

**WINNEBAGO COUNTY HOUSING AUTHORITY  
JUNE 16, 2016 REGULAR MEETING  
MINUTES**

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

Chairman Wescott called the meeting to order at 5:31 p.m. Following the call to order, roll call was taken.

The following Board Members were in attendance:

Present:	Chairman Fred S. Wescott Vice Chairman Dina M. Getty Commissioner Ron Ballard Commissioner Tunaya S.M. Beaudry Commissioner Alanna D. Conard Commissioner James E. Hughes
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Absent:	Commissioner Pearl Hawks
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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**

Chairman Wescott introduced Commissioner Ballard's grandson, Kendrick, who was present for the meeting.

**Changes to Agenda**

Items E (Resolution No. 16 R 23) and F (Resolution No. 16 R 24) were removed from the Consent Agenda at the request of the Executive Director.

**Public Comments**

None.

**Executive Director's Report**

Executive Director Alan Zais reminded the Board of the discussions at prior meetings about the Replacement Housing Fund plan and the focus of the plan on properties on the east side of Rockford. He explained that through the National Community Stabilization Trust and its "First Look Program", Winnebago Homes Association has the opportunity to acquire decent homes at very reasonable prices. He said that through this Program, he had recently toured a

condominium on Bienterra Drive on the east side of Rockford that last sold for \$77,000 and is now available to WHA for purchase at \$30,000. He indicated that this is a condominium and, therefore, he has inquired of HUD as to whether condominiums qualify for involvement in the Program. Commissioner Hughes also noted that condominium association rules may not allow for rental properties and it was acknowledged that this is something that would have to be evaluated if HUD approved of this effort moving forward.

Alan also indicated that he, Chairman Wescott and Vice Chairman Getty had recently met with the new Rockford Police Chief, Dan O'Shea, and had discussed the WCHA's involvement in providing homes in which police officers could live in neighborhoods with crime problems and to make them available at low rent or reduced prices. He noted that Chief O'Shea was excited about the WCHA's willingness to be involved and that Chief O'Shea is going to discuss this matter with the City Council.

With regard to the Veterans Drop In Center, Alan advised the Board that the project had previously received an "Award of Merit" from NAHRO and, in addition, the WCHA has been advised that it will be awarded the highest award from NAHRO - - the "Award of Excellence" - - at an upcoming meeting in Portland.

Alan explained to the Board that the WCHA had recently visited with a representative from Illinois OSHA as part of that agency's consultative services. The primary purpose of this visit was to assure that the WCHA's practices with regard to the use of propane in connection with treating bedbug issues were in compliance with safety standards. Alan said that as a result of this visit, there were a few minor things that the WCHA needed to address. Assistant Executive Director Felicia Davis noted that among the things that needed to be addressed were an updated emergency action plan, safety data sheets for the products used at sites on a daily basis and the completion of a Form 300 for the tracking of lost work days resulting from work-related accidents. She also advised the Board that with regard to the propane issue, the WCHA needs to change its practices with regard to how it secures the propane tanks.

With regard to the proposed Resolution on the Consent Agenda that addresses lawn maintenance services, Alan explained that Assistant Executive Director Felicia Davis had been aggressive in her efforts to secure multiple bidders for this service. Information regarding this needed service was sent to fifteen (15) different contractors, four (4) of which responded by requesting packets and three (3) of which submitted proposals. Assistant Executive Director Felicia Davis and Finance Director Vickie Huwe then "scored" the proposals based upon the bidders' respective capacities, references, status as a woman or minority owned business, etc. As a result, M & B Landcare was being proposed as part of the Consent Agenda at this meeting.

Alan Zais also advised the Board that the Office of the Inspector General (OIG) has sent an email (a copy of which accompanied the Board packet) complimenting Kristin Andrews of the WCHA staff for her efforts in testifying in conjunction with a recent court hearing on a fraud case. Alan stated that the attorney representing the Defendant in that case had attempted to discredit Kristin while she was on the witness stand, but that Kristin had done very well in an emotionally taxing situation.

## **Consent Agenda**

A motion was made to approve items A through D on the Consent Agenda (Resolutions No. 16 R 19, 16 R 20, 16 R 21 and 16 R 22 only). That motion was made by Commissioner Conard and seconded by Commissioner Hughes. The items on the Consent Agenda were approved by unanimous vote of the six (6) Commissioners present with none against and one (1) Commissioner absent.

## **Financial Report**

Finance Director Vickie Huwe advised the Board that the WCHA had recently received a payment of \$20,000 from Collier Gardens, LLC as payment on interest. She also stated that Winnebago Homes Association had received a payment of \$15,000 from Collier Gardens, LLC as well as a payment of \$28,000 from Northern Winnebago, LLC. She noted that the WCHA's cash on hand position is currently strong.

Executive Director Alan Zais noted that HUD continues to make it very challenging to manage the finances in the Section 8 program. He said that the WCHA must often wait for funds that are needed to pay landlords and that HUD has very complicated computation and information requirements that must be satisfied in order to obtain certain funds.

## **Old Business**

Attorney Pirages noted that a review of Ordinances at the City and County level applicable to "little libraries" indicated that there are no ordinances or regulations controlling their construction. However, he advised that covenants applicable to particular neighborhoods should be evaluated on a case-by-case basis to determine if there are any restrictions applicable to the construction of such structures. Also, once the design and size of these structures is established, we may wish to revisit this issue with the City and County zoning authorities to assure that no permit is required.

## **New Business**

None

## **Commissioner Comments**

Chairman Wescott thanked the staff for their donation of a gift basket for the auction at the "Hole Hearted for Hospice" event.

## **Executive Session**

None.

## **Action Taken From Executive Session**

None.

**Adjournment**

A motion to adjourn the meeting was made by Commissioner Hughes and that motion was seconded by Vice Chairman Getty. The motion passed by unanimous voice vote of all six (6) Commissioners present with none against and one (1) Commissioner absent. The meeting adjourned at 5:48 p.m.

Respectfully submitted,

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Alanna D. Conard, Recording Secretary