

**WINNEBAGO COUNTY HOUSING AUTHORITY
NOVEMBER 19, 2015 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:

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| Present: | Chairman Fred Wescott |
| | Vice Chairman Dina Getty |
| | Commissioner Ron Ballard (arrived at 5:39 p.m.) |
| | Commissioner Alanna Conard |
| | Commissioner Pearl Hawks |
| | Commissioner Jim Hughes |
| | Commissioner Phyllis Spiess |

Also present: Executive Alan Zais, Assistant Executive Director Linda Cornell, Finance Director Vickie Huwe, Director of Operations Felicia Davis, Maintenance Staff Employee Hudhaifa Albayati 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

Executive Director Alan Zais introduced Hudhaifa Albayati of the WCHA's maintenance staff. Mr. Albayati indicated he has been with the WCHA for 2-1/2 years; he said that he enjoys his position with the WCHA where he assists residents with problems and likes helping people. He noted concerns about bedbugs and questioned whether, if he gets them in his home, he could use the WCHA's equipment to eliminate them.

Executive Director Alan Zais noted Mr. Albayati does a great job for the WCHA. Alan reiterated that the bedbug problem is a nightmare as they are easily transferred from site to site. He said that the pest control services charge \$1,200.00 - \$1,500.00 per apartment. Alan says that with its own equipment, the WCHA charges only \$500.00 per apartment which allows the sites to save money and for WCHA to make some money off of the use of this equipment.

Alan said that they are considering options and recommendations to bring to the Board regarding dealing with employees who have bedbugs in their homes that may result from the work that they do. He said that he will be checking with other housing authorities as to their practices and will bring a recommendation to the December 2015 meeting. Commissioner Hughes asked whether the staff wears protective equipment before entering units with bedbug problems. He suggested that wearing such protective equipment should be mandatory. Alan asked Assistant Executive Director Linda Cornell to investigate these issues.

Changes to Agenda

None.

Public Comments

None.

Executive Director's Report

Executive Director Alan Zais noted that the WCHA has been found to be a "high performer" as a result of the most recent Public Housing Assessment System (PHAS) report. He also noted the tax credit award which is going to the Westport Village Development in Freeport through Winnebago Homes Association. He also reminded the Board about Winnebago Homes Association's work on the Veterans House that was recently completed and thanked the Board for its support of this initiative.

Alan also noted the issue regarding property and casualty insurance for 2016. He said that procurement had been pursued for the insurance and a bid received from HAI that came in at nearly twice the current AHRMA cost, along with providing no directors and officers insurance. Alan said that the Authority is exploring options and will be making recommendations on this topic at the Board's December 2015 meeting.

Consent Agenda

A motion to approve the Consent Agenda was made by Commissioner Hughes. That motion was seconded by Commissioner Spiess. The item on the Consent Agenda was approved by unanimous vote of the seven (7) Commissioners present with none against and no Commissioners absent.

Financial Report

Finance Director Vickie Huwe noted that the WCHA ended the month of October with \$31,000.00 which was much better than the \$4,000.00 on hand at the end of September. She also commented that the Collier Gardens and Ken-Rock developments are ones on which the WCHA does not make much money. While the WCHA still makes some money on those two developments due to the management fees it receives, the margin on those two developments is not what the WCHA would like. Executive Director Alan Zais noted that one of the issues with Collier Gardens is that it is a large development and that the bedbug problems there have been horrendous.

Old Business

None.

New Business

None.

Commissioner Comments

Chairman Wescott noted a recent friendly interaction that he had with the Rockford Home Depot manager Chad Forrester, who had been involved in the Veterans House Project.

Executive Session

A motion was made by Commissioner Conard 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 and approved by all of the seven (7) Commissioners present with none against and none absent. The Executive Session opened at 5:50 p.m. and closed at 5:58 p.m. The motion to come out of Executive Session was made by Commissioner Hughes, seconded by Vice Chairman Getty and approved by unanimous voice vote of all seven (7) Commissioners present with none against and none absent.

Action Taken from Executive Session

None.

Executive Director Alan Zais noted that the proposed Agency Plan will be circulated to the Commissioners within the next couple of weeks.

Adjournment

A motion to adjourn the meeting was made by Vice Chairman Getty and that motion was seconded by Commissioner Conard. That motion was passed by unanimous vote of all seven (7) Commissioners present with none against and none absent. The meeting adjourned at 5:59 p.m.

Respectfully submitted,

Phyllis Spiess, Recording Secretary