



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

**Monday, March 28, 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 Cannon, and Commissioner Fox
Commissioner Andrews, and Commissioner Brown.

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

PUBLIC PARTICIPATION:

NONE

NEW EMPLOYEES INTRODUCTION:

Cory Lambin – MOD Construction Inspector

Shavon Johnson – PH Eligibility Clerk

April Clark-Brown – HCV Leasing Specialist

Michael Catt – HCV Inspections

Latoya Webster – HCV Eligibility Clerk

Yolunda Kelly - Receptionist

APPROVAL OF THE FEBRUARY, 2016 REGULAR BOARD MEETING MINUTES:

Chairman Zika noted the word annual needed to be removed in the first sentence.

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 Brown seconded by Commissioner Andrews.

Roll call:

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

Nay: None, motion carried.

APPROVAL OF THE MARCH 7, 2016 SPECIAL BOARD MEETING:

Chairman Zika noted page 11 regarding the preventative maintenance plan being included in the 2016 goals. P. Bollinger stated he recalled it being discussed at the special board meeting, and it will be added to the goals. 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 Fox.

Roll call:

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

Nay: None, motion carried.

HR REPORTS: NONE

HOUSING CHOICE VOUCHER REPORTS:

R. Redding stated HCV's briefing numbers for March will be low due to the turnover in the department. Twenty clients have been briefed this month, and there is anticipation of the numbers increasing for April.

Chairman Zika noted the HCV variance explanation being duplicated in the board packet.

Chairman Zika asked how long individuals have to find a dwelling after being issued a voucher.

R. Redding answered usually 60 days. 30 day extensions can be issued up to 120 days, with documented proof of active searching and providing any reasons for denial. If an individual decides to port out to another agency, they receive the 120 days upfront.

Chair Zika mentioned the goal this year being to optimize the reserve and questioned whether it should be included in the HCV report.

P. Bollinger starting next month, the HCV report will include a portion of the 2 year tool, which shows where the reserves are for the 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 Fox seconded by Commissioner Brown.

Roll call:

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

Nay: None, motion carried.

FINANCIAL REPORTS:

Chairman Zika asked how close the December financials will be to the final report.

T. Edmonds stated last year the auditors made quite a few adjustments, however this year he is not expecting many.

Chairman Zika commented there was not a regular meeting of the Finance Committee this month, however there were questions forwarded to T. Edmonds, which were answered sufficiently.

Chairman Zika requested a consolidating statement to be included going forward.

Chairman Zika noted several mistakes in the reports and requested T. Edmonds have someone check over the reports before submitting to the board.

Chairman Zika asked if the reserves were listed on the balance sheet on page 98.

T. Edmonds stated the reserves were not recorded on the balance sheet.

Chairman Zika asked if the SRO's were included in the reserve.

T. Edmonds stated no, that is a separate category.

Chair Zika asked if there were any additional questions or concerns about the December, January and February Financials, and the HCV financial statement.

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 Cannon, Fox, Brown, Andrews and Chair Zika.

Nay: None, motion carried.

MOD REPORTS:

P. Bollinger stated this MOD report is the first of the roll-out of the new MIS reports to be used in the board packets going forward.

P. Bollinger noted previous discussion on the status of capital funds

P. Bollinger stated this month's report shows each fund at their current status, the total amount, what has been obligated, and what has been expensed. The dates of the obligations/expenditures are listed, along with deadlines for the funds to be used.

The current projects are listed, which gives the general idea of what projects are active, where at, and how much money is being used for each, as well as percentage of completion.

Chair Zika asked if the projects should be incorporated in the summary.

Y. Long stated that would complicate the reporting because payments towards projects may come from multiple capital fund grants.

P. Bollinger stated these reports are a work in progress, so if the board has suggestions, please feel free to share.

Chairman Zika noted the re-key master under procurement and asked if it had been started yet.

Y. Long answered it has started, but we are waiting for the contractor to confirm wages.

Chairman Zika asked the cost of the project.

Y. Long stated it would be approximately 70K.

P. Bollinger stated the high cost goes beyond doing just a re-key. The locks will be converted over to an IC core, interchangeable core, which will in the long run reduce the cost in future lock changes.

Chair Zika questioned the security report being part of the MOD reporting.

P. Bollinger stated the security report should be part of the Asset Management reports.

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

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

Roll call:

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

Nay: None, motion carried.

ASSET MANAGEMENT REPORTS:

Commissioner Cannon reported seeing increased activity on the corner of Adams and Wayne.

Officer McKean stated the police department is aware and looking for ways to solve the problem.

P. Bollinger stated there is a meeting being scheduled for asset managers and security to begin working on specific issues for each site.

E. Tolliver stated she included an additional report which provides percentages for each AMP as well as notes pertaining to each AMP's occupancy.

