



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

Monday, April 27, 2015

MINUTES

OPENING: At 4:35 p.m., Chair Zika opened the meeting with the Pledge of Allegiance, a moment of silence and roll call.

ROLL CALL: Commissioners Present: Chairman Zika, Commissioners Fassino, Perkins, Brown and Davis

COMMISSIONER LATE ARRIVAL: Commissioner Williams

Chair Zika introduced the new Commissioners, Alma Brown and Resident Commissioner Creshondra Davis

COMMUNITY COMMENTS:

C: H. Elliot welcomed the new Commissioners and congratulated the 3E program and Taft. She stated that she will be attending the graduation ceremony on May 1, 2015.

C: H. Elliot stated that she thought she might have been given the wrong date for the last River Valley Foundation meeting. She requested that someone get in contact with her for future meeting dates.

C: H. Elliot was given the opportunity to get a grant for the community garden in Harrison Homes. She needed it to go through a 501(C)(3). She is currently going through the Peoria Park District Foundation, but would rather use the River Valley Foundation, and requested contact information to do so.

C: H. Elliot mentioned a deceased resident still appearing on the trespass list and requested that the list be updated.

C: H. Elliot commented on how the Chicago Housing Authority is now opening apartments to felons and hopes Peoria would consider utilizing programs similar to Carl Cannon's re-entry program to give the same opportunity to the Peoria community.

C: E. Hopkins also commented on opening homes for individuals with felony backgrounds, and she agreed with H. Elliot on implementing a program for affordable housing for felons.

R: Chair Zika explained the Foundation Meeting had been cancelled at the last minute, and T. Krueger confirmed the regular meetings would be held on the third Tuesday every month.

PRESENTATION:

Taft Homes Life Skills Academy Presentation-Agbara Bryson, CEO of the New Millennium Institute introduced three graduates of the Life Skills Class – Ashundra Knox, Latisha Walker, and Jason Ekster. Mr. Bryson summarized the Life Skills class and gave each graduate a moment to give details on their background, current situation, and future goals which were influenced by attending and completing the class. Commissioner Zika initiated the first standing ovation from the board to acknowledge the courage and strength of these individuals. Chair Zika stated that PHA has many good programs but a very low number of participants. He emphasized the importance of having the residents spread the word to increase the number of participants in the future. There were a total of twelve participants. Six out of the twelve completed the class. Two of the class participants now have full time jobs.

APPROVAL OF MINUTES:

Minutes of the March 23, 2015 meeting – Chair Zika asked if there were any comments, corrections, or changes to the minutes. Treasurer Fassino commented on pg. 4. Chair Zika's suggestion for a monthly meeting in between financials being done to monitor the budget and financials. Commissioner Fassino explained that this has not yet occurred, and that he still intends to do so possibly next month.

Chair Zika inquired about the procedure for errors/revisions for board packets that have already been posted. T. Krueger explained that in previous months a watermarked draft was posted to the PHA website. However, this method has not been used in the past two months.

PHA attorney B. Mooty also commented that the minutes need to be posted independently as approved. T. Krueger explained that the minutes are posted only after they have been approved and in their own section. T. Krueger also mentioned a disclaimer in the board packet that states these minutes are subject for approval.

Chair Zika commented about pg. 10 mentioning Commissioner Cannon's request to have the executive session before the public meeting. Chair Zika thought it would be unfair to discuss without all Commissioners being present, and offered to meet with Commissioners Perkins and Williams to get their thoughts on changing the agenda.

B. Mooty stated that the Bylaws have the agenda set forth, and if this is going to be a permanent change, then the Bylaws must be amended.

Commissioner Fassino referred to pg. 5 that mock outside inspections had been completed, but no results were available. E. Lewis stated that she has copies of the mock inspections that were completed but not for all that were required. The mock inspections were done in preparation for actual HUD inspections, due to prior low inspection scores (2012). Harrison Homes received 94/100, Scattered Sites (AMP3) 86/100, River West South 73/100, and River West South Phase II 66/100. E. Lewis gave a quick review on how the HUD inspections are conducted and scored to the new Commissioners.

Commissioner Perkins questioned the 66/100 score and asked how often the PHA staff performs inspections. E. Lewis explained that according to the HUD agreement, PHA is required to inspect 3 times per year. E. Lewis stated that PHA is responsible for doing the repairs; however some deficiencies noted were because of tenant non-compliance issues such as a blocked

emergency egress or other safety issues. Commissioner Brown asked if there were plans in place for receiving 100 on future scores.

Chair Zika stated that our goal should be to have nice apartments whether HUD has inspected or not. E. Lewis stated that there is an action plan in place with HUD, which is why the mock inspections are taking place. This is to help improve future scores.

Commissioner Fassino noted that on Pg. 5, inspections of units by the board members, to get a better understanding of the issues needs to be followed up on.

Chair Zika replied that he is scheduled to go to Harrison on the April 30th. Commissioner's Fassino and Brown asked that an additional tour to Harrison homes be scheduled for other commissioners who are interested in visiting the units.

Commissioner Fassino mentioned that some properties have been on the make ready list for over a year, and there is concern about the issues keeping these units vacant for long periods of time.

Commissioner Williams stated there needs to be a directive to get these issues resolved to prevent the same discussions being repeated each month.

Chair Zika asked if there were any comments, corrections, or changes to the minutes. Hearing no further comments, Chair Zika asked for a motion to approve. Motion to approve moved by Commissioner Fassino, seconded by Commissioner Perkins. Roll call.

Ayes: Fassino, Perkins, Williams, Brown, Davis and Chair Zika.

Nay: None, motion carried.

Financial Report:

Chair Zika introduced LaVon Sonne (Interim Financial Director) to the new Commissioners. Commissioner Fassino commented on pg. 12 about the management fees not being recorded until we have determined the balance of excess cash. L. Sonne explained that excess cash must be within the AMPS before they can pay an asset management fee.

The un-audited REAC submission shows -300,000 in excess cash amp by amp calculation. Chair Zika requested the formula used by HUD for excess cash.

Commissioner Fassino questioned the accounts payable problem with Harrison Homes, and whether it was due to a software issue. L. Sonne explained that a 2010 batch error in closing inventory was the cause. The problem has since been resolved. L. Sonne also stated that the accounting department is looking forward to upgrading the software system because of the extreme difficulties using the current outdated DOS based system software. The accounting department is working very hard to do a better job of making sure they have a subsidiary schedule that ties every balance sheet account out. Chair Zika would like one chart to compare AMP income and expenses (annualized) to compare differences.

Chair Zika questioned the chart on pg. 58 in regards to the differences from previous months. LaVon Sonne explained that the top and middle numbers do not change if there are no write-offs. The increase in TARS for Scattered Sites from March was due to pre-paid rents being removed. Pre-paid rents had previously been included in accounts receivable. L. Sonne stated that pre-paid rents technically are not accounts receivable. Chair Zika stated that if this is a PHAS indicator, then going back to the old method of including pre-paid rents is suggested. Chair Zika asked if there were any comments, corrections, or changes to the Financials.

Hearing no further comments, Chair Zika asked for a motion to approve. Motion to approve moved by Commissioner Fassino, seconded by Commissioner Williams. Roll call.

Ayes: Fassino, Perkins, Williams, Brown Davis and Chair Zika.

Nay: None, motion carried.

Section 8 Reports:

Section 8 achieved 100 percent reporting rate as of 03/31/15 and was approved for six additional VASH vouchers effective 05/01/15. Commissioner Williams requested to speak with R. Redding about a specific situation regarding a client's appointment being cancelled without notice after the board meeting.

Asset Management:

Commissioner Fassino questioned pg. 67 regarding environmental review changes.

Y. Long indicated that in the past when there was minimal abatement associated with renovation work that a full environmental review process was not required. It is Y. Long's understanding that HUD OIG reviews have identified problems and that the Field Office is looking at how this has been implemented in the past and taking a more stringent approach to reviews. In the interior renovation project, there is an abatement component to the work so the 2015 capital fund grant will not be released until an abbreviated environmental review process is completed. Y. Long explained how the process will work with the responsible entity and compared the renovation of Sterling to the Harrison Homes demolition as an example. The project delay is expected to be about thirty days.

