

**BOONE COUNTY HOUSING AUTHORITY  
JUNE 16, 2017, REGULAR MEETING  
MINUTES**

**Call to Order, Roll Call**

Allen Sisson called the meeting to order at 9:00 a.m. on June 16, 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 Ray Morse Commissioner Ron Wait Commissioner Jerrica Cole
Absent:	Commissioner Stacy Mickelson

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

**Guests**

None.

**Changes to the Agenda**

None.

**Public Comment**

None.

**Executive Director Report**

Alan Zais noted that a written copy of his report accompanied the board packet. Alan said that the forecast showed the housing authority with a -1.7% shortfall at the end of the calendar year, and he was very concerned that the U.S. Department of Housing and Urban Development (HUD) Chicago Field Office had not been responsive to his numerous inquiries. Alan said that he had been contacting HUD since the beginning of the year for the forecast tool and shared his concern with them that he could not properly forecast against an overutilization or underutilization without their numbers. Alan said that he was finally provided the forecast tool after 25% of the funding year had gone by, and the current numbers had shown the shortfall. Alan said he communicated this clearly with several HUD departments and was maintaining documentation. Alan said that the program currently had an increase in Per Unit Cost per voucher and that a lowered mean would stabilize the program. Alan said he would continue to communicate and press HUD.

**Resolution No. 17 R 08 Approving Minutes of the May 19, 2017 Meeting**

Ray Morse moved to approve Resolution No. 17 R 08. The motion was seconded by Ron Wait and approved by all commissioners present.

**Financial Report**

Vickie Huwe said that she had received \$7,600 expense in two legal bills and that payment would leave less than \$1,000 in the housing authority's account. Allen Sisson asked what the legal expense was for, and Vickie said that one was the fire on Jackson Street. Kristin Andrews said that the landlord's insurance company wanted information, and Alan said that he wanted to make sure the housing authority had guidance in helping the insurance company, and assured that there was no litigation against the housing authority. Their other legal bill was for a participant termination. The participant admitted that they did not live in the assisted unit which constituted fraud. They were represented by Prairie State Legal Services which were drawing out the process in court. Alan said he had seen this done many times, where Prairie State would try to lengthen the process and create a legal expense to get a housing authority to give up on the legal action. Kristin explained that the case involved the participant failing to appear or respond for the two annual recertifications and then a termination was placed. At the informal hearing the participant gave conflicting and spurious testimony that did not reflect other criminal activity. Christina Coon said that during the informal hearing, the participant admitted they had not been living in the assisted unit for the past six to eight weeks. Felicia Davis said the informal hearing upheld the housing authority's termination decision and it was at that point that Prairie State became involved. Vickie said the amounts were \$1,000 for the fire matter and \$6,600 for the termination matter, and that she would be making a payment.

Ray Morse moved to approve the financial report. 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 July 21, 2017 at the Boone County Housing Authority office, 2036 North State Street, Belvidere, Illinois, 61008, and adjourn the meeting at 9:31 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 21st day of July, 2017.

Chairman Allen Sisson \_\_\_\_\_

Vice Chairman Robert Johns \_\_\_\_\_

Commissioner Ron Wait \_\_\_\_\_

Commissioner Ray Morse \_\_\_\_\_

Commissioner Stacy Mickelson \_\_\_\_\_

Commissioner Jerrica Cole \_\_\_\_\_