

**BOONE COUNTY HOUSING AUTHORITY
JULY 20, 2018, REGULAR MEETING
MINUTES**

Call to Order, Roll Call

Allen Sisson called the meeting to order at 9:05 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 that Hinshaw and Culbertson were the only respondents to the Request for Proposals (RFP) for legal services. Felicia Davis said the RFP had been sent to a number of places and she had also spoken with Ron Wait for recommendation of legal firms to reach out to, but there had been no other response.

Christina Coon presented on the Family Self-Sufficiency (FSS) program following the review of her strong graduate numbers. Christina went over the program baselines and goals and explained how it works. For the graduate discussed Christina said she had earned \$9,400 in 3.5 years. Although the program typically takes five years, the graduate had simply moved to self-sufficiency with earned income that no longer required the Housing Choice Voucher assistance and she had moved off of the program

Resolution No. 18 R 10 Approving Minutes of the June 16, 2018 Meeting

Ray Morse moved to approve Resolution No. 18 R 10. The motion was seconded by Ron Wait and approved by all commissioners present.

Resolution No. 18 R 11 Authorizing the Executive Director to Enter Into Agreement with Hinshaw & Culbertson LLP

Julaine Drake moved to approve Resolution 18 R 11. The motion was seconded by Robert Johns and approