



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

**MONDAY, APRIL 28, 2014**

**MINUTES**

**OPENING:** At 4:39 p.m., Chair Zika opened the meeting with the Pledge of Allegiance, a moment of silence and roll call.

**ROLL CALL:** Commissioners Present: Chair Zika, Commissioners Cannon, Chapai, Fassino, Perkins and Williams.

**PRESENTATION:**

**Access to Resource and Referral (ARRO) Program**

Brenda Coates, CEO shared the background on how Nicole Livsey evolved into supervising aspects of the ARRO program. Brenda introduced Nicole Livsey, Section 8 FSS Coordinator, who gave a brief overview of the ARRO program and the interns currently working with the program at Sterling, Harrison Homes and Taft. 158 residents (75 Harrison Homes residents and 83 Taft residents) have participated in ARRO since its inception. Nicole Livsey, introduced Brian Cody who works at Sterling and Kayla Carbone who works at Harrison Homes. Both Brian and Kayla work on special projects and case management at their respective sites. ARRO projects scheduled for this summer include a community garden at Taft, a time bank to fulfill volunteer hours, a summer food program, and both girl scouts and boy scouts at Taft and Harrison Homes.

Q: Chair Zika asked how much overlap ARRO has with FSS.

R: Ms. Livsey, explained how ARRO is an open door program and a bridge into the Low Income Public Housing FSS program.

Q: Chair Zika made the comment regarding more advertisement.

R: Ms. Livsey shared that publicity through various channels leads to new clients.

Commissioners Perkins and Williams expressed their appreciation to the ARRO volunteers.

**Hult's Center for Healthy Living – Smoke Free Housing**

Elizabeth Lewis, Asset Management Director introduced Andrea Bowers and Nicole Johnson, both Hult's Center Health Educators. Andrea and Nicole gave a brief overview of the Hult's Center goal, objective and approach using the Transformation Grant (through September 29, 2014). The grant allows data collection, plan development, timeline implementation, and free Smoking Cessation Services. The Hult's Center is here to assist PHA. PHA will make the decision. A Smoking Cessation class will begin at Sterling Towers on Wednesday (April 30, 2014). One and one-half hour sessions will be held for seven weeks. The results of the forty-

seven surveys returned from Sterling Towers (approximately 25% of all units) were shared. Question 7 addressed chronic illnesses; more than 50% of the returned surveys indicated at least one person in the unit has a chronic condition. Approximately 49% of the returned surveys had an interest in living in a smoke-free building. 70% of the returned surveys said they would attend a meeting to hear more about the smoke-free topic.

Q: Commissioner Williams asked if the Hult Center will go back make sure, all residents received the survey, and if assistance would be available if needed to complete the survey.

R: Ms. Bowers agreed to sit down with Danielle Sager and develop a plan.

Q: Chair Zika asked if the Sterling residents have an idea the Board is reviewing this initiative?

R: Ms. Bowers and Ms. Johnson of the Hult Center stated they believe residents are catching on.

C: Commissioner Williams reiterated that going back and working with Danielle could be a way of addressing any literacy issues. Commissioner Perkins stated that going back with Danielle's assistance would possibly gain more results.

Q: Chair Zika asked if Monica Johnson, Sterling Asset Manager has been involved.

R: Ms. Lewis, shared that the Sterling Resident Council and Monica are aware and a Resident Council meeting is being scheduled. Danielle has been the point of contact because she is the Senior Coordinator.

Q: Commissioner Perkins asked if new residents would be informed.

R: Ms. Lewis, stated that new residents would be informed of any new guidelines.

Brenda Coates, CEO shared policies from four other housing authorities distributed to the Commissioners via the Open Items List. Most of those agencies have a first and second violation policy. In addition, per a question raised at the April Board of Commissioners Meeting, one housing authority did construct a hut. Something similar could be considered, but not be called a "smoking hut." Brenda also reiterated the driving factors - health and financial – as the need to look into a smoke-free policy.

#### **COMMUNITY COMMENTS:**

Ron Braun of Scenic Drive commented on the Taft Redevelopment project. There has not been much heard since the Greeley property was selected. Mr. Braun encouraged the Board of Commissioners to continue to be transparent with the progression of this project. Mr. Braun also made a comment regarding a meeting being scheduled with the City Council.

Chair Zika confirmed that a meeting with the City Council is being scheduled. The Council would like clarification regarding the project. The meeting will be very open.

Mr. Braun commented that he would like meetings regarding the Taft project to remain very open and people are still opposed and he does not want PHA to forget.

**NEW EMPLOYEES:**

Kate Jones, Human Resource Manager introduced three new employees: Catrese Hopson, Public Housing Eligibility Clerk; Patrese Jackson, Public Housing Scattered Site Manager; and Bridgette Moore, Temporary Administrative Executive Assistant.

**APPROVAL OF MINUTES:**

Minutes of the Special Meeting regarding the Taft Homes Redevelopment – Chair Zika asked if there were any comments, corrections, or changes to the minutes. Hearing none, Chair Zika asked for a motion to approve. Motion to approve moved by Commissioner Fassino, seconded by Commissioner Cannon. Roll call.

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

Nay: None, motion carried.

Minutes of the Regular Board Meeting held March 24, 2014 – Chair Zika asked if there were any comments, corrections, or changes to the minutes. Chair Zika requested that "Sterling" be changed to "Greeley" at the top of page 8 of the board packet. Hearing no further comments, Chair Zika asked for a motion to approve. Motion to approve moved by Commissioner Perkins, seconded by Commissioner Chapai. Roll call.

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

Nay: None, motion carried.

**CONSENT AGENDA AND RESOLUTIONS (ACTION ITEMS):**

Chair Zika stated the review of each report, Financial, Section 8, Asset Management Memorandum, and Operations would be conducted and one vote on all reports would be made as in previous meetings.

**Financial Report** – Chair Zika asked Matthew Kamradt, Finance Director, for any additional information. Matthew reported on the calculation of the low rent subsidy. The calculation from last year carried forward into January and February 2014. Corrections will be made as the year progresses.

Q: Commissioner Fassino stated he would have assumed the utility expense would have been higher based on the winter.

R: Mr. Kamradt explained that the Ameren invoices are billed two months back; therefore, the spike will not be seen until April and May.

Q: Chair Zika asked if financials would be timelier when the audit is complete.

R: Mr. Kamradt stated they would be.

Q: Commissioner Perkins asked if HUD would review PHA's financial records and report to the Board.

R: Mr. Kamradt stated that the independent audit would come back to the Board of Commissioners. In addition, the auditors, finance committee and executive staff will hold a meeting following the audit.

**Section 8 Reports** – Chair Zika noted Robin Redding’s absence. At Chair Zika’s request, Matthew Kamradt, Finance Director presented information on how the Housing Assistance Payments (HAP) and administration reserves are calculated. Mr. Kamradt explained that Section 8 leasing drives the funding based on a look back of three to six months. If the look back is less than the payout amount, then HUD will slowly take back the overage. Mr. Kamradt also explained how Section 8 and Public Housing affect administration fees cost center collections.

**Asset Management Memorandum** – Chair Zika asked for any question or comments – none provided.

**Operations Report** – Chair Zika asked any questions or comments – none provided.

Chair Zika asked for any additional questions or comments regarding the consent agenda. Hearing none, Chair Zika called for a motion to approve the Financial Report, Section 8 Report, Asset Management Memorandum, and Operations Report. Motion to approve moved by Commissioner Williams and seconded by Commissioner Fassino. Roll call:

Ayes: Cannon, Chapai, Fassino, Perkins, Williams, and Chair Zika.  
Nay: None, motion carried.

**RESOLUTIONS:**

**#AR042814-01 – Approval to Amend the Personnel Policy**

Chair Zika asked Kate Jones, Human Resource Manager, for any additional information related to the policy submitted. Ms. Jones shared that two situations had arose which precipitated clarity being needed in the policy. Chair Zika asked for any questions or comments. Hearing none, Chair Zika called for a motion to approve resolution #AR042814-01, Approval to Amend the Personnel Policy. Motion to approve moved by Commissioner Perkins, seconded by Commissioner Cannon. Roll call:

Ayes: Cannon, Chapai, Fassino, Perkins, Williams, and Chair Zika.  
Nay: None, motion carried.

**OLD BUSINESS:**

**Sterling Towers Domestic and Fire Pump** – Mr. Brian Mooty, PHA Counsel requested to defer this topic to the executive session.

**Taft Redevelopment Update** – Chair Zika shared that Councilman Montelongo made the request for a joint meeting of the Peoria City Council and the Peoria Housing Authority Board of Commissioners. The date proposed for the joint meeting is May 20, 2014 at 5:00 p.m. An agenda has not been drafted. Commissioners were asked to confirm their attendance.

Q: Chair Zika asked for a status update on the MOU.

R: Yvonne Long, Modernization and Development Director stated that a master agreement is being worked on.

**Board Outstanding Item List** – Brenda Coates, CEO reported that staff continues to work through the items on the list. If there are any questions, comments or items omitted, please let Brenda know.

