



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

**Monday, October 24, 2016
MINUTES**

OPENING: At 4:30 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 Fox, Commissioner Fassino, and Commissioner Cannon

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

PUBLIC PARTICIPATION: None

APPROVAL OF THE SEPTEMBER 26, 2016 REGULAR BOARD MEETING MINUTES:

Commissioner Fassino requested the word "audit" be added in the first sentence under the 2015 FINAL AUDIT PRESENTATION regarding the 2015 financial statements.

Chairman Zika noted page 6 under Board Comments. The second paragraph suggests an action item for Chairman Zika to review the PHA policies with Legal, once they have all been obtained. Chairman Zika stated this action item should be changed to Chairman Zika will review what polices we currently have with legal. Chairman Zika asked if there were any further questions or concerns with the September 26, 2016 minutes. Hearing none, Chairman Zika asked for a motion to approve. Motion to approve moved by Commissioner Cannon, seconded by Commissioner Fassino.

Roll call:

Ayes: Commissioner's Cannon, Fassino, 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 the HR report could be revised to reflect data past the last day of the month.

B. Stone replied going forward, he will include data up until the date the board reports are due to Executive Office.

HCV:

P. Bollinger stated it was previously reported that HCV was on the HUD watch list for occupancy, and it was necessary to do a massive lease up within the program. Shortly after hitting the first benchmark, the department was directed by HUD to stop leasing. The HCV program is currently finishing up 20-25 families which will receive vouchers due to already having started the process; however no more will be pulled from the wait list, which is currently closed.

PHA will not be removed from the watch list, however HUD will be working closely with the PHA, based on the presumptions of the 2 Year Tool that the PHA is where it needs to be.

R. Redding noted this break in leasing will allow Eligibility to have files completed and ready to go when our End of Participation (EOP) rate increases and it is time to begin leasing again.

Chairman Zika questioned the increase in the number of prospects listed in Table 3, when the waiting list is closed.

R. Redding explained some applicants are sometimes determined to be ineligible at the time they are pulled and are returned to the waiting list, causing the number to fluctuate.

P. Bollinger stated within Tenmast, the PHA is working on bringing onboard a Landlord Portal, Applicant Portal, and a Resident Portal which would allow landlords, applicants, and residents to make ongoing adjustments, keeping their information current.

Commissioner Fassino noted a decrease in the number of completed recertifications listed on page 11, Chart 2.

R. Redding stated the decrease is due to a member of staff resigning. Staff is currently working overtime to catch up.

Commissioner Fassino mentioned the number of Extremely Low Income Families (ELI) dropping for the month of September noted on page 13. R. Redding stated many of the families that have leased up, have had a voucher for 60-90 days, which may have put them in the above ELI category at the time of application.

Commissioner Fassino requested the Chart 6 on page 15 be renamed Monthly Inspections.

Finance:

No comments from the board.

MOD:

Commissioner Fassino stated Table 1 on page 52 identifies two grants having deadlines of Audit April 2016.

Y. Long explained the closeout of the grants is subject to the completion of the 2016 Audit done by CliftonLarsonAllen. Additionally, there is a process through HUD that must be finalized before the Audit process is accepted.

Y. Long noted Harrison Homes Demolition is still not closed out due to a grass re-growth issues at the site.

Asset Management:

P. Bollinger stated Asset Management is reporting a slight drop in occupancy, which is a decrease of 0.30% from the previous reporting period. The department's main focus will be to increase occupancy to 97% along with rent collection. Overall, the team continues to make improvements.

Asset Management continues to work with MOD to get units back online while ensuring units on the operations side are turned timely.

Chairman Zika noted Table 2 on page 60 (aged receivables), along with page 62 (Monthly TARs) will need follow up discussion.

Commissioner Fassino mentioned an insurance claim for the unit located at 1031 Shelly noted on page 63 under the Vacant Unit Status Report. P. Bollinger stated we are working on securing an appraisal for the property, which would be necessary in making the decision to turn or demolish and dispose of the unit. The unit has considerable damage from vandalism.

Y. Long stated the estimate from the insurance company without depreciation and the deductible for 1031 Shelly is approximately 25K, along with 5-10K in costs not covered by insurance. Commissioner Fassino noted a category 3 rehab listed on page 64 having significantly higher painting costs. P. Bollinger stated he would investigate these costs further. Chairman Zika questioned the "no files ready" status for vacant units ready. P. Bollinger stated there was a delay in the transition between the new Eligibility Clerk being hired and getting files processed on over time. All of these files have been rectified, and there was discussion with Asset Managers regarding communicating what the needs are at each site in advance.

SECURITY REPORT: The criminal activity at Taft has increased. The lead time for getting material has been an issue with assembling security gates at Taft. The gates will cover the area between Wayne and Green St. There has been discussion about adding an additional security camera near Wayne as well. P. Bollinger stated an RFP for Towing Services will be going out for bid. Once a towing company has been contracted, a resident registry for cars will be implemented allowing PHA to tow vehicles not authorized to be on site during off hours.

FSS/ROSS:

P. Bollinger noted this is the quarterly update, and the additional reports including demographics and statistics have been included in the board packet. Chairman Zika suggested the numbers on page 78 be substantiated before publicizing.

