



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

**Monday, September 25, 2017
MINUTES**

OPENING: At 4:30 p.m., Chairman Fassino opened the Regular meeting with the Pledge of Allegiance, a moment of silence and roll call.

ROLL CALL: Commissioners Present: Chairman Fassino, Commissioner Andrews, Commissioner Childs, Commissioner Draeger and Vice Chairman Cannon

ATTENDING PHA STAFF: Paul Bollinger, Theresa Switzer, Aldisa Slaughter, Bret Stone, Nicole Krol, and PHA Attorney, Andrew Keyt

COMMUNITY COMMENTS:

Debbie Meier, HCV Landlord resides at 4408 Constantine Ave. Peoria Heights. Mrs. Meier stated she had five issues she would like to address to the Board of Commissioners.

The 'downsizing' of vouchers (i.e. # of bedrooms) may have unintended consequences, such as shortage of 1-2 bedroom rentals. Mrs. Meier asked if the city ordinances were taken into consideration, as there are minimums per sq ft with multiple persons living together. Living room, dining room, and bedrooms are all included, so no cramming a 6 person family of females into a very small 3-bedroom house.

Please consider adding a landlord to the board as representation is needed. (There presently is a housing subsidy resident on the board so I cannot see a conflict of interest). This seat could even be non-voting. In my opinion, landlord input would assist in providing 'the other side of the story' information necessary to make changes, which I doubt happens.

Consider a QA study re: HCV staff turnover in past 5 years. There has been quite a bit of staffing changes which affects how and when the work gets processed, thus can result in non-payment to landlords.

Cleanliness is a huge issue. Is there a way to address this?

Landlord input in move meetings would be beneficial to your clients.

NEW EMPLOYEE INTRODUCTION: P. Bollinger introduced David L. Jackson, Senior Regional Asset Manager.

APPROVAL OF THE AUGUST 28, 2017 REGULAR BOARD MEETING MINUTES:

Chairman Fassino requested the detailed information regarding escrow payouts for the FSS graduates be removed from the August minutes.

Chairman Fassino asked for a motion to approve the minutes from the August 28, Regular Board Meeting as presented. Motion moved by Commissioner Cannon, seconded by Commissioner Andrews.

Roll call:

Ayes: Commissioner's Cannon, Andrews, Childs, Draeger, and Chairman Fassino

Nay: None, motion carried.

CEO REPORT:

P. Bollinger stated the 2016 Audit has been uploaded. Finance continues to work with HCV, Asset Management, and COCC with 2018 Budgets.

P. Bollinger stated the previously discussed lawsuit with PHADA has been given an extension, and there will be no updates until the extension has passed.

Occupancy as of August 31, 2017 was at 97.09%. Rent collection increased slightly, however the TARS increased as well.

Two Assistant Asset Managers, one from Taft Homes and the other from Harrison have given their resignation. The HCV program continues to work on cleaning up delinquent certifications, as well as HQS inspections. Management continues to work with HCV, Finance and the Chicago Field Office to ensure the data being provided for the Two-Year tool is accurate.

With the completion of the 2016 Audit, a number of the Capital Fund grants have been removed from the report. The 2017 Capital Fund has been released and the information will be included in next month's report. Management continues to work with Legal, the City of Peoria and HUD to complete the execution of the Recovery Agreement.

P. Bollinger reminded the Board of the PHARS team visiting next week, requesting each Commissioner to schedule a time to meet with them while they are on site.

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

Finance:

T. Switzer noted page 7, the Operating Budget showing \$9K under budget, while the Operating Expenses are \$182K over budget leaving a \$199K variance. T. Switzer gave an overview of what finance has identified to be the main components of the \$199K variance.

Utilities from the master metered AMPs make up a large portion of the variance. Finance is currently running a comparison from previous year's budgets during the same time frame to help identify the cause.

Insurance is also being reviewed and compared to the previous year's budget to ensure numbers are more accurate going forward.

This year's expense numbers also identified Harrison Homes incurring approximately \$35K in casualty losses.

The HCV program is currently being reviewed to determine why the expenses are considerably higher than the income. The expenses should equal what is received in HAP payments.

The Finance department's main focus will be on the utility comparisons, inventory, HCV funding and expenses, as well as TAR's reporting and Charge Offs.

Asset Management:

Chairman Fassino requested the Pest Control reporting be removed from the monthly reporting, unless there are findings that need to be reported.

Commissioner Cannon stated he did have questions in regards to the Security report. Officer McKean was not in attendance and unavailable to respond.

HCV:

Commissioner Cannon stated, in regards to the Community Comments made earlier in the meeting, is management receiving multiple complaints from landlords about cleanliness. A. Slaughter stated not necessarily from the landlords. When an inspector finds issues, they will address it with the tenant however, nine times out of ten it is the landlord's responsibility to enforce responsibility. If there are consistent issues

found during inspections, management will address the participant. A. Slaughter noted the HCV is not mandated the same way the Public Housing Program is.

Chairman Fassino reminded management if there are concerns with data not being accurate and current, it should not be included in the monthly report.

P. Bollinger reminded the Board of an upcoming Landlord Roundtable meeting scheduled for October 19, 2017.

MOD:

P. Bollinger confirmed the contracts for cameras at Sterling Towers and Taft Homes have not been awarded yet.

The Tenmast contract shows complete, however there is still money left from credits received from modules not being used.

