

**BOONE COUNTY HOUSING AUTHORITY
FEBRUARY 16, 2018, REGULAR MEETING
MINUTES**

Call to Order, Roll Call

Allen Sisson called the meeting to order at 9:00 a.m. on February 16, 2018 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 Ray Morse Commissioner Julaine Drake Commissioner Ron Wait
Absent:	

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

Guests

Paul Wieland, Weiland and Company, Inc.

Changes to the Agenda

Alan introduced Paul Wieland, the housing authority auditor, and asked if the audit could be placed as the next item for the agenda. Ron Wait approved to change the agenda and place the audit as the next agenda item. The motion was seconded by Ray Morse and approved by all commissioners present.

Audit

Paul said it was his fifth year doing the audit for BCHA. He said that it was usual to need audit adjustments for agencies but that it had never proved necessary for BCHA. He said that essentially two audits are done for BCHA, the (1) basic financial statements and (2) the compliance audit. Paul said that HUD cannot require the audit, rather it is required by the Office of Management and Budget and also required if an agency receives more than \$750,000 annually. Paul said the procedure is that Vickie submits the unaudited file within 60 days of the fiscal year close and then the audit is filed with HUD no later than nine months following the end of the fiscal year.

Paul reported that there were no audit findings and it was an unmodified audit, the type desired by an agency. He reviewed the Management Discussion and Analysis which puts the audit language in public language. He said the agency had \$110,000 total assets and \$27,000 equity and most income was from HUD, and the most expense was the housing assistance payments. Paul said he reviewed approximately 25 files. The board gave their appreciation for the audit.

Ron Wait moved to accept the audit report. The motion was seconded by Robert Johns and approved by all commissioners present.

Public Comment

None.

Executive Director Report

Alan Zais said he provided a board a written report. Julaine Drake asked how the program was marketed, and Christina Coon said they use the GoSection8 but that in Belvidere landlords generally don't list their properties and rely on yard signs. Christina said that tenants give the landlord a card for the housing authority if they are unfamiliar with the program, but that in Belvidere there were not many landlords, and not many of which the staff was unaware or had not worked with. Christina said it's always a challenge dealing with the program stigma and the lack of affordable housing is one of the reasons the Payment Standards had been raised to 110%, with two bedroom apartments running an average of \$850- \$900. Christina said that BCHA has worked with all the apartment complexes in the area.

Alan briefed the board on the status of the Rockford Housing Authority (RHA) and the Housing Authority of the City of Freeport (HACF). Alan then reported on the Section Eight Management Assessment Program (SEMAP) score that had been issued by HUD for BCHA, and that BCHA had again received 100% for a High Performer HUD designation.

Resolution No. 18 R 04 Approving Minutes of the January 16, 2018 Meeting

Ray Morse moved to approve Resolution No. 18 R 04. The motion was seconded by Julaine Drake and approved by all commissioners present.

Resolution No. 18 R 05 Approving the Fourth Amendment to the 2014 Intergovernmental Agreement with the Winnebago County Housing Authority

Robert Johns moved to approve Resolution No. 18 R 05. The motion was seconded by Julaine Drake and approved by all commissioners present.

Financial Report

Vickie reported that another legal bill had been received and that the plaintiff had gone to the appellate court and that the accounts payable were now at about \$40,000 for legal and the WCHA management fee. There was a discussion on attorney cost and Vickie said the fees for the two attorneys were \$350 and \$300 hourly. Christina Coon said the legal matter was that the participant had committed program fraud in that she was not living in the unit while housing assistance payments were made to the unit on her behalf.

Alan asked if \$5,000 of the Money Market could be applied to the amount owed to WCHA and that he would expect about five to seven months for it to be replenished. Ray Morse moved to approve the financial report and to allow withdrawing \$5,000 from the Money Market to be paid

to the past due amount owed to WCHA. The motion was seconded by Robert Johns 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

Ray Morse moved to hold the next meeting at 9:00 a.m. on March 16, 2018 at the Boone County Housing Authority office, 2036 North State Street, Belvidere, Illinois, 61008, and adjourn the meeting at 10:07 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 16th day of March, 2018.

Chairman Allen Sisson

Vice Chairman Robert Johns

Commissioner Ron Wait

Commissioner Ray Morse

Commissioner Jerrica Cole

Commissioner Julaine Drake
