

**WINNEBAGO COUNTY HOUSING AUTHORITY  
APRIL 21, 2016 ANNUAL MEETING  
MINUTES**

**Call to Order, Roll Call, Pledge of Allegiance**

Chairman Wescott called the meeting to order at 5:30 p.m. Following the call to order, roll call was taken.

The following Board Members were in attendance:

Present:	Chairman Fred Wescott Vice Chairman Dina Getty Commissioner Ron Ballard Commissioner Pearl Hawks
Absent:	Commissioner Alanna Conard Commissioner Jim Hughes

Also present: Executive Director Alan Zais, Assistant Executive Director Felicia Davis, Finance Director Vickie Huwe and James R. Pirages of the law firm of Hinshaw & Culbertson LLP.

Following roll call, Chairman Wescott led those in attendance in reciting the Pledge of Allegiance.

**Introduction of Guests**

None.

**Changes to Agenda**

None.

**Public Comments**

None.

**Executive Director's Report**

Executive Director Alan Zais advised the Board that the Winnebago County Housing Authority (WCHA) has again been rated as a “high performer” by HUD. Alan thanked the WCHA’s staff for making this happen. He noted that the designation of the WCHA as a “high performer” positions it well for participation in upcoming programs such as Moving To Work (MTW).

Alan also noted that Towana Williams of the WCHA's staff received a recognition at the recent NAHRO meeting in Washington, DC. Alan and Vice Chairman Getty said that Towana had made a nice presentation upon receiving the award, including thanking the WCHA for the opportunities that it had allowed her.

Alan indicated that during the trip to the recent NAHRO Conference, he and Vice Chairman Getty had met with representatives of Senator Durbin and Congressman Kinzinger, and had noted to them WCHA's interest in participating in MTW and other similar programs that may be available in the future through the Federal Government.

Alan advised the Board that AHRMA had recently settled a worker's compensation claim with Linda Cornell as a result of an ankle injury that she had sustained. Alan noted that he was most troubled by the fact that he was not consulted by AHRMA prior to this settlement being finalized.

With regard to the Cherry Valley suites project, Alan reminded the Board that he had previously spoken with them about this possible development (working with the Burton Foundation), which would require the use of nine (9) project-based vouchers. He said that this matter would normally have been the subject of a resolution presented at this meeting given the fact that the submission needs to be made by late July for purposes of the tax credit application. However, he reminded the Board that the WCHA wanted confirmation from the President of the Village of Cherry Valley about his support for the use of the project-based vouchers in connection with this development. Alan said that he recently learned that Tracy Manning of the Burton Foundation had not confirmed this issue (i.e., the use of the project-based vouchers) with the President of the Village of Cherry Valley. However, once Alan noted this concern to her, Ms. Manning did ultimately pursue obtaining support for the use of the project-based vouchers from the Village President (Jim Claeysen) with that written confirmation being received only earlier this week. Alan noted that he was troubled by this (i.e. that the Burton Foundation had not pursued obtaining the written confirmation from the Village about the use of the nine (9) project-based vouchers, etc.) but he recommended that the WCHA move forward with this and, as a result, said that there may need to be a special meeting in the next few weeks to further review and approve that participation.

Alan distributed to the Board a sheet reflecting the planned use of capital funds for the period from 2016 through 2020. He reminded the Commissioners that the Board had approved the resolution last month regarding receipt of capital funds from HUD, and noted that the WCHA wanted to update its five year plan to map out the best use of the funds during that period. He said that in preparing the document they had used the current CFP as the baseline. He added that Champion Park will reach the end of its tax credit financing within five years and that might result in a different ownership structure. He said that the staff's goal in reviewing the capital funds was not to make major expenditures in the interim, but to continue to maintain decent housing.

Alan reviewed the capital fund items on the sheet and explained the reasons for each. Following that review, Vice Chairman Getty noted her concerns about putting in carpeting instead of addressing the need for a backup elevator at D'Agnolo Garden Apartments. Alan responded by noting that the WCHA needs to obtain a needs-assessment from the elevator company and a realistic cost estimate on a chairlift and then the WCHA will revisit these items. Chairman Wescott also questioned the proposed \$5,000 expenditure for a dumpster fence at Collier Gardens. Finance Director Vickie Huwe noted that the projections were based on research of pricing conducted on-line, and that before these projects proceed, the WCHA will obtain bids. She noted that the price for the fence was a high "guesstimate."