**Security Update** – Jerry McKean, Security Administrator shared that there is a variety of information available through various sources, police computers, internet, etc. Currently crime comparisons are more like apples to oranges. Mr. McKean is looking to see what consistent information can be gathered regarding the crime statistics so everyone is on the same page.

Q: Chair Zika shared he and Commissioner Cannon met last week. The history of the crime report was not clear and they thought a review of the report to see how it can be more useful was a good idea. Chair Zika asked that comments be directed to Jerry.

R: Commissioner Cannon stated that the Security and Residents Relations committee could meet with Jerry and make a recommendation to the Board.

C: Commissioner Williams stated it would be good to get details of things happening near the development but not directly in the development. Commissioner Williams would also like to see a separation of incidents committed by development residents and those who do not reside in the development.

C: Commissioner Perkins stated that the perception is all the activity happens in the Taft and it does not.

C: Commissioner Chapai stated the perception that the development and the people who reside there have to be secured fuels the comments made by the community, but they have not been to the development. People from the community need to visit the Taft development.

C: Commissioner Fassino stated one challenge he has is there is nothing to compare the information too. Commissioner would like to see information from similar areas compared to PHA.

R: Mr. McKean shared that the information available via the internet categorizes by districts and it reports monthly or quarterly and breaks down by various crimes. Information such as this is far better to compare. The current report is one thing that does not appropriately compare.

C: Chair Zika complimented the Journal Star for being more accurate by stating something happened near Taft versus implying the incidents are in the development.

**NEW BUSINESS:**

Flat Rent Provisions – Ms. Lewis, Asset Management Director did not have new information to add; however, Ms. Lewis stated that Housing Authorities have not received any directions from HUD on how to implement but implementation is to begin June 1, 2014. There may be some flexibility on the implementation because most flat rents are set for three years.

Ms. Coates, CEO shared that conference attendees were informed as of last Friday, April 25, 2014, by Chicago HUD officials that a HUD notice is going through clearance and should be released soon. Guidance being given was to take the flat rent information to the housing

authorities' board of directors and begin to discuss. Also, for most agencies, the implementation of the flat rent will be a significant change; therefore, the housing authorities will have to amend their Agency Plans and hold public hearings.

Ms. Lewis shared the increase is limited to 35% and PHA is not impacted as much as other housing authorities are. In addition, housing authorities are expected to meet a 97% occupancy rate but the flat rent change could have some residents move out. The new flat rent requirement is not taking several items into consideration, i.e. amenities, locations, etc.

Q: Commissioner Perkins asked if residents are aware of the new flat rent change.

R: Ms. Coates stated residents are not aware. This is new.

Q: Chair Zika asked if this applies to project based Section 8?

R: Ms. Lewis responded this is only for Public Housing.

Illinois Commerce Commission Audit – Chair Zika asked Yvonne Long, Modernization and Development Director for any additional information – none provided.

#### **CHIEF EXECUTIVE OFFICER'S REPORT:**

Brenda Coates, CEO reported that the Real Estate Assessment Center (REAC) inspections are underway. Harrison Phase III received a score of 99 out of 100. 16 of 25 units were inspected at Harrison Phase III. There were 24 out of 216 units inspected in Taft Homes. There were some deficiencies, but we believe we passed. HUD made a request to review all capital and operating funds spent on the development since June 20, 2013 (the last inspection). Inspections will begin on the Scattered Sites tomorrow and the remaining AMPs to follow. We are hopeful to have an overall physical score by the end of May or the next board meeting.

#### **BOARD COMMENTS:**

Chair Zika polled the Commissioners regarding their preference in receiving the board packets electronically or via hardcopy. Several Commissioners prefer the hardcopy. Chair Zika stated we would go back to distributing the hardcopy material. Chair Zika and Commissioner Fassino would like electronic copies.

Commissioner Fassino commented on receiving the Swiney report and asked about next steps. Chair Zika stated that this should be discussed at the next meeting.

#### **EXECUTIVE SESSION:**

Chair Zika called for a motion to move into Executive Session for the purpose of Personnel and Litigation. Motion to move into Executive Session was made by Commissioner Fassino, seconded by Commissioner Chapai. Roll call:

Ayes: Cannon, Chapai, Fassino, Perkins, Williams, 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 Cannon, seconded by Commissioner Fassino. Roll call:

Ayes: Cannon, Chapai, Fassino, Perkins, Williams, and Chair Zika.  
Nay: None, motion carried.

Respectfully Submitted by:



Aurthur Perkins  
Board Secretary

/bm