



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

Monday, September 28, 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, Commissioner Fassino, and Commissioner Robinson
Late Arrivals: Commissioner Cannon, Commissioner Perkins

ATTENDING PHA STAFF: Bret Stone, Robin Redding, Yvonne Long, Thad Edmonds, Elizabeth Tolliver, Timm Krueger, and Nicole Krol

COMMUNITY COMMENTS: None

APPROVAL OF THE AUGUST 24, 2015 REGULAR BOARD MEETING MINUTES:

Commissioner Robinson stated on page 2 of the August 24 minutes, under the Asset Management reports the comment made by B. Coates stating "one is too many" should be changed to "one can be seen as too many". Chair Zika asked if the Special Board meeting noted on page 5 had been confirmed. N. Krol stated she believes it has been scheduled for October 13, 2015.

Chair Zika stated the top line on page 7 identifies him saying the resolution is allowing the Board to look at all options being presented. Chair Zika suggested changing Board to staff.

The voting of the minutes will be deferred until an additional Commissioner arrives to complete the quorum.

FINANCIAL REPORTS:

Chair Zika stated we do not have financial reports for this month and asked T. Edmonds for an update on the Tenmast conversion.

T. Edmonds explained the conversion is moving along, however it has been slower than expected. The August and September financials should be ready to present in the October board meeting. Hearing no further comments, Chair Zika asked to move on to the Section 8 Reports.

SECTION 8 REPORTS:

R. Redding stated she would like to inform the board of an update on landlord participation.

R. Redding stated there has been contact with a landlord who has acquired 45 properties in Peoria and plans to put them on Section 8. These would consist of 2 and 3 bedroom units.

Chair Zika asked R. Redding if she was familiar with any of these properties. R. Redding answered no, and she explained they were in preliminary talks at this time.

Commissioner Robinson asked if R. Redding was aware if these units were in one general area or spread out around Peoria.

R. Redding was unsure at this time; however she hopes they would be spread out around town.

Commissioner Robinson asked about a question from last month's board meeting regarding the residency preference clause. Commissioner Robinson had asked if R. Redding was aware of the number of clients who were non-residents that were applying.

R. Redding stated with the computer conversion, she was unable to pull the data needed to answer at this time. However, she does plan to have an answer to Commissioner Robinson's question as soon as possible.

Chair Zika asked to move onto the Asset Management Reports.

ASSET MANAGEMENT REPORTS:

E. Tolliver stated we are continuing to pull applicants from our system, however we have to manually key in over 150 applications before the wait list will re-invent itself. This process should be completed by Wednesday, enabling us to pull applications and fill the units that we have ready.

Chair Zika asked how the applicants did not convert over to the new system.

E. Tolliver explained when the conversion was done, it was done through PIC. If there were any PIC errors, they were not aware, and therefore leaving around 152 applications that did not come over.

T. Edmonds explained the wait list pulled out of the Elite System had to have a specific program written to pull information and subsequently had to be manually altered in order to be moved into the new system. The custom program written to pull data from Elite was unsuccessful in pulling 100% of the people on the waiting list. It was difficult to ascertain a true number caused by the way the applicant's preference status was listed in the output of the list. If an applicant had 5 preferences listed, the program automatically deleted 4 out of the 5, only acknowledging the first preference listed. After making manual adjustments to the program output, data was confirmed to be missing applicants on the waiting list shown in Elite. We are now in the process of adding those applicants that were left off.

R. Redding stated Section 8 was affected as well; however we already had a draw of applicants that we are working from. Although, by the next draw, this must be complete in order to pull applicants accurately.

Chair Zika asked E. Tolliver if public housing had applications they could work from.

E. Tolliver answered we had a few, and they have been processed already. Currently, we have nothing to work from.

Chair Zika questioned if the report on page 13 was a new report.

E. Tolliver stated the report which the board is use to seeing is included as well, however she recreated the report to help bring focus to what was actually going on with the asset management numbers.

Chair Zika stated he very much appreciates the simplicity of the report, but the same data is essentially on page 16, and he didn't want staff doing any more work than necessary.

E. Tolliver explained the information from the original report on page 16 did not match up to the numbers she came up with for the new report.

Chair Zika stated that has been a problem in the past when comparing the next series of reports, which are listed by AMP, to the summary document in question.

E. Tolliver stated she did notice this in the previous asset management reports, and her intent moving forward was to make sure everything tied back to the summary.

Commissioner Fassino asked if either of these reports are used by management, or are they just prepared for board meetings.

E. Tolliver answered she has not been with PHA long enough to answer that question.

Y. Long replied this report format is utilized for HUD to identify when occupancy drops below a certain rate.

Chair Zika questioned the report on page 17, and whether it comes out of the system or is prepared.

Y. Long answered that this was a prepared report.

Chair Zika commented the very last section regarding total revenue lost, calculation starts with the average tenant rent multiplied by the number of vacant units equaling total revenue loss. Chair Zika stated the loss is actually more than that because we don't get the subsidy.

Chair Zika commented that he does not like the idea of creating more work for the staff, but if total revenue loss is going to be highlighted, then it all must be included.

Chair Zika stated what needs to be jumping off these pages is the money lost by not having these units occupied.

E. Tolliver stated this was just discussed last week, and it was determined about \$500 dollars per unit was being lost.

Chair Zika stated he had a question on page 21 regarding the FSS report. There is a line which reports number of participants pending. Chair Zika asked what it takes to go from pending to being added to the program.

E. Tolliver explained the participants have to sign a contract of participation. Before the client gets to that level, they must set specific goals agreed upon by the individual and the coordinator. They have 5 years to accomplish these goals. If the status is pending, this means all the goals have not yet been met.

Commissioner Fassino pointed out the ending escrow balance for the prior month is different from about \$327.00 dollars.

E. Tolliver stated the individuals can request money out of the escrow account for emergency reasons.

Commissioner Fassino stated he was aware of this, but this would show up in the lines reflecting escrow adjustments.

Chair Zika redirected the question to T. Edmonds for clarification

T. Edmonds stated he understood the ending balance should match, and this will be corrected.

Commissioner Fassino stated it would be useful to the Asset Managers if the cost involved with the time period of waiting for repairs to be completed be added to the monthly report. The reports have consistently focused on the cost involved with making the repairs but leaving out the cost involved with the time the unit remains unoccupied.

Chair Zika stated every report created should be helpful to the PHA staff to run the business, not to please the board.

Chair Zika stated the staff has made a lot of great progress this year, emphasizing on Section 8.

E. Tolliver commented even though there are a lot of problems here at PHA, she believes this agency can be turned around in 3 months with correcting policies and processes.

Chair Zika stated he has never had more confidence in the seven people sitting at these desks than he has today.

Chair Zika stated if our Asset Management job descriptions are incorrect, then we should change them.

Management should have the ability to write the job descriptions and hold employees accountable.

Chair Zika asked PHA attorney Brian Mooty if there have been some compromises in our contract regarding job descriptions.

B. Mooty explained PHA has always preserved our ability to write our job descriptions.

B. Mooty added more clarity with reporting makes it easier to hold accountability as well.

Chair Zika stated he had nothing more to add asked to move onto Operations reports.

OPERATION REPORTS:

Y. Long gave a brief update on MOD project status reports. A new construction inspector started Monday, and he will be checking to see the status of the final grade and the seeding at Harrison Homes. The Taft homes building exterior project open bid is scheduled for Thursday. This PHARS team showed some concern towards the projected cost for this project, and the field office requested a copy of the summons, order, and cost estimate for review as well. PHA was advised to proceed forward.

Chair Zika stated he had a thought on page 26 regarding playground replacement and possible donors. Commissioner Robinson mentioned the United Way possibly volunteering to put the equipment together if we could find a donor for the equipment itself.

Y. Long stated we could certainly look into opportunities to do something similar, and she would be more than happy to work with T. Krueger to help identify any interest from the community to help out.

Y. Long mentioned having a conversation with a University that has a construction program to create an opportunity for their students to work similar projects. The playground equipment project will continue to move down in order of prioritization as we continue to work on those issues that are more critical to the capital needs. We currently have only 4 locations where we removed playground equipment and not yet been able to replace.

Chair Zika had a question on page 30 regarding the July totals being identical with the August totals. Officer J. McKean stated these numbers were accurate.

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

Chair Zika suggested the Taft update be skipped until other board members arrive.

Chair Zika re-introduced Old Business for the Commissioners who arrived late.

Y. Long stated we continue to meet with our RAD transaction manager and the Model Group in a combined action for transferring RAD assistance to existing multi-family units and applying for both a 4% and 9% tax credit application for new construction at the Taft location.

Chair Zika stated there may be a second agenda item for the Special Board meeting scheduled for October 13th which will include specifics about properties.

Chair Zika asked Y. Long about the PHA's Task Force.

Y. Long stated at this time there is not enough information to provide to the Task Force.

Chair Zika stated his goal is to try to keep the board informed on Taft issues, but not prematurely.

NEW BUSINESS: SAFETY/SECURITY ADMINISTRATOR

J. McKean stated he has been working on a list of items that need to be addressed.

Chair Zika asked what the status was on the adult curfew.

Commissioner Robinson asked if J. McKean could expand on this topic and asked what kind of boundaries he was considering for adults.

J. McKean stated they were undecided on whether individuals would be allowed outside on the porches after 10:00 p.m.

J. McKean noted in other apartment complexes with similar curfews in place, there have been exceptions made for individuals going to and from their vehicles between 10:00 p.m. and 6:00 a.m. Any non-residents seen loitering on the property is arrested for trespassing.