Human Resources:

Chairman Fassino questioned the percentage reported for YTD turnover. B. Stone stated the 2.63% YTD turnover includes the involuntary terminations only.

FSS/ROSS:

Chairman Fassino expressed his appreciation for the Health Careers Scholarship from PCCEO Community Action Center, which was presented to a FSS participant.

Chairman Fassino requested management to review page 80, noting the information provided was inconsistent and not clear.

Chairman Fassino requested the Board's opinion on whether or not pages 81 and 82 were of any value and if they should be included in the report going forward.

Chairman Fassino questioned the necessity of the Resident Services Summary on pages 83-86.

P. Bollinger stated this information was requested by the Resident Committee.

Chairman Fassino stated if the Board is being provided information, it needs to be information to help us understand what is going on. This report includes data, which is different than information used to update the Board on the status of the agency.

Commissioner Cannon stated he will advise the Resident Committee of the Resident Services Summary and get a recommendation of whether it is still necessary.

Chairman Fassino asked if there were any additional questions or concerns about the Reports.

Hearing none, Chairman Fassino called for a motion to approve Reports 1-6, as submitted. Motion to approve moved by Commissioner Draeger seconded by Commissioner Childs.

Roll call:

Ayes: Commissioner's Cannon, Andrews, Childs, Draeger, and Chairman Fassino

Nay: None, motion carried.

OPEN ITEMS LIST:

P. Bollinger stated leases are being provided for a list of addresses that legal needs to complete the application for collecting taxes from the previous 3 years.

Chairman Fassino noted C. Peterson needs to be removed and updated to the new PHA legal representative, along with the target date and status being updated as well.

Chairman Fassino stated under item 4, the Person Responsible needs to be changed to the Board of Commissioners.

HUD RECOVERY AGREEMENT:

P. Bollinger stated legal continues to work with the City of Peoria to resolve the issues in executing the agreement. There are no updates at this point, and the remaining items left are all based around the PHAS score.

VCA UPDATE:

P. Bollinger stated all of the updates for the VCA have been added to the report.

AGENCY GOALS UPDATE:

P. Bollinger stated all goals have been updated. There has been communication with Related, and a follow up meeting is being scheduled.

The daycare center at Taft Homes and the conference space at Sterling Towers have both had walk-throughs with prospective renters.

Chairman Fassino requested revising the Goals Update to include the cause, corrective action, and a timeframe for the corrective action on the report going forward.

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

P. Bollinger stated three interviews for Fee Developers have been completed. The PHA Development Consultant is in the process of working with the selected developer to enter a Developer Agreement. Once this agreement has been executed, the PHA will go public with who the developer is.

Management is still waiting to hear from IHDA regarding the award of the 9% tax credits.

NEW BUSINESS:

A. Keyt stated last month, the executive minutes were reviewed in closed session, however no vote was taken in regular session as to whether to keep the executive minutes closed or release them to the public.

Chairman Fassino called for a motion to approve keep the closed meeting minutes closed. Motion to approve moved by Commissioner Cannon seconded by Commissioner Andrews. A. Keyt noted the following dates that were reviewed in executive session

October 24, 2016

November 21, 2016

January 23, 2017

February 26, 2017

February 26, 2017 (part 2)

February 27, 2017

March 27, 2017

April 24, 2017

May 22, 2017

June 26, 2017

July 24, 2017

Chairman Fassino asked if there were any questions to the Executive Meeting minutes that were reviewed in last month's Board meeting. Hearing none, Chairman Fassino asked for a roll call.

Roll call:

Ayes: Commissioner's Cannon, Andrews, Childs, Draeger, and Chairman Fassino

Nay: None, motion carried.

BOARD COMMENTS:

Commissioner Andrews stated the Personnel Committee meeting is scheduled for October 5, 2017.

Commissioner Cannon stated he received a complaint from a resident at Sterling Towers regarding loud music, requesting Management to send out a reminder of the rules to the residents.

Chairman Fassino reminded the Board of the importance of the Commissioners meeting with the PHARS team while they were on site, requesting schedules be set before the meeting ends.

EXECUTIVE SESSION:

The board may adjourn to, or meet solely in, executive session for, 5 ILCS 120/2(c)(2) - collective negotiating matters and 5 ILCS 120/2(c)(1) – the appointment, employment, compensation, discipline, performance or dismissal of specific employees. Chairman Fassino asked for a motion to move into Executive Session. Motion moved by Commissioner Andrews seconded by Commissioner Draeger.

Roll call:

Ayes: Commissioner’s Cannon, Fox, Andrews, Childs, Draeger, and Chairman Fassino

Nay: None, motion carried.

Entered Executive Session at 5:19 p.m.

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

Chairman Fassino asked for a motion to adjourn from Executive Session and return to the August Regular Board Meeting. Motion moved by Commissioner Childs seconded by Commissioner Andrews.

Roll call:

Ayes: Commissioner’s Cannon, Fox, Andrews, Childs, Draeger, and Chairman Fassino

Nay: None, motion carried.

Meeting adjourned at 5:42 p.m.

Respectfully Submitted by:



Alma Brown

Board Secretary

/nk