## **Consent Agenda**

A motion to approve the items on the Consent Agenda was made by Vice Chairman Getty. That motion was seconded by Commissioner Ballard. The items on the Consent Agenda were approved by unanimous vote of the four (4) Commissioners present with none against and two (2) Commissioners absent.

Alan noted to the Board that with regard to the approval of the SEMAP, the WCHA was going to go after a "deconcentration grant" but, because the Authority does such a good job in distributing Section 8 vouchers among the various areas of the County, the WCHA did not qualify to participate in that deconcentration grant.

## **Financial Report**

Finance Director Vickie Huwe noted that the year-end financials were included with the Board packet and that the WCHA's financial picture is good. She said that once she has gone over these materials one additional time, they will be submitted to HUD.

## **Old Business**

There was discussion regarding the issue of the potential name change. Attorney Pirages noted that this is somewhat uncharted territory with the Department of Commerce. While the Department of Commerce is supposed to approve such matters, from past contacts with the Department of Commerce they have declined to either approve or disapprove of such a name change. Attorney Pirages noted that the Illinois Housing Authorities Act requires that a housing authority be designated by using the name of the village, town, county, etc., in which it operates. Therefore, he noted that if the WCHA is going to attempt to use an "assumed name", it may wish to make sure that the "Winnebago County Housing Authority" title is incorporated into that name in some fashion. A committee of Executive Director Alan Zais and Vice Chairman Getty are to further review this issue.

## **New Business**

### **ELECTION OF OFFICERS**

Attorney Pirages noted the requirement of the bylaws that the Board elect an individual to serve in the position of Chairman, Vice Chairman and Secretary-Treasurer, and that the election be conducted at this annual meeting. As a result, nominations were opened for the coming year. For the Office of Chairman, Vice Chairman Getty nominated Fred Wescott; there were no other nominations made for this position. For the office of Vice Chairman, Chairman Wescott nominated Dina Getty. There were no other nominations for this position. For the office of Secretary-Treasurer, Vice Chairman Getty nominated Alanna Conard. No other nominations were made for this position.

A motion to close the nominations and to approve the slate of officers was made by Commissioner Ballard. That motion was seconded by Commissioner Hawks. The slate of officers was passed by a unanimous vote of the four (4) Commissioners present with none against and two (2) Commissioners absent.

As a result, Fred Wescott was elected as Chairman, Dina Getty was elected as Vice Chairman, and Alanna Conard was elected as Secretary-Treasurer by unanimous vote of the four (4) Commissioners present with none against and two (2) Commissioners absent.

## MEETING SCHEDULE

The existing meeting schedule (5:30 p.m. on the third Thursday of each month) will be retained for the coming year. A motion to approve the continuation of the existing meeting schedule was made by Vice Chairman Getty, and seconded by Commissioner Ballard. This motion was approved by all four (4) Commissioners present with none against and two (2) Commissioners absent.

## **Commissioner Comments**

Chairman Wescott thanked Vice Chairman Getty for taking on the role on the “Commissioners Committee” at NAHRO. Vice Chairman Getty indicated that she had attended the recent Committee meeting at the NAHRO conference and said that the Committee consisted of very nice people with many good projects underway.

## **Executive Session**

A motion was made by Vice Chairman Getty to go into Executive Session pursuant to the provisions of 5 ILCS 120(c)(1) to consider the "appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." That motion was seconded by Commissioner Ballard. The motion to go into Executive Session was approved by all four (4) Commissioners present with none against and two (2) Commissioners absent. The Executive Session opened at 6:01 p.m. A motion to come out of Executive Session was made by Commissioner Ballard, seconded by Chairman Wescott and approved by all four (4) Commissioners present with none against and two (2) Commissioners absent. The Executive Session closed at 6:05 p.m.

## **Action Taken From Executive Session**

A motion was made by Vice Chairman Getty to increase the compensation paid to Executive Director Alan Zais from \$100,000 per year to \$106,000 per year retroactive to January 1, 2016. In making this motion, it was noted that Executive Director Zais' compensation had last been adjusted in October 2014. The motion was seconded by Commissioner Hawks. The motion to approve the adjustment in compensation was approved by all four (4) Commissioners present with none against and two (2) Commissioners absent.

**Adjournment**

A motion to adjourn the meeting was made by Vice Chairman Getty and that motion was seconded by Commissioner Ballard. The motion passed by unanimous voice vote of all four (4) Commissioners present with none against and two (2) Commissioners absent. The meeting adjourned at 6:07 p.m.

Respectfully submitted,

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Alanna Conard, Recording Secretary