Chair Zika stated we want safety to be a high concern, but this policy does not need to be a priority.

J. McKean stated our numbers are down from last year, and so far this year has been good as well.

Commissioner Robinson asked if J. McKean could elaborate on number 5 of his report regarding the gates and fence sections.

J. McKean stated there are areas at Taft on Green and Adams where a group of men gather, usually by the bus stop near the gate opening. There has been a request for estimates made to the fence company for a section of fence that could be bolted in or temporarily placed in that opening. This would allow officers to come in from two different directions and ultimately force the crowd to move to a different location.

Chair Zika asked if it would be possible to request the Armadillo.

J. McKean stated we could submit a request; however the Armadillo is a temporary fix.

J. McKean stated he is working with the Taft Asset Manager to help identify the individuals. The dates and times are being recorded, which allows the officers to write trespassing reports and issue notices to have the individuals arrested.

CEO REPORT:

Y. Long stated the PHA had a visit from the Public Housing Agency Recovery and Sustainability (PHARS) team, led by Kevin Laviano, HUD Director for the Cleveland Office. They spent Tuesday, Wednesday and Thursday reviewing the asset management properties. PHA has been given three essential priorities to address.

1. Remedy the rodent infestation at Taft Homes.
2. Develop an integrated pest management plan for Harrison Homes.
3. Work with Tenmast to correct the problems associated with occupying units.

Y. Long stated we have obtained a quote for treatment at Taft. The PHARS team believes the level of infestation at Harrison is greater than what's known, and they want an assessment completed so we can assure the housing we are currently providing is decent, safe and sanitary.

Y. Long stated she has one proposal for an action plan that has both an immediate and a long term strategy and a second coming today. Long stated this has to be a collaborative partnership between the housing authority and the residents. The PHARS team made it clear they want the matter addressed quickly and will be sending someone from the field office for an on-site inspection.

Commissioner Perkins commented her concern is how we are going to make the residents aware of what is expected of them to remedy this problem.

Y. Long stated while housekeeping impacts our ability to manage the situation, it is also our responsibility to ensure that we do our part by educating the residents. There are resident meetings being scheduled which will include someone from the health department to speak about the health hazards associated with infestation. Residents denying access to the units has also been an issue.

Chair Zika stated it could be a situation where there is too much emphasis put on occupancy and we do not want to evict. There needs to be a balance.

BOARD COMMENTS: NONE

Chair Zika stated we have not had a quorum, so there is a need to go back to vote on some issues. Chair Zika asked Commissioner's Cannon and Perkins if they had any questions or concerns about the minutes. Hearing none, Chair Zika called for a motion to approve. Motion to approve moved by Commissioner Fassino seconded by Commissioner Cannon.

Roll call:

Ayes: Commissioner's Fassino, Perkins, Cannon, Robinson, and Chair Zika.

Nay: None, motion carried.

Chair Zika asked Commissioner's Cannon and Perkins if they had any questions or concerns about any of the action items, Financials, Section 8, Asset Management or Operations Reports. Chair Zika called for a motion to approve all four. Motion to approve moved by Commissioner Perkins seconded by Commissioner Robinson.

Roll call:

Ayes: Commissioner's Fassino, Perkins, Cannon, Robinson, and Chair Zika.

Nay: None, motion carried.

RESOLUTION #AR092815-01 APPROVAL OF EXECUTIVE SEARCH FIRM

Chair Zika stated he thought the amount for the service contract was \$28,000.

Y. Long stated the amount of \$25,000.00 does not include travel and marketing expenses, which was \$3,500.00 estimated.

Y. Long stated this was removed from the resolution because it was an estimate.

Commissioner Fassino, Chair for the Executive Search Firm Committee stated this is the single most important function the board has to perform, selecting the CEO. With the recommendation of the Executive Search Committee, it was a unanimous decision to recommend Gans Gans & Associates. Chair Zika asked for a motion to approve RESOLUTION #AR092815-01 APPROVAL OF EXECUTIVE SEARCH FIRM. Motion to approve moved by Commissioner Fassino seconded by Robinson.

Roll call.

Ayes: Commissioner's Fassino, Perkins, Cannon, Robinson, and Chair Zika.

Nay: None, motion carried.

EXECUTIVE SESSION:

Chair Zika asked if there were any reasons to move into Executive Session. Hearing none, Chair Zika called for a motion to adjourn the regular board meeting. Motion to approve moved by Commissioner Robinson seconded by Commissioner Cannon.

Roll call:

Ayes: Commissioner's Fassino, Perkins, Cannon, Robinson, and Chair Zika.

Nay: None, motion carried.

ADJOURNMENT of the REGULAR BOARD MEETING

Meeting adjourned at 5:50 p.m.

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Arthur Perkins". The signature is written in black ink and is positioned above the printed name.

Arthur Perkins
Board Secretary

/nk