

**WINNEBAGO COUNTY HOUSING AUTHORITY
SEPTEMBER 15, 2016 REGULAR 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 S. Wescott Commissioner Ron Ballard – arrived 5:35 p.m. Commissioner Tunaya S. M. Beaudry Commissioner Pearl Hawks Commissioner James E. Hughes
Absent:	Vice Chairman Dina M. Getty Commissioner Alanna D. Conard

Also present: Executive Director Alan Zais, Assistant Executive Director Felicia Davis, Finance Director Vickie Huwe and Carol A. Lockwood 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 reported that the Westport Village affordable housing rehabilitation project in Freeport, Illinois closed and the rehabilitation phase will now be undertaken. The first payment in the amount of \$70,000, which is a percentage of the Co-Developer Fee, has been made to the Housing Authority's instrumentality Winnebago Homes Association.

Executive Director noted that the DeBruler Company, the Co-Developer for the Westport Village project, has asked whether the Housing Authority and its instrumentality would have any interest

in partnering as a sponsor with the DeBruler Company in an affordable housing project known as Ogden Manor in Naperville, Illinois. There will be a request for proposals coming out soon for the tax credit portion of the project, and it is possible that there could be a role for the Housing Authority in administering the Section 8 vouchers and to oversee the material compliance aspects of the project.

Executive Director Zais congratulated the Board on the Award for Excellence that it received from NAHRO for the Veteran's Center, and that it has also been recognized by Illinois Colleagues with an Excellence Award for Operations.

Executive Director Zais noted that the Housing Authority has participated in the Ex-Offenders Reentry Program. The Housing Authority assists in locating affordable housing for non-violent offenders who qualify for early release if they are able to show that they will have a permanent address.

Finance Director Vickie Huwe assisted Executive Director Zais in reporting that there is \$65,451 targeted for replacement housing funds that needs to be obligated to the acquisition of housing by the end of the year. Mr. Zais said that the Housing Authority will be working with Winnebago Homes Association to purchase a house that can be owned by WHA until the Housing Authority receives approval from HUD to take title.

Executive Director Zais also noted that the Housing Authority is examining the process of funding mixed finance programs, as in certain instances the funds need to be accessed through the Winnebago Homes Association in its capacity as an instrumentality.

Consent Agenda

A motion to approve the items on the Consent Agenda was made by Commissioner Ballard. That motion was seconded by Commissioner Hughes. The items on the Consent Agenda were approved by unanimous vote of the five (5) Commissioners present with none against and two (2) Commissioners absent.

Executive Session

None.

Financial Report

Finance Director Vickie Huwe noted that cash reserves a bit lower than what she would like. She also reported that the Rockford Park District is evaluating whether to undertake capital improvements at 3617 Delaware. Legal counsel has been instructed to see whether any restrictive covenants are in place over the property.

Old Business

None.

New Business

Chairman Westcott asked whether there was interest in a new starting time for Board meetings. He suggested 5:00 p.m. Commissioner Hawks noted that she closes her business day at 5:00 p.m. Commissioner Ballard said he had no objection, but that his schedule changes. Commissioner Hughes had no objection to changing the starting time. Commissioner Beaudry noted that she is starting a new job and that her business day ends at 5:00 p.m.

Commissioner Comments

None.

Adjournment

A motion to adjourn the meeting was made by Hughes and that motion was seconded by Commissioner Hawks. The motion passed by unanimous voice vote of all five (5) Commissioners present with none against and two (2) Commissioners absent. The meeting adjourned at 5:46 p.m.

Respectfully submitted,

Alanna Conard, Recording Secretary