



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

**Monday, July 25, 2016
MINUTES**

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

ROLL CALL: Commissioners Present: Chairman Zika, Commissioner Andrews, Commissioner Fox, and Commissioner Childs

LATE ARRIVAL:

Commissioner Cannon and Commissioner Brown 4:45 p.m.

ATTENDING PHA STAFF: Bret Stone, Robin Redding, Thad Edmonds, Paul Bollinger, and Nicole Krol

EARLY DISMISSAL: Carl Cannon 6:38 p.m.

PUBLIC PARTICIPATION: None

FSS GRADUATE PRESENTATIONS:

N. Livsey announced one graduate from the Family Self Sufficiency program.

Erika Smith entered the FSS Program in December 2009, and received a two year extension in Fall 2014 to continue with her schooling as an LPN. Erika started the program with part-time employment and no high school diploma. She has since completed her GED, Certified Nursing license, and will complete her LPN this December. Erika has worked at Bickford Nursing Home for 6 years, and has three teenage/young adult children all in college pursuing their education. Erika graduated the program with an escrow payout of \$6,072 based on her increases in earned income.

APPROVAL OF THE JUNE 27, 2016 REGULAR BOARD MEETING MINUTES:

Chairman Zika noted the action item on page 2; follow up with the COP (city of Peoria) regarding the landlords list.

R. Redding, HCV director stated she does have a copy of the list.

Chairman Zika noted page 3, budget should be \$40,000 and \$107,000 not percentages.

Chairman Zika noted under FSS/ROSS a breakdown was to be sent to the board.

P. Bollinger stated this has been included in the July board packet.

Chairman Zika asked if the Resident Safety Committee minutes noted on page 5 were distributed to the board members.

N. Krol confirmed they had been sent.

Chairman Zika asked if there were any questions or concerns with the June 27, 2016 minutes. Hearing none, Chairman Zika asked for a motion to approve. Motion to approve moved by Commissioner Andrews, seconded by Commissioner Childs.

Roll call:

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

Nay: None, motion carried.

REPORTS : Chairman Zika stated all six reports will be voted on at the same time.

Human Resources:

Chairman Zika asked if there were any questions or concerns with the June 2016 HR report. Hearing none, Chairman Zika suggested moving on to the HCV report.

HCV:

R. Redding noted a question from last month regarding a trend of leased vouchers. R. Redding stated this trend will be included in next month's board packet.

Chairman Zika noted page 17, the frequency of the change in percentages reported.

R. Redding answered these numbers are based on a forecast from the Two Year Tool and could be related to success rate. Additionally, the expired vouchers were taken out of the Tenmast system and could also attribute to the changes.

Finance:

No comments from the board.

MOD:

P. Bollinger noted he will be attending the City Council meeting scheduled for 7/26/16 to approve the recommendation of the zoning committee for the 44 units that will be built on the existing Taft site. P. Bollinger stated he expects some resistance from a few of the council members, but he believes the PHA does have adequate support.

Asset Management:

P. Bollinger stated the TARs (Tenant Account Receivable) report was handed out to the board members separate of the board packet for their review.

P. Bollinger noted on page 62 of the report, PHA is currently at 95% occupancy.

Board members asked P. Bollinger if he was comfortable with the absence of the Director of Asset Management, and if this was a permanent decision to keep the position vacant.

P. Bollinger stated based on the number of units the PHA has and the number of staff employed, the current plan is to have two Asset Managers and four Assistant Asset Managers at the site level.

Compared to other housing authorities, PHA has been over staffed for its size. For that amount of staff, PHA was not receiving the deliverables it should have been.

Commissioner Brown commented this should be monitored closely to ensure deliverables are being met with the absence of the Director of Asset Management.

P. Bollinger noted three units being referenced under Modernization on page 68. These three units are part of HOPLIFT units, which was a HUD home ownership program. These units have since been plugged into the Scattered Sites portfolio. Based on the research so far, the PHARS team has advised this move was against regulations, and the team is currently assisting the PHA in identifying what the appropriate actions should be.

Security Report:

PHA Officer, J. McKean noted discrepancies in the security report under Trespass List. People Served should have been 2, and Damage to PHA Property- Caused by Residents also should have been 2. J. McKean stated as of June 22, 2016 there have only been 3 crime reports for Taft.

FSS/ROSS:

P. Bollinger stated Page 77 is in reference to the numbers of persons that have been assisted as well as the demographics for those individuals.

Chairman Zika stated he had concern with how labor intensive this report is and questioned the board whether this report should be monthly or quarterly.

It was decided by the board this could be a quarterly report going forward.

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 Cannon seconded by Commissioner Brown.

