



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

**Monday, April 25, 2016  
MINUTES**

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

**ROLL CALL:** Commissioners Present: Chairman Zika, Commissioner Fassino, Commissioner Cannon, Commissioner Andrews and Commissioner Fox

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

**EARLY DISMISSAL:** Carl Cannon 5:50 p.m.

**PUBLIC PARTICIPATION:**

Hedy Elliot congratulated the board on the ACLU nomination of PHA officer, Jerry McKean for his exceptional efforts of maintaining the trespass list.

Phase I of the Thomas Dixon Memorial Garden at Harrison Homes will begin May 14, 2016.

H. Elliot wrote a grant to assist her adult students with obtaining identification. The grant is for her GED students, however any money left over would go to anyone in the community needing monetary assistance with obtaining items such as birth certificates, social security cards etc.

**ACTION ITEM** H. Elliot asked for an update on where PHA stood with providing housing for felons.

**APPROVAL OF THE MARCH, 2016 REGULAR BOARD MEETING MINUTES:**

Commissioner Fox noted a couple of action items listed in the minutes that her name was not included in the voting.

Commissioner Fassino noted his name was included in last month's minutes, and they should not have been because he was not present for that meeting.

**ACTION ITEM** Chairman Zika noted on page 2 under the financial reports, the reserves mentioned should be titled as HCV reserves for clarification.

Chairman Zika asked if the action item recorded in the minutes regarding a report on page 114 being redone to include the two hundred sixteen (216) units for January and February had been done.

P. Bollinger stated the information was supplied; however it is not included in the packet the board was submitted for this month's meeting.

Chairman Zika noted an additional action item on page 114 requesting E. Tolliver to include the eighty (80) RAD units back in for the months of January and February.

E. Tolliver stated the units were added back in for January and February.

Chairman Zika noted page 8, the second paragraph stating Taft Homes being 39% African American, and asked if this percentage was correct.

Y. Long stated this number was referencing census tract 12 having 39% African American, not Taft Homes.

Chairman Zika noted on page 8, he was suggesting changing the number to 308 in accordance to the budget.

**ACTION ITEM** Chairman Zika requested the suggestion on page 9 regarding management and Commissioner's Brown and Cannon meeting to help define measurable tasks for Determine Needs of Residents and Provide a Measurement of Outcomes of Services Important to Resident's Satisfaction and Quality of Life. be placed on the open items list.

Chair Zika asked if there were any additional questions or concerns about the March 28, 2016 Board Minutes. Hearing none, Chair Zika called for a motion to approve. Motion to approve moved by Commissioner Andrews seconded by Commissioner Fox.

Roll call:

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

Nay: None, motion carried.

#### **REPORTS:**

P. Bollinger stated the reports the board were given are all inclusive with the exception of Asset Management, which will be added to going forward. A brief overview of each report will be given and the respective directors can answer any technical questions or add any additional information that is needed by the board.

#### **Human Resources:**

As of March 31st PHA had a total of seven openings. Five of the seven opening were filled and the other two positions (Director of Asset Management and Asset Manager) have been placed on hold. The five positions filled were open an average of 65 days.

Three of the staff adjustments that have occurred since the beginning of 2016 have been separations. The other staff adjustments were a temporary assignment of Asset manager in scattered sites and a temporary employee to regular fulltime Eligibility Clerk in the HCV Program. Two of the separations were from retirement and the third was based on a resignation/termination. There were two separations that were considered involuntary, which puts our year to date turnover at 4.4%

Chairman Zika questioned the names being listed on a public document.

P. Bollinger stated if an individual were to formally ask for the information, the PHA would be obligated to provide.

Chairman Zika stated his concern was with the information being posted on the PHA website.

C. Peterson stated she and B. Stone, HR Manager, had discussed making changes how information is presented as far as identifying individuals going forward.

Commissioner Cannon asked if we could list what our diversity is on the HR report.

**Action Item** P. Bollinger stated demographics will be listed on the HR report going forward.

**HCV:**

P. Bollinger stated for Monthly Activities, there were one hundred nine Annuals, sixty-nine Interims, twenty-four New Contracts (new families entered into the HCV program), sixteen Change of Units (families that have vacated the program), and three Portability Move-Ins (individuals coming from other housing authorities). Commissioner Cannon asked if Change of Unit meant the individual left the program or just moved to another unit.

P. Bollinger stated this number should reflect EOP, or End of Participation.

R. Redding noted the number reported this month reflects residents that moved within the program.

P. Bollinger stated for the month ending March 31, one hundred twenty nine recertifications were completed by staff. This is a slight decrease from the previously reported one hundred thirty nine.

Commissioner Fassino noted Chart 2 (Recertification Activity by Specialist), the printed version being difficult to read.

P. Bollinger stated from November through March, staff completed one hundred nine annual recertifications required for the month of March, 2016. Sixty-five recertifications were completed timely for an effective date of May 1, 2016, and forty-four recertifications were considered late.

R. Redding noted the number of outstanding is incorrect.

R. Redding clarified a total of one hundred nine annual recertifications were completed. Sixty-five were considered to be completed timely, and forty-four were considered late.

Chairman Zika stated these reports are all new to the board, and it is extremely important that commissioners are giving adequate feedback to PHA staff as to what information is expected and desired.

**Action Item** Chairman Zika suggested adding another bar to Chart 3 (Late Recertification's as of Beginning of Month) titled "Not Completed as of This Report".

P. Bollinger stated during the month ending March 31, 2016 we received seven Hearing Requests. Of the seven, six hearing requests have been resolved and one is pending.

Commissioner Fassino asked what the reasons were for individuals requesting a hearing.

R. Redding stated there are numerous reasons. The most prominent are un-reported income, which usually results in re-payment agreements, and missing recertification appointments, which after three missed appointments they are in danger of losing their assistance.

R. Redding stated it is all about client retention, and staff makes every effort to try to resolve these issues to allow an alternate opportunity if warranted.

P. Bollinger stated the voucher net gains and losses averaged approximately four-three HCV End of Participations (EOP) through March. The voucher net gains and losses are program based. HCV, Housing or Tenant based vouchers, Project Based are vouchers that are attached to a project and not assigned to an individual, Port In vouchers are for people moving into PHA from another authority, SRO is a special voucher allocation, and HUD VASH are Veteran Affairs Supportive Housing vouchers. At the end of March, the HCV program has had a net gain of three project based vouchers.

P. Bollinger stated as of March 31, 2016 we have twenty-seven vouchers that are issued over 60 days, which indicates twenty-seven families still out looking for a place to rent. By tracking these numbers, PHA staff is able to reach out to these families to identify the issues keeping them from obtaining housing.

R. Redding stated there might be a slight discrepancy in the number of new clients searching. The actual number should be ninety five, not eighty one.

P. Bollinger stated we have 1,582 active prospects from the waiting list. Twenty-four applicants were issued vouchers, eight-two are in the eligibility window for being processed, and seventy-seven have turned in their Request for Tenancy Approval (RFTA), allowing them to search for a unit. Out of the 77, sixty five have been scheduled for inspection, and twelve out of the 65 have been completed and are under contract.

P. Bollinger stated PHA has a regulatory obligation to provide 75% of our families that meet the extremely low income threshold. As of March, we have 70% of our families that are at or below and 30% which are above.

P. Bollinger stated the PHA obviously has more work to do on providing housing to 5% more families that are at or below ELI.

Chairman Zika asked if we would create a priority for those with low income.

R. Redding stated in the past, this has not been monitored as closely as it should have been. There was conversation last month regarding PHA having the working preference, which puts our applicants with income ahead of those with no or little income. R. Redding stated a policy change will be something she would be discussing with P. Bollinger in the future.

P. Bollinger stated out of eighteen initial inspections, there were sixteen that passed and two fails, for the month of March.

The annual inspections reported one hundred seventy completed inspections, forty-two of these inspections failed.

Emergency inspections, which are requested either by the landlord or the resident reported at zero for March.

Total inspections month to date show one hundred eighty eight total for the month of March. Forty-four of those inspections failed, which results in a 77% pass rate for this time frame.

Chairman Zika asked if 77% was considered good.

P. Bollinger answered ideally we want our pass rate to be high. This will allow the PHA to track landlords that do pass on the first initial inspection, allowing PHA to inspect every two years instead of annually.

**ACTION ITEM** Chairman Zika suggested using a line chart to show pass rate.

**ACTION ITEM** Commissioner Fassino requested the wording on Chart 7 to be changed to Passed instead of Total.

P. Bollinger stated during the month ending March 31, 2016, the HCV Department reported to the Chicago Field Office a 60% success rate for the HCV program. The PHA's time from issuance to HAP date is 2.6 months. Based on current projections in the 2-Year Tool our HAP Reserves will be reduced to 7.8% by FY 2016, which is in line with our objective of 8% or below. HUD has since issued a new tool, in addition to the two-year tool which allows us to take the current payment standard and factor it into the two-year tool.

**ACTION ITEM** Chairman Zika noted he would like to see the total number of vouchers outstanding listed somewhere in the reports.

R. Redding stated the current number of outstanding vouchers is 1663, which 26 of them are SROs.

### **Finance:**

P. Bollinger stated because Taft Homes has been approved for the full 216 for RAD, it will come out of the reporting starting next month. The new MIS financial reports allow both management and the board to look at where PHA is trending on our financial scores eliminating the wait for end of year numbers.

PHA's objective is to be at twenty-five points. PHA is currently at two.

T. Edmonds gave a brief overview of what makes up the financial score, which is quick ratio, MENAR, and Debt Service Coverage.

P. Bollinger stated as reported in previous months, PHA has 3.7 months of reserves, which are entirely based on COCC, and none of which are at an AMP level.

Commissioner Cannon asked where the PHA was at this time last year on the same indicator.

P. Bollinger stated last year, our 2014 PHAS score was 13 for the year.

**ACTION ITEM** C. Cannon requested a comparison of all scores from the previous two years to the current scores.

P. Bollinger stated he could only provide end of year scores. It has not been previously tracked at this level, and recreating those numbers for previous years would take a large amount of man hours which staff does not have at this time.

The Finance Department is reporting that as of March 31, 2016 PHA Managed Properties achieved a Calculation of (0.002) or 5 points for Accounts Receivable; a calculation of 0.66 or 4 points for Accounts Payable; and a calculation of 0.920 or 1 points for Occupancy Rate. PHA received a full 16 points for AMPs 8 and 11, and 12 points for AMP 6. The PHA Properties have a total of 2,382 Total Unit Months divided by Unit Weighted Score of 18,450 which equals a Total Score of 7.76.

Chairman Zika stated Taft Homes tends to run much lower in terms of uncollected rent compared to Scattered Sites. However, Table 2 shows Scattered Sites receiving 5 points and zero for Taft.

T. Edmonds explained the ratio is calculated by the total AR divided by the Net rental income, so it's strictly a ratio in time. Currently, the aged receivable is lower on Scattered Sites than it is on Taft Homes. Because Scattered Sites ratio is lower, it qualifies for points.

T. Edmonds stated he would go back and look at accounts receivable for accuracy.

Chairman Zika stated at year end, Taft uncollected was 5.7 and Scattered Sites was 12. It's hard to imagine in three months those numbers could have switched.

**ACTION ITEM** T. Edmonds to investigate Accounts Receivable numbers for AMPs.

P. Bollinger stated monthly rent charges all inclusive of rent, maintenance charges, pet fees, basically anything charged to the ledger. At the end of March 31, PHA had a rent collection rate of 83.31% with our best performing property at 95.5% and worst at 66.94%.

**ACTION ITEM** Chairman Zika requested the column titled Monthly Rent Charged in Table 3 be changed to Monthly Charges.

P. Bollinger stated The Finance Department for Year-To-Date had \$0 in write offs for PHA Managed Properties. March write offs will be presented at the April Board meeting. Graph number 3 will provide the trending for write-offs from FY 2013-2015 by AMP.

**ACTION ITEM** Chairman Zika requested taking out the words Year-to-Date, and replacing them with Total FY13, 14 etc.

P. Bollinger stated on the Budget Variance Report each AMP showing in red is over-budget. Any item over-budget above 10%, Asset Managers have been directed to work with finance to identify what is being entered in the GL line items is indeed accurate and be able to provide an explanation as to why they trending over budget.

**ACTION ITEM** Commissioner Fassino noted numerous formats and formulas being used in Table 6, and suggested reformatting for consistency.

**ACTION ITEM** Chairman Zika suggested changing the verbiage for Table 6 to read positive percentages, not dollars.

Chairman Zika stated on page 36, the Subsidy Loss – Unfunded YTD for Scattered Sites is 26K compared to a budget of 19K, and the Taft Un-funded is lower than budget.

T. Edmonds stated he had benchmarked the budget as 100%, so the adjustment made is based on where we are at relative to the budget. It is based on occupancy during the time frame the funding was generated.

Commissioner Fassino asked if there was any flexibility in formatting this report and commented the current format causes the board not to see as clearly what we need to see by hiding the actual results.

Chairman Zika questioned why Taft is almost \$60K better than planned and has a \$13K vacancy loss.

T. Edmonds explained based on the budgeted rent collections, either the average rent has increased or the number of units forecasted to be occupied at this time has increased. T. Edmonds stated Taft is ahead of budget by 13K.

Chairman Zika stated we budgeted at 95%, and we are below, so this number should be negative.

**ACTION ITEM** Edmonds stated he would investigate the numbers further and report back to the board.

**MOD:**

Y. Long noted the second increment funds listed on page 67 under SOURCE which include an "R" and 502 are unobligated funds. PHA has requested an extension for these funds to be used for the RAD project. The obligation and expenditures have not been changed from the previous month's report, and the updates will be reflected in next month's report. There are two projects that were in procurement phase as of March 31. The Rekey Master for Scattered Sites was increased to include RiverWest and RiverWest South. Materials are expected for delivery with a notice to proceed next week.

Y. Long noted three projects in design phase, one being a casualty renovation. The largest project is the Abatement at Sterling Towers West.

There is currently one open insurance claim for water damage at Sterling Towers East. Bidding is expected to close by 4/22/16 with review and award by 04/29/16.

**Asset Management:**

The Asset Management Department during this reporting period has \$14,157.84 that is 31-60 Days overdue. There is \$1,149.75 that is 61-90 Days overdue. There is \$56,111.09 that is Over 90 Days overdue. The total Aged Receivables is \$174,904.08.

P. Bollinger stated as of March 31, PHA should have had 30% of our portfolios inspected. The Asset Management Department has completed a total of 43 Annual Inspections or 5.81% of the Total adjusted portfolio.

The Asset Management Department during this reporting period has forty-nine delinquent recertifications. AMP's 8 and 11 had zero, and AMP 2 had the highest reported number of fourteen.

The monthly occupancy report is based off of the PHAS indicator referenced previously in the financial report.

The Asset Management Department during this reporting period has a 92.07% PHAS Occupancy Rate.

This is a decrease of 0.22% from the previous reporting period.

**FSS/ROSS:** No Comments

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

Hearing none, Chair Zika called for a motion to approve Reports 1-6. Motion to approve moved by Commissioner Fox seconded by Commissioner Andrews.

Roll call:

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

Nay: None, motion carried.

**RESOLUTION #042516-01 AUTHORIZATION AND APPROVAL OF THE MUTUAL OF AMERICA LIFE INSURANCE COMPANY CONTRIBUTION PROTOTYPE PENSION PLAN AS ADOPTED BY THE PEORIA HOUSING AUTHORITY, 2016**

B. Stone stated the significant changes in the adoption agreement are taking place because of tax requirements. Every few years the PHA is required to sign off on the updated adoption agreement, which is done through a resolution.

C. Peterson stated the only decisions that need to be made by the board are limiting the number of employee loans and choosing a default investment alternative for those who choose not to elect an option.

Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve Resolution #042516-01. Motion to approve moved by Commissioner Fassino seconded by Commissioner Fox.

Roll call:

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

Nay: None, motion carried.

**OLD BUSINESS:** No Comments

**OPEN ITEMS LIST:**

P. Bollinger stated the only outstanding item on the open items list was the Thomas Dixon Memorial Garden, and that was already addressed earlier in the meeting.

**CEO REPORT:**

P. Bollinger stated the 2016 FSS grant has been submitted, which includes in the application, the request for an additional position. Based on the number of clients we serve, we qualify for an additional FSS coordinator. PHA has been approached by the Chicago Field Office and asked to apply for six additional HUD VASH Vouchers. Staff has reached out to the local office, and they have assured us they are able to accommodate. The 2016 Agency Goals have been distributed to the board with the added completion dates.

**ACTION ITEM** N. Krol will add a footer to the Agency Goals with the date for each month's updates.

P. Bollinger stated as of today the Recovery Agreement has not been officially signed or executed. We are still operating under a draft, although we are moving forward as if it were in place. Once we have the agreement finalized, we will make adjustments to all of the due dates. HUD has acknowledged, because we are still in a tentative status, the dates will be changed.

P. Bollinger stated as of now, we are on track for both Agency Goals and items listed in the Recovery Agreement.

P. Bollinger stated the evaluation tool presented to the board is in regards to the Trades Collective Bargaining Agreement. We have agreed to sit down with Trades to review the tool and have them participate in the development of the tool.

Each Asset Manager will rate the individuals for their location. In the case an employee transitions to another AMP, there will be an evaluation done at departure by the current Asset Manager. Another evaluation will be completed by new Manager for the time period at the new location, and the two evaluations will be merged together.

P. Bollinger stated as we progress through the year, this tool will be completed either on a monthly or quarterly basis, which will ensure continuous improvement throughout the year.

#### **BOARD COMMENTS:**

Commissioner Fassino stated we had a representative of the AIG group attend the Audit & Finance Committee. The purpose was to review the directors and officer's insurance. There are challenges that need to be looked into. The Committee requested the firm do a review and make recommendations for any changes to our current coverage.

The financial statements were reviewed. Treasurer Fassino felt there was good discussion between the committee members regarding the statements. Due to the lack of time, not all questions were answered, but will be addressed by T. Edmonds and submitted to the members at a later date.

Commissioner Fassino stated the engagement letter from CliftonLarsonAllen was review by the Audit & Finance Committee. The committee would like to recommend approval for the CLA engagement letter for the 2015 audit, which has a minimum price of \$20K.

Commissioner Andrews stated on April 14, 2016 Commissioners Cannon and Andrews met with a perspective Resident Commissioner and made the recommendation to add her to the board. Brenda Hopwood, Secretary of the Mayor's office will contact Commissioner Andrews when appointment takes place.

Chairman Zika noted the request from the Women's League of Voters to have the PHA website updated. Chairman Zika stated he did not think this was a high priority issue but agreed it should be looked into further.

P. Bollinger stated we have contacted the City of Peoria to see if they might be interested in doing an intergovernmental agreement to develop our website for us. Once it is developed, we can explore the possibilities of either maintaining it ourselves or possibly having assistance from an outside vendor.

Chairman Zika reminded the board members to complete the Lead the Way Training, which is required by HUD.

Chairman Zika noted the HUD requirement for Commissioners to complete the Open Meeting Act training.

C. Peterson stated the training is available online at the Illinois Attorney Generals Website. Any new commissioner should complete the training within sixty (60) days of appointment.

Chairman Zika noted the acceptance of the donated Taft property and questioned if it needed board approval.

C. Peterson stated it has been passed by the City of Peoria, although it has not been passed by the PHA Board.

**ACTION ITEM** N. Krol to add Donated Taft Property to the May board agenda.

**ACTION ITEM** N. Krol will send the information to Commissioners regarding Open Meetings Act training.



**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 Fox.

Roll call:

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

Nay: None, motion carried. **Moved to Executive Session 6:18 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 Fox seconded by Commissioner Zika

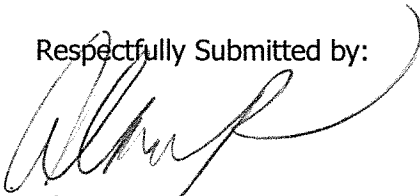
Roll call:

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

Nay: None, motion carried.

**Meeting adjourned at 7:52 p.m.**

Respectfully Submitted by:



Alma Brown  
Board Secretary

/nk