P. Bollinger stated this is just one of the reports requested by the PHARS team for the PHA to complete as part of a monthly leasing plan. What E. Tolliver has done is provided part of that leasing plan.

Commissioner Cannon questioned what the Special Use Units were used for.

E. Tolliver stated these units are used for other resources such as the Frank Campbell Community Center.

Y. Long stated these are resident services, which PHA receives ACC for.

P. Bollinger stated we have a number of units, which are approved by FO for a three (3) year window to be re-qualified as Special Use Units through HUD.

Chair Zika questioned the report being accurate because the month is not complete, and the numbers could change.

P. Bollinger stated in a leasing plan, the leasing plan is a month. For the purpose of what this report is designed and intended for is an entire month, not a portion of. Going forward this data will be in a much more condensed version.

Chair Zika suggested changing the name to percent occupied rather than vacant.

Chair Zika wanted to know why the RAD units are listed back in the report on page 114.

P. Bollinger stated this is an educational component to get the asset managers to realize that until those units are approved by HUD as part of RAD in the PIC system, they are still being counted against us for occupancy.

Chairman Zika requested the report on 114 be re-done to include the 216 units for January and February.

Chairman noted on page 133, February, bottom line, total overall is 91.18. On page 114, which is also February, 91.18 is not listed.

E. Tolliver stated on page 114, the 92.10 did not include the 80 units. E. Tolliver stated she will make the adjustments to add the 80 units back in.

Chair Zika asked what the 7 units listed as administrative are for on page 114.

E. Tolliver stated this is the warehouse for Harrison.

Chair Zika asked if it was necessary for 7 units to be used for maintenance.

P. Bollinger stated this is a business decision that PHA needs to make. The number of units for the size of this authority approved for offline is high. It is a question of downsize and condense to occupy families or give maintenance a lot of room for a lot of stuff. There is cost involved in converting the shop to a smaller size and putting these units back online.

Y. Long stated there was a review with HUD over this building. Because it has been stripped down inside, the cost to put these back in service would be extraordinary.

Chair Zika asked about the 25 RAD units being listed on page 119.

E. Tolliver stated the intent was to list all vacant units, but the assessment part was incomplete. Out of the 80 units, there are 25 vacant.

P. Bollinger stated out of the 25 units, the ones that are easy turns will be turned and occupied.

P. Bollinger stated we will put a family back in the unit, but now there will additional relocation costs as we move forward with the redevelopment.

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 Fox

Roll call:

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

Nay: None, motion carried.

FSS/ROSS REPORTS:

Chair Zika asked if this report was only for Sterling Towers.

P. Bollinger stated Both FSS and ROSS are both resident service oriented, which will merge into the same pages, but are very distinctly different programs.

Chair Zika stated it might be useful if the supportive service board report would specify which program it related to. Chair Zika asked if there were any additional questions or concerns about the FSS/ROSS Reports.

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

Roll call:

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

Nay: None, motion carried.

RESOLUTION #032816-01 APPROVAL TO SET ASSIDE 25 HCV TENANT BASED VOUCHERS FOR THE FAMILY UNIFICATION PROGRAM (FUP)

P. Bollinger stated PHA has been approached by Continuum of Care and asked to participate in FUP, which would mean setting aside 25 vouchers for the program.

R. Redding stated this program is designed for homeless youth, many of which are aging out of the foster care system. Some of these individuals may have children of their own, so the program is designed for families or single youth from the ages of 18-21 years old.

P. Bollinger stated Continuum of Care works very closely with these families to provide them with the resources and tools they need to adapt back into society.

Commissioner Andrews asked if this was 25 set vouchers, or is it over a period of time.

R. Redding stated if PHA were to participate, we would appeal to HUD to set aside 25 current tenant-based vouchers specifically for this program. These would be a lease-up, upon referral bases which would come from whoever is providing the social services to the individual(s).

Commissioner Andrews asked if the number 25 was based on the number of homeless in need.

P. Bollinger stated no, it was an arbitrary number, and this resolution is just for board approval to allow PHA to ask for HUD approval to participate.

Commissioner Cannon commented on much of the language of the proposal needing further explanation.

R. Redding stated she would provide the board with a fact sheet via email.

Chairman Zika asked if the units will be set aside and vacant until there are 25 families to fill them.

Commissioner Cannon asked why a preference can't be made for this program instead of leaving 25 units vacant.

R. Redding stated the problem with preferences is they are showing to be very difficult to verify. Individuals, who claim the preference, don't actually qualify and end up going back on the waiting list.

Commissioner Cannon suggested one of the agencies that want to partner in the program, making it their responsibility to verifying the individual meets PHA's criteria.

Chairman Zika stated he is in favor of the program, however the concept of set aside sounds like there will be vacancies that could otherwise be filled.

P. Bollinger stated being on this program, the individuals are already getting the preference. They have essentially moved over to a different wait list. There are a defined number of vouchers that are set aside for this program to refer families into.

Commissioner Andrews asked if the language could be changed to "up to 25" instead of set aside.

P. Bollinger explained the field office could very easily say 25 is too high. Once again, this is just to get approval from the board to bring the idea to the field office for approval and implementation.

Chairman Zika asked why this has to be brought to the field office.

P. Bollinger stated because it involves MOUs and a number of other things. Field office approval is needed to be able to participate in this program.

Commissioner Brown stated the board is concerned about the lack of knowledge about the program. Until we all have that comfort level, we're not ready to support something like this.

P. Bollinger suggested changing the resolution for the PHA to have the approval to explore the application process for the FUP program.

Chairman Zika requested the resolution to be changed to approve to apply to participate in the FUP program.

Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve Resolution #032816-01. Motion to approve moved by Commissioner Andrews seconded by Commissioner Cannon.

Roll call:

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

Nay: None, motion carried.

RESOLUTION #032816-02 – ADDENDUM TO CEO CONTRACT DATED DECEMBER 21, 2015

Chairman Zika stated the addendum essentially addresses the incentive pay opportunity for the PHA CEO, P. Bollinger.

Chairman Zika stated there was a question raised by legal counsel regarding the language which further defines the actual amount of income. The budget which is referenced in the contract is prior to any development fees. Included in this budget, there is no expense or gain relative to RiverWest contract.

Chairman Zika stated the first 50% would essentially be determined when the books are closed for 12/31/16. The payment would be based on the chart included in the resolution.

Chairman Zika noted the second part would be based on PHAS scores, which the payout will occur at the time the scores are revealed. The money will be paid based upon a standard performer status.

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 #032816-02. Motion to approve moved by Commissioner Fox 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 acknowledged the attendance of First District Councilwoman Denise Moore and thanked her for her continued support in the PHA's initiative.

Y. Long stated there was a RAD transaction call earlier in the day with the PHA's HUD field office representative and the transaction manager. The discussion covered Phase I of RAD, which is essentially the 44 units of new construction.

PHA did receive a letter of approval from IDHA, for the 4% preliminary project assessment, requiring a minimum of one for one demolition of all replacement units.

Y. Long stated this gives the PHA a gap of approximately 205K, however this assumes that 4.1 of our replacement housing funds will be applied. According to the capital fund MOD report, we currently have 3.8.

Y. Long stated PHA is confident the gap will be covered even if a small portion comes out of the 2016 capital fund award.

Chairman Zika asked what the replacement funds were for 2015.

Y. Long stated the second increment funds were \$6898.00 for 2015. For 2016, the second increment fund was \$42221.00.

Y. Long stated there is no tier report available to get a dollar amount to anticipate for 2017.

Y. Long stated the money is being used for the purposes of demolition, which would be an approved use for capital funds.

Y. Long stated the CHAP award we received is for 80 units. The first phase will be for 44 units, which match exactly up to the first five buildings. If we do the 47, it would have required the demolition of a 6th building, which meant demolition of 52 units.

Y. Long stated there will not be two off-site units; everything will be on the vacant land at Taft, which means no transfer of assistance is required.

Y. Long because we match exactly the unit mix for the first 5 buildings, the Fair Housing Equal Opportunity review is no longer required.

Chairman Zika asked if going from 80 to 44 will jeopardize the ability to get all 216 units.

Y. Long stated she does not believe it will impact the multiphase award, but it is unsure of how it may affect the timeline for the Phase II.

Y. Long stated the last application must be submitted in July 2018, which would include all 216 units.

Y. Long stated the site and neighborhood review draft is significantly underway.

Y. Long stated we will have to address the board again to ask for a significant amendment to our 2016 PHA Annual Plan. The HUD RAD notice, which has specific language regarding the 44 units, must be included in the plan.

Y. Long stated the environmental review is complete. The soil boring results came back with one anomaly, which is within state requirements for us to be able to use the donated land.

Y. Long stated the land is currently zoned an I-3, and the 4% tax application requires an R-8. There have been preliminary conversations with the city regarding a joint application, which would be brought up in the next board meeting. The zoning application process is due March 31, 2016.

Chairman Zika asked D. Moore if she anticipated a problem with PHA get this land re-zoned.

D. Moore answered no, she did not.

Y. Long stated there are a number of different financial applications that will be submitted, which range from the Affordable Housing Program, Energy Efficient Features, and shopping LIHTC and mortgage rates.

Chairman Zika noted the Civil Rights Review and stated it is extremely important to PHA and HUD to decentralize the poverty, which may seem contradictory to the redevelopment plan. However, this plan only includes the 44 units, and there are no intentions of coming back with 216 units to the current Taft site. The fact there is an abundance of redevelopment going on in the downtown area, gives PHA a strong case for the Site Standard Neighborhood Review.

Y. Long stated the issue isn't so much about poverty, but the concentration of minorities. Taft has a 39% rate of African Americans, which is more than 20% above the metropolitan statistical area percentage, which is 9.1%. Because of the high percent, PHA is required to show sufficient comparable opportunities for housing choice in other locations that don't have minority concentrations, or have an overriding housing need essentially in a revitalization area. Because downtown Peoria is considered a revitalization area with significant economic development initiatives, we meet 4 out of the 8 quality of life indicators in that area to support that application.

OPEN ITEMS LIST:

P. Bollinger stated he has met with Hedy Elliot regarding the Thomas Dixon Memorial Garden. There is an additional meeting scheduled for April 4, 2016, which will include other members of the community that have community garden experience. The meeting will be to plan and organize placing a memorial garden at Harrison Homes.

P. Bollinger stated the pest control contract has started. We have gone through Harrison, Taft, and Sterling. We are currently working in Scattered Sites as of today.

P. Bollinger stated this process included 100% of units for general pest as well as a preventive treatment for bedbugs.

E. Tolliver clarified 100% of the units have not been treated for roaches due to resident compliance issues. Commissioner Cannon asked about a resident survey being completed.

P. Bollinger stated a survey will be out by the end of April.

DEVELOPING 2016 AGENCY GOALS

Chairman Zika stated what has been distributed to the board was sent out by T. Edmonds late Friday afternoon 3/25/16.

PHAS INDICATOR

Chairman Zika stated the first comment has to do with PHAS indicator, which was determined not to be available until late in the year, but of high enough importance to keep listed as a goal.

OCCUPANCY

Chairman Zika stated the second item deals with occupancy, making sure the MASS indicator is calculated exactly the way the baseline was calculated.

P. Bollinger stated starting next month, the board will see the two different occupancies. Occupancy based on capital and occupancy based on asset management.

Chairman Zika stated he had concern with the 6/30 due date for identifying barriers and creating a written action plan by AMP for implementation.

HCV PROGRAM

Chairman Zika stated the focus needs to be on the 8% as the actual metric and requested this to be tracked going forward.

BUDGETED INCOME

Chairman Zika stated he did not feel comfortable with \$304,961 and requested the number be amended to \$308,211.

PROVIDE A TRACKING TOOL

Update and maintain referral list from scattered site asset management - to be removed.

INCREASE PUBLIC KNOWLEDGE & OPINION OF PHA BY 12/31/16.

Chairman Zika requested the task conducting a resident satisfaction survey, be moved to the last goal – (Determine needs of Residents and provide a measurement of outcome of services important to resident's satisfaction and quality of life.)

DETERMINE NEEDS OF RESIDENTS AND PROVIDE A MEASUREMENT

Chairman Zika stated this goal is about getting input from the residents.

Chairman Zika suggested Commissioners Cannon and Brown to work with P. Bollinger or the asset management team as part of the Resident Safety Committee to help define measurable tasks for this goal.

Chairman Zika stated he wanted to ensure the board's expectations are realistic.

Commissioner Fox stated there must be action taken from the discussion of the resident meetings in order to determine if the task has been completed.

Chair Zika called for a motion to approve the 2016 Agency Goals as amended. Motion to approve moved by Commissioner Cannon seconded by Commissioner Andrews.

Roll call:

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

Nay: None, motion carried.

HUD AGREEMENT:

P. Bollinger stated the agreement does need board approval. K. Laviano approved the date changes and the final document will be forwarded to PHA for signatures.

BOARD COMMENTS:

Commissioner Andrews stated the Personnel Committee met on 3/25 to revise the evaluation tool.

Chairman Zika stated he will get a final copy of the tool to the board members not on the committee and P. Bollinger

Commissioner Cannon stated his concerns about calls getting missed and not returned by staff when residents call PHA. Commissioner Cannon stated there were times he has called, and the call never made it to voicemail.

Commissioner Cannon stated he did not like the lunch period time, where the lobby is closed from 12:00 to 1:00.

Commissioner Cannon mentioned a satellite PHA being utilized in Rockford and suggested the idea being looked into.

P. Bollinger stated there are three items still left to be negotiated with the Trades Union, and a meeting has been scheduled to revisit these items.

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), and litigation specified in 5ILCS 120/2(c)(11).

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

Roll call:

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

Nay: None, motion carried.

Meeting adjourned at 7:58 p.m.

Respectfully Submitted by:



Alma Brown
Board Secretary
/nk