Roll call:

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

Nay: None, motion carried.

RESOLUTION #072516-01 COLLECTION LOSS WRITE-OFFS

T. Edmonds stated Asset Management is working closely with Finance to be more proactive in limiting write-offs by reviewing the quarterly report on a monthly basis.

Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve Resolution #072516-01. Motion to approve moved by Commissioner Fox seconded by Commissioner Andrews.

Roll call:

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

Nay: None, motion carried.

RESOLUTION #072516-02 APPROVAL TO POST FY2017 ANNUAL AGENCY PLAN FOR A 45-DAY COMMENT PERIOD

P. Bollinger stated the comment period runs from August 12, 2016 to September 26, 2016 and the September board meeting will have an opportunity for public comment.

Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve Resolution #072516-02. Motion to approve moved by Commissioner Brown seconded by Commissioner Andrews.

Roll call:

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

Nay: None, motion carried.

RESOLUTION #072516-03 APPROVAL OF THE PEORIA HOUSING AUTHORITY MAINTENANCE PLAN

P. Bollinger stated this maintenance plan is one of the requirements in the HUD Recovery Agreement.

Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve Resolution #072516-03. Motion to approve moved by Commissioner Andrews seconded by Commissioner Childs.

Roll call:

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

Nay: None, motion carried.

TAFT HOMES RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION AND REDEVELOPMENT UPDATE

P. Bollinger reminded the board of the City Council meeting scheduled for 7/26/16.

OPEN ITEMS LIST:

No comments from the board.

NEW BUSINESS:

Chairman Zika noted the settlement offer from Chubb Insurance will be tabled for Executive Session and discussed under litigation specified in 5ILCS 120/2(c)(11). Action will be taken once back in regular session.

CEO REPORT:

P. Bollinger stated all of the due dates on the Agency Goals have been updated in red, with the original due dates noted before the change.

Chairman Zika congratulated staff on achieving the 95% occupancy.

P. Bollinger stated on the Recovery Agreement there are two dates management is proposing to change to the PHARS team.

1. The PHA provides updated financial policies and written procedures to HUD will be changed from 6/30/16 to 7/31/16.

2. Provide HUD FO a Board approved preventive maintenance plan including work orders, within the PHA's software program. Provide HUD FO sign off's of employee training on new plan by all AMP and maintenance managers and front line maintenance staff will be changed from 4/30/16 to 7/31/16.

P. Bollinger stated the PHARS team was in Peoria on July 12th and 13th, which one of the days was spent visiting the sites. The comments regarding the sites and staff were complimentary, and the overall hard work done by the PHA staff was recognized by the team.

P. Bollinger stated we have received approximately 19 Resident Satisfaction surveys back from our sites, and we will begin scoring them based on responses.

The PHA brochures for both HCV and Public Housing are being created and will soon be available for distribution.

ACTION ITEM: Board members to provide N. Krol with availability to schedule a meeting to discuss board packet material.

BOARD COMMENTS:

Chairman Zika noted the Audit and Finance Committee meeting held previous to the board meeting being both productive and positive.

Chairman Zika congratulated T. Edmonds on the informative comments relative to the financial statements.

Commissioner Brown reported the Resident Safety Committee met with the Chief of Police to discuss PHA Security progress updates.

Chairman Zika reminded the board of the Open meetings Act (OMA) training, each appointed member of a public body subject to OMA must successfully complete electronic training.

ACTION ITEM: N. Krol to send a reminder email to the board regarding the mandatory OMA training.

EXECUTIVE SESSION:

The board may adjourn to, or meet solely in, executive session for, 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 Andrews seconded by Commissioner Fox.

Roll call:

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

Nay: None, motion carried.

Moved to Executive Session 5:34 PM

ADJOURNMENT of EXECUTIVE SESSION, RESUMING REGULAR BOARD MEETING

Chair Zika asked for a motion to adjourn Executive Session. Motion moved by Commissioner Brown seconded by Commissioner Zika

Roll call:

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

Nay: None, motion carried.

Moved to Regular Meeting at 7:01 PM

Chair Zika asked for a motion to reject the settlement offer from Chubb Insurance. Motion moved by Commissioner Andrews seconded by Commissioner Childs.

Roll call:

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

Nay: None, motion carried.

ADJOURNMENT of the REGULAR BOARD MEETING

Chair Zika asked for a motion to adjourn the regular meeting. Motion moved by Commissioner Andrews seconded by Commissioner Childs

Roll call:

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

Nay: None, motion carried.

Meeting adjourned at 7:03 PM

Respectfully Submitted by:

A handwritten signature in cursive script, appearing to read "Alma Brown".

Alma Brown
Board Secretary
/nk