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 Fox.

Roll call:

Ayes: Commissioner's Cannon, Fassino, Fox and Chair Zika.
Nay: None, motion carried.

RESOLUTION #102416-01 COLLECTION WRITE- OFFS

Commissioner Cannon noted page 89, the increase for Scattered Sites. T. Edmonds stated there is a tenant being written off for \$6,620.00, who has been processed for eviction with \$5,900 being due to rent. P. Bollinger stated the Audit and Finance Committee has requested explanations for anything over \$1,500 going forward. Chair Zika asked if there were any additional questions regarding the resolution. Hearing none, Chair Zika called for a motion to approve Resolution #102416-01. Motion to approve moved by Commissioner Fox seconded by Commissioner Fassino.

Roll call:

Ayes: Commissioner's Cannon, Fassino, Fox and Chair Zika.
Nay: None, motion carried.

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

The Model Group has stated they would be willing to exit and let Miller Valentine take over, providing the PHA would make the Model Group whole. Miller Valentine has also expressed willingness to work with The Model Group or taking over the contract. The PHA is currently working with a consultant and Miller Valentine looking to secure parcels for the possibility of redeveloping all 226 units or at least at a minimum getting 60-80 units included in the first phase. There will be an upcoming conference call scheduled to review the Performa and discuss the 17 parcels provided by Maloof Realty. There has been positive feedback from the City of Peoria and LISC for the proposed changes to the redevelopment plan. Additionally, PHA is looking to include Project Based Vouchers in the plan, which will bring a higher rent than the RAD rent.

OPEN ITEMS LIST:

T. Edmonds has reached out to Heyl Royster in attempt to close out item number 2.

P. Bollinger continues to get confirmation from HUD headquarters regarding the Recovery Agreement finalization.

P. Bollinger reminded the Commissioners that OMA training is required by State Law and asked anyone who has not yet completed the training, please do so as soon as possible.

P. Bollinger requested the Board to review the changes to the Administrative Plan and provide feedback prior to the November board meeting, which will include public comment for the 2017 Annual Plan.

Chairman Zika requested placing the Committee Charters, Bi-Laws, and the Board Procedure on the PHA website on the Open Items List.

2016 GOALS UPDATE:

P. Bollinger noted any dates in the completed column in bold text have been updated.

The increase of 3rd Quarter Occupancy percentage to 97% has not been achieved. Occupancy is currently at 96.34%.

Improve TARs% by the end of the 3rd Quarter to 2.5% or less has been achieved. TARs is currently at 2.32% (subject to review)

Developing an RFP for leasing space at Sterling is underway. A meeting is scheduled for tomorrow with Maloof Realty to view Sterling, the Administrative Building, and the PHA Warehouse. A vacant parcel at Moleck and Verona will also be viewed for possible leasing opportunities.

Procure Developer to coordinate and lead the development work as it relates to the RHF & RAD award is underway. PHA continues to work with the RAD consultant to develop a draft MOU.

On October 11, 2016 a Strategic Planning Session was held. Per the Board's request, another meeting will be scheduled for an additional planning session.

HUD RECOVERY AGREEMENT:

In regards to G001(B), Chairman Zika requested an email providing the link to the "Lead the Way" training be sent out to the Commissioners who have not yet completed the training.

CEO REPORT:

An email was sent to the Board informing them of P. Bollinger's appointment to the IREM National Diversity Board.

In 2017 all of Asset Management will go through training to receive their Accredited Residential Management (ARM) certification.

Cindi Herrera will be hired as a RAD consultant and work directly with Y. Long with the intent to build capacity in house for future development deals. Instead of going through the procurement process, the PHA will be piggybacking on a contract with Champaign. The same procedure was used with bringing on the fee accountant to assist with the FDS submission in April. The RAD consultant will be a 2 year contract at 75K a year. The cost of the contract will be covered through the Capital Fund process as opposed to an operating expense.

BOARD COMMENTS:

Commissioner Fassino stated he was pleased with the written material from management as well as the answers to questions discussed in the Audit and Finance Committee meetings. The areas of focus were identified as cash availability in regards to the payment of rents. Next month, the first report of checks signed by management will be presented to the Audit and Finance Committee. Commissioner Fassino reminded the Board that all Commissioners are welcome to attend the Audit and Finance Committee meetings.

Commissioner Cannon will contact Commissioner Brown to schedule a Resident Safety Committee to formalize the safety issue topics discussed at today's board meeting.

Commissioner Cannon noted excessive trash on the sites over the weekend.

N. Krol will email the Commissioners for their preference of which day the November board meeting will be held.

P. Bollinger reminded the Board the November meeting will be held at Taft Homes.

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).

Chair Zika asked for a motion to move into Executive Session. Motion moved by Commissioner Cannon seconded by Commissioner Fox.

Roll call:

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

Nay: None, motion carried.

Moved to Executive Session 6:06 PM

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

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

Roll call:

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

Nay: None, motion carried.

Meeting adjourned at 6:21 p.m.

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Alma Brown". The signature is written in black ink and is positioned to the left of the typed name.

Alma Brown
Board Secretary
/nk