

**BOONE COUNTY HOUSING AUTHORITY
DECEMBER 15, 2017, REGULAR MEETING
MINUTES**

Call to Order, Roll Call

Allen Sisson called the meeting to order at 9:00 a.m. on December 15, 2017 at the Boone County Housing Authority (BCHA) offices, at 2036 North State Street, Belvidere, Illinois. It was noted that the following Board members were in attendance:

Present:	Chairman Allen Sisson Vice-Chairman Robert Johns Commissioner Jerrica Cole Commissioner Ron Wait Commissioner Ray Morse Commissioner Julaine Drake
Absent:	

Also present: Staff member Kristin Andrews, Vickie Huwe, Christina Coon, Felicia Davis, Alan Zais.

Changes to the Agenda

None.

Public Comment

None.

Executive Director Report

Alan Zais said he provided a board a written report. Alan said that Public Act 100-0554, passed by the Illinois General Assembly and effective November 16, 2017, requires that all Illinois local government units, including public housing authorities, adopt a sexual harassment policy which meets certain minimum requirements (or to modify existing sexual harassment policies to meet the minimum requirements). This must be accomplished by January 15, 2018. The minimum policy requirements are a prohibition on sexual harassment, a detailed procedure for reporting allegations, including options to make confidential reports, a prohibition on retaliation, including availability of statutory whistleblower protections, the consequences of violating the policy, and the consequences of knowingly filing a false report. Alan said that although BCHA does not have employees, it does have a personnel policy and it would be diligent to revise it to add the new sexual harassment policy. Alan said that one had been prepared by Hinshaw and Culbertson for the Winnebago County Housing Authority (WCHA) and that counsel had agreed BCHA should also adopt one, and that BCHA could simply use the WCHA one and change the name to BCHA, which would both satisfy the requirement and save BCHA the legal expense. Alan provided a copy of the harassment policy to the board and asked if the policy could be approved to allow the housing authority to meet the 01/15/18 deadline. Robert Johns moved to approve the revised sexual harassment and other forms of unlawful harassment in the workplace as

defined by Public Act 100-0554. The motion was seconded by Ray Morse and approved by all commissioners present.

Alan also discussed BCHA administrative costs, and said that the agency is making payments on such expenses as legal and insurance and temporarily setting aside management fee payments to WCHA which had been agreed to by the WCHA Board of Commissioners. Alan said it was not unusual for an agency of BCHA's size to have such difficulty as the program scale did not generate enough administrative fee for reasonable operating expense, and he had tried to maintain diversified revenue for BCHA such as the state funded Rental Housing Support Program (RHSP) for 11 units through WCHA. Alan wanted the board to know that he appreciates their concern about expense, but this would always be an expected challenge and they would always look to meet it by containing costs when possible such as sharing resources from WCHA. Alan discussed a possible way to increase revenue and increase the number of families served in Boone County through a partnership with the Rockford Housing Authority (RHA) in using some of their Housing Choice Vouchers in Boone County with a preference for Boone County residents and a shared administrative fee to BCHA, which would be almost identical to the successful portability program with WCHA and with BCHA's historical administration on the WCHA's RHSP in Boone County. Alan said the important component would be to replicate such a program with RHA through the Regional Housing Initiative and place it under BCHA administration which would ensure the BCHA control of any possible program and meet any concerns of the RHA program image. Alan said this was an idea he had briefly discussed with RHA during a meeting with the City of Rockford to assist they city with their Affirmatively Furthering Fair Housing (AFFH) Consultant proposal and for which BCHA could meet the AFFH requirement without expense, create revenue for itself, assist more low income families to impact poverty in Boone County, and provide partnership assistance for the Rockford AFFH program. Alan said he would like board consent to explore this further and continue to bring information for the board's consideration. All commissioners present gave consent for exploration and to maintain information to the board for the board's consideration.

Resolution No. 17 R 16 Approving Minutes of the November 1, 2017 Meeting

Ron Wait moved to approve Resolution No. 17 R 16. The motion was seconded by Ray Morse and approved by all commissioners present.

Resolution No. 17 R 17 Approving Property, Casualty and Related Insurance Coverage through AHRMA

Ray Morse moved to approve Resolution No. 17 R 17. Julaine Drake asked if staff had shopped with other insurance carriers for cost. Alan said they had within the past twelve months and the other respondent did not provide coverage for commissioner liability, and Vickie Huwe said that AHRMA was a HUD approved vendor and a formal procurement was not required. The motion was seconded by Jerrica Cole and approved by all commissioners present.

Financial Report

Vickie Huwe said that legal fees were still continue cash flow problems, so partial payments were being made to the legal firm, payments were on hold to WCHA and payment installments were being made for the insurance.

Ron Wait moved to approve the financial report. The motion was seconded by Julaine Drake and approved by all commissioners present.

New Business

None.

Old Business

None.

Commissioner Comments

None

Executive Session

None.

Action Take from Executive Session

None

Adjournment

Ron Wait moved to hold the next meeting at 9:00 a.m. on January 19, 2018 at the Boone County Housing Authority office, 2036 North State Street, Belvidere, Illinois, 61008, and adjourn the meeting at 9:59 a.m. The motion was seconded by Robert Johns and approved by all commissioners present.

Respectfully submitted,

Recording Secretary

Commissioner _____ moved to approve these minutes, seconded by Commissioner _____

The foregoing minutes were approved by the Boone County Housing Authority on this 19th day of January, 2018.

Chairman Allen Sisson

Vice Chairman Robert Johns

Commissioner Ron Wait

Commissioner Ray Morse

Commissioner Jerrica Cole

Commissioner Julaine Drake