Chair Zika asked E. Lewis to explain MOD review. Once in MOD review, a unit is being renovated by a third party contractor. The unit has to meet specific dollar value requirements, and HUD is sent a copy of the contracts, dates for bid openings, and expected completion time line. The unit is then entered into the Public Housing Information Center (PIC) system, and the status is changed to unit for occupancy to MOD. The unit is temporarily off line to have work completed.

Chair Zika inquired about Harrison Homes not being over 90% occupancy since June of 2014. E. Lewis explained that not only did Harrison have more evictions, but the extent of the repairs needed to make the units available for occupancy was also an issue. Commissioner Fassino referred to pg. 70 regarding the amount of \$1,001.00 to renovate a specific unit that has been unoccupied for 12 months. E. Lewis explained that most of the delays are due to the wall damage in the units. From start to finish, it takes at least seven days for wall repairs to be made. Commissioner Fassino stated that this is unacceptable. We have to find a solution otherwise the citizens will not have places to stay. We will not get the revenue, and we are not going to score well in the future. Commissioner Davis asked about the future plans for the old Harrison Homes. Yvonne Long stated that ultimately a plan for future demolition is being discussed; however the board directive has been focused on Taft, and so they have not continued with the redevelopment at Harrison. Chair Zika stated that the board would like to see the plan on how to improve the occupancy and get more units online faster. E. Lewis stated a plan was presented to Brenda Coates regarding turning the units, but it's going to cost money to do it. Commissioner Williams stated that this should be a priority, and the board agreed that lost revenue is greater than \$1,000.00 to turn a unit. He also stated that eight and a half months of vacancy for one unit is unacceptable. Commissioner Brown requested that a timeline be brought with the plan to turn over units by the next board meeting.

Chair Zika asked if there were any comments, corrections, or changes to the Financials. Hearing no further comments, Chair Zika asked for a motion to approve the Asset Management reports. Motion to approve moved by Commissioner Fassino, seconded by Commissioner Brown. Roll call.

Ayes: Fassino, Perkins, Williams, Brown, Davis and Chair Zika.

Nay: None, motion carried.

Operations Report:

Commissioner Fassino commented on pages 81-94, requesting turning this into less paper. Y. Long explained that the length is due to the report being a direct source vs. a summary report, which was requested by Brenda Coates.

Commissioner Zika commented on the rise in criminal activity at Taft Homes, and inquired about pg. 97 regarding the name of a resident being blanked out on the incident report summary. Chair Zika suggested not blanking out the names of residents, because of it being public information. Chair Zika would also like the property to be listed as to where the incident took place.

Commissioner Fassino stated that this is the second month in a row that Jerry Mckean has not been available to discuss the report and would like him to be available for future discussions. Chair Zika asked if there were any comments, corrections, or changes to the Operations Report. Hearing no further comments, Chair Zika asked for a motion to approve the Operations reports. Motion to approve moved by Commissioner Perkins, seconded by Commissioner Fassino. Roll call.

Ayes: Fassino, Perkins, Williams, Brown, Davis and Chair Zika.
Nay: None, motion carried.

RESOLUTIONS:

#AR042715-01 – Approval for contracting and employment goals for construction projects over \$75,000

Commissioner Fassino questioned the contract being applicable to all construction greater than \$75,000 and 60 days on pg. 100. Y. Long replied that is correct and that the practice has been that if a job is less than 30 days, then we don't require monthly employment utilization reports. Chair Zika asked for any additional information related to the resolution being submitted.

Hearing none, Chair Zika called for a motion to approve resolution #AR042715-01 - Approval for contracting and employment goals for construction projects over \$75,000.

Motion to approve moved by Commissioner Fassino, seconded by Commissioner Brown. Roll call:

Ayes: Fassino, Perkins, Williams, Brown, Davis and Chair Zika.
Nay: None, motion carried.

#AR042715-02 – Approval for one-year contract with Human Capital Development Board for Eprism Software in the amount of \$15,000

Y. Long wanted to clarify this is a non-competitive procurement and that it would come out of the Central Office Cost Center funds.

Chair Zika stated that he spoke with Brenda about getting our By-Laws and Board Procedures updated. He would like to be more explicit on when something needs to be brought before the board.

Chair Zika asked for any additional information related to the resolution being submitted.

Hearing none, Chair Zika called for a motion to approve resolution #AR042715-02 - Approval for one-year contract with Human Capital Development Board for Eprism Software in the amount of \$15,000

Motion to approve moved by Commissioner Perkins, seconded by Commissioner Brown. Roll call:

Ayes: Fassino, Perkins, Williams, Brown, Davis and Chair Zika.
Nay: None, motion carried.

OLD BUSINESS:

Taft Redevelopment Update

Chair Zika confirmed that we did receive the rental assistance demonstration (RAD) and wanted to know what the next steps would be for Taft Homes. It was brought to Mayor Ardis's attention by Chair Zika that public engagement regarding Taft Redevelopment will not be led by PHA. It was agreed that Mayor Ardis would find the right person or organization to lead future events.

Chair Zika stated that HUD has made it clear that our scores need to improve before moving forward with any redevelopment plans. Chair Zika has had correspondence with Bill Wilkins from the Chicago HUD office regarding the 2.7 million in funds which were awarded, and how they need to be used by October 2016. Mr. Wilkins is aware of the issues and will follow up with Chair Zika. Taft Redevelopment is on hold until we receive responses from Mayor Ardis and HUD.

FY2015 Agency Annual Goals

Y. Long noted that if there were any questions regarding completion, Brenda Coates has already communicated to Chair Zika that a progress report will be provided on or before May 8, 2015.

Chair Zika suggested a column being added to the annual goals for completion status.

Chair Zika noted that the online training dates on pg. 4 did not appear to have been changed.

LISC Americorps Initiatives

Y. Long announced the 3E: graduation ceremony is on Friday May 1, 2015 from 11-1:00 at the Taft Auditorium. Attorney B. Mooty suggested going ahead and noticing up the meeting to the public.

Chair Zika noted that he appreciated the memo relative to the proposed metrics for our resident programs. Chair Zika emphasized that the community needs to know about the good things PHA is doing for the residents, other than putting a roof over their head. Chair Zika would like a visual and possibly some numbers in terms of how many people. Commissioner Davis proposed providing a summary of the self sufficiency program, which would help spread the word to the residents and promote participation. Y. Long and T. Krueger have discussed the development of a resident service portal on the PHA website to identify resources available. Commissioner Fassino questioned the Life Skills cost, whether it was paid per attendee or per session. Yvonne Long stated that it was paid on a flat rate, which was under \$2,000. This included the recruitment, introductory session, and the four week sessions.

New Business:

Chair Zika would like to announce and have the minutes show that the board will have a search committee for a new Executive Director. Commissioner Fassino has agreed to Chair that committee, along with John Williams, Ken Zika, Thea Robinson, and John Stenson. The board hopes to have someone in place before January to work with Brenda. There is no specific time table that has been set. Commissioner Fassino commented that this is probably the most important activity the board of directors will have. He strongly feels that the board needs to consider hiring an outside firm to assist with the search.

BOARD COMMENTS:

Commissioner Fassino thanked the interim CFO for all of her efforts. Chair Zika feels that our staff is in much better condition since the last board meeting.

Chair Zika stated that it is unfortunate that there is still confusion about the opportunity for a felon to get into public housing. Elizabeth stated that they look at the specific felony which was committed, and where the applicant is within the case. Commissioner Perkins is still interested in looking into the Chicago Housing Authority's program for comparison.

EXECUTIVE SESSION:

Chair Zika called for a motion to move into Executive Session for the purpose of Personnel issues. Motion to move into Executive Session was made by Commissioner Perkins, seconded by Commissioner Brown. Roll call:

Ayes: Fassino, Perkins, Williams, Brown, Davis and Chair Zika.

Nay: None, motion carried.

ADJOURNMENT of EXECUTIVE SESSION, RESUME REGULAR BOARD MEETING, and ADJOURNMENT of the REGULAR BOARD MEETING:

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

Ayes: Fassino, Perkins, Williams, Brown, Davis and Chair Zika.

Nay: None, motion carried.

ADJOURNMENT of the REGULAR BOARD MEETING

At 8.26 p.m. Commissioner Perkins moved to adjourn the regular board meeting, seconded by Commissioner Brown. Roll call:

Ayes: Fassino, Perkins, Williams, Brown, Davis and Chair Zika.

Nay: None, motion carried.

Respectfully Submitted by:



Arthur Perkins
Board Secretary

/nk