

**BOONE COUNTY HOUSING AUTHORITY  
JUNE 15, 2018, REGULAR MEETING  
MINUTES**

**Call to Order, Roll Call**

Allen Sisson called the meeting to order at 9:02 a.m. on June 15, 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 Ray Morse Commissioner Ron Wait Commissioner Julaine Drake Commissioner Jerrica Cole
Absent:	

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

**Changes to the Agenda**

None.

**Public Comment**

None.

**Executive Director Report**

Alan Zais said he provided a board a written report. Alan said the legal Request for Proposals (RFP) were due the following week and would be presented at the July 20, 2018 regular board meeting. Felicia Davis said that she had moved the RFP response back a little later to help encourage respondents who may be away on summer vacation. Felicia had spoken with Ron Wait on ways to market the RFP and had sent it to a number of legal agencies.

Alan said the U.S. Department of Housing and Urban Development (HUD) Technical Assistance team was looking to create a steering committee as the first step of an RHI, and would like to see the steering committee composed of a person from each of the housing authorities of Boone, Winnebago, Freeport and Rockford. Alan said that since he is the representative of Boone and Winnebago, he would like to invite any BCHA board member to be on the steering committee. The board asked about the Land Bank, and Alan said there was confusion by the Technical Assistance as to how the Land Bank fit and that he had met with the Rockford Metropolitan Agency for Planning and confirmed the Land Bank would be a horizontal entity to a regional organization that involved the RHI. Alan said the Land Bank is a holding entity for vacant and distressed properties to help facilitate control for rehab or demolition, and that it required a

government agency with home rule power which would be Belvidere. Alan said the Belvidere Mayor was very interested in forming a Land Bank.

Alan said that HUD had moved the Affirmatively Furthering Fair Housing requirement to 2020, which was helpful to BCHA as the estimated expense and labor time would be beyond BCHA's resources. Alan said that a plan had been in effect to partner with other housing authorities and the City of Rockford to leverage resources and demographic material to make it affordable to BCHA.

Alan said that he had contracted with Jumping Trout to make sure the website was in place and compliant with Illinois Public Act 98-0738. Alan said the website accommodated disabled families and all languages, and that he had placed it as a subset of the Winnebago County Housing Authority site to control the expense for these areas and for monthly programming, but that BCHA had its own domain name that it controlled. Therefore anyone looking for the Boone County Housing Authority would go directly to the BCHA site, and the domain remained under the ownership and control of BCHA. Alan gave estimates for a full website that he had procured for WCHA for an average of \$3,000 - \$5,000 and the one-time expense of \$610 with no update cost for BCHA was dramatic and would follow the BCHA procurement, but only if a board approved Budget Line Item was in place. Alan said that since the Housing Choice Voucher program does not use a budget then this would never be applicable. Alan said he would like to revise the procurement policy so that it maintained the current cost levels but also addressed the budget provision and that he would plan to present that to the board in the future. Alan said he would like to present a resolution ratifying board approval with the board's consent. The board did give their consent to proceed with formal ratification.

### **Resolution No. 18 R 09 Approving Minutes of the June 15, 2018 Meeting**

Ron Wait moved to approve Resolution No. 18 R 09. The motion was seconded by Ray Morse and approved by all commissioners present.

### **Financial Report**

Alan said that he had provided the HUD communications for just the past month to show the confusing manner in which HUD provides notice of disbursement, funding, payment, reconciliation and renewals that makes it difficult to always discern final numbers and the challenge Vickie Huwe faces in reviewing requests to HUD held reserves.

Julaine Drake moved to approve the financial report. The motion was seconded by Jerrica Cole 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 July 20, 2018 at the Boone County Housing Authority office, 2036 North State Street, Belvidere, Illinois, 61008, and adjourn the meeting at 9:27 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 20th day of July, 2018.

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

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

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

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

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

Commissioner Julaine Drake \_\_\_\_\_