairman Zika suggested changing the first column to say "take the following steps necessary to optimize our score."

Commissioner Andrews stated she believes each individual task needs to have a goal listed to accomplish.

Commissioner Fassino stated his focus is not high on percentage or numbers, but QC and accuracy in the completion of the files.

Commissioner Fox stated because the SEMAP score is of high importance, the language could be changed to not only complete these goals, but report as well.

P. Bollinger stated the items listed will eventually be uploaded into the monthly board reports, which allows him to identify throughout the year where improvements need to be made.

Commissioner Fassino asked what could be done to increase the voucher success rate currently at 60%.

R. Redding stated unfortunately, the rental market is dictating what is available and what is not. There are many landlords that are not willing to accept the HCV program.

Commissioner Fassino asked if this number is something the authority has no direct control over, and it does not enter the scoring in SEMAP, should it be something we should measure.

P. Bollinger stated if not on here, he believes it is something the agency needs to pay attention to in general.

It was decided by the board and staff to change the goal description and add an additional task, while identifying the quantifiable tasks already listed.

### **Achieve a Minimum 60% of Total Possible Points for Each Sub-Indicator and Earn Standard Performer Designation for Public Housing Assessment System for Fiscal Year 2015**

Chairman Zika stated once again, the board will not know the baseline until September or later.

P. Bollinger stated the only one we know now is the physical indicator.

P. Bollinger stated he is comfortable with this number only because he knows we haven't made any appeals and all of REAC is done.

Chairman Zika asked which indicators we should focus on to achieve 15 points for the management indicator, and is it possible to monitor these throughout the year.

P. Bollinger stated this whole section is based off of what our actual scores come in at.

Chairman Zika suggested looking at other sections to see if they might be measurable.

Commissioner Andrews asked if there were processes that could be done within each task that could be measured.

### **Decrease Direct Tenant Accounts Receivable by Total of 2.27% by September 30, 2016 and Maintain Through December 31, 2016.**

Commissioner Andrews requested the wording on the second item to be changed to "staff to confirm the aged receivable dollar amounts are correct"

Chairman Zika stated what the board is requesting is accurate TARs reporting.

Chairman Zika requested the goal for the 1<sup>st</sup> quarter TAR% to be 4.77 instead of (0.00%)

Commissioner Brown asked if this could be broken into quarters to show progress and achievement.

P. Bollinger stated it would be possible to go back to each goal and break them down in chronological order according to due dates.

Commissioner Brown asked if there was something specific to each task that could identify the objective to achieving that goal.

P. Bollinger stated if the board is comfortable with projections, yes.

Chairman Zika stated for this goal it could be done, but in general for all of the goals it would be difficult.

Chairman Zika stated at the end of the year, when the board evaluates P. Bollinger and the organization, the real question will be did we achieve the 2.5% decrease in TARS.

**Increase Financial Bottom Line Before Depreciation for Overall Budget by 15% of Approved 2015 Budget by December 31, 2016**

P. Bollinger stated this should be changed to "stay within the approved budget".

Commissioner Fassino stated the budget in question, is before depreciation.

Chairman Zika stated the 441K is comprised of 195K in the AMPs, 139K in the COCC, the voucher program at 107K, and the developer fees.

Commissioner Fassino asked if it would make sense to take the developer fees out.

Commissioner Fassino stated we have control over every other number, with the developer fees we do not.

Chairman Zika stated he is comfortable with making the goal 308K before depreciation, before developer fees.

Chairman Zika suggested adding "or any incremental expenses to accomplish the developer fees."

Commissioner Andrews asked if there was one specific task that could be noted as top priority for this goal.

Chairman Zika stated that occupancy and TARs should be the main focus.

Chairman Zika stated he would like to keep the topic of selling unused property on the radar screen as well.

**Continue to work Software Conversion and Meet All Project Timeline Goals by December 31, 2016.**

Chairman Zika stated this goal could be taken out, but staff should periodically provide the board with updates.

P. Bollinger stated the task to develop and implement an electronic payroll system is rather essential.

Chairman Zika suggested moving this task under the financial goal to accomplish efficiencies.

**Achieve 14% or Less Decrease Cumulative Voluntary Terminations by December 31, 2016**

B. Stone stated in 2015 we had 13.73% voluntary turnover. The goal is to decrease it closer to 10.5% for 2016.

Commissioner Fox asked about establishing a safety committee.

P. Bollinger stated the housing authority insurer has a risk reduction program that we as a PHA have not traditionally participated in. There are a number of benchmarks that have to be met to receive a reduction in the premiums. This committee will be started in the Human Resources department this year to enable the authority to begin receiving the reduced premiums.

Commissioner Andrews asked for more details regarding streamlining the tool used for Annual Performance.

B. Stone explained this is broken down into several sub-goals which will contribute to establishing a pay for performance evaluation incentive which will be given at the end of the year. The goal is set to have the tool ready by October 2016 and will be used for the remainder of the year as a test run for 2017.

**Increase Percent of Unique clients Served by 37% and Employment Secured by 26% for Current AmeriCorps Service Term by December 31, 2016.**

Chairman Zika asked if there was a way to summarize the people we are helping in all programs offered through PHA.

Chairman Zika requested more comprehensive reporting on this topic.

Commissioner Fassino requested having an accomplishment report in the board packet going forward.

Chairman Zika suggested the goal being changed to "provide a tracking tool for the number of clients served by the programs."

### **Increase Public Knowledge & Opinion of PHA by 12/31/16**

Chairman Zika stated increase public knowledge is not measurable. The tasks listed are not very quantifiable as written.

Commissioner Brown asked if hiring a new Community Relations manager was completely off the table.

P. Bollinger stated he is struggling with doing this right now with our current financial condition.

Commissioner Fassino suggested using no cost items in the interim, such as a marketing project with Bradley University, or a board committee with board members and volunteers from the community with a communications background.

Chairman Zika suggested removing the first task associated with this goal.

### **Ratification of AFSCME and Trades Collective Bargaining Agreement by 06/30/16**

Chairman Zika stated he is satisfied with monthly updates and the board is hopeful to have a signed contract by 6/30/2016.

### **Complete & Publish the Framework Strategy for Redevelopment by 02/28/15**

The board agreed this goal should be revised and deferred to the March board meeting for review.

### **Develop Short-term and Long-term strategy for the Peoria Housing Authority**

P. Bollinger stated with the board's approval, he would like to use a facilitator from Enterprise Communities to form a strategic plan.

Chairman Zika suggested revising the goal to organize a strategic planning session.

Chairman Zika asked for a motion to defer this agenda item to the Regular Monthly Meeting of the Board of Commissioners. Motion moved by Commissioner Brown seconded by Commissioner Andrews.

Roll Call:

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

Nay: None, motion carried.

### **Review and Approval of HUD Agreement**

P. Bollinger stated much of what is in the agreement, ties back to the goals that were previously discussed.

P. Bollinger stated the only items in this HUD agreement are the dates.

P. Bollinger stated once these dates are agreed upon and approved by the board, it will go before the Mayor for his approval.

P. Bollinger stated based on the dates which he proposed, he believes the authority is in a position to make all of the requirements.

Chairman Zika stated the only date he thought might be unreasonable is achieving an occupancy rate of 96% by May 2016.

P. Bollinger stated he will propose a different date for this requirement.

Commissioner Fassino stated he was optimistic with our management team.

Chairman Zika suggested the preventative maintenance plan and organizational structure being added to the goals.

P. Bollinger stated he would go through the HUD agreement to identify any items that could be added to the 2016 goals.

Chairman Zika asked for a motion to approve the HUD Recovery Plan as presented with the amendment of the d.) item under number 1. The date will be changed to the end of July 2016. Motion moved by Commissioner Fassino seconded by Commissioner Fox.

Roll Call:

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

Nay: None, motion carried.

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, Andrews Brown, Fox, and Chair Zika.

Nay: None, motion carried. **Moved to Executive Session 7:15 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, Andrews Brown, Fox, and Chair Zika.

Nay: None, motion carried.

**Meeting adjourned at 7:55 p.m.**

Respectfully Submitted by:

Alma Brown  
Board Secretary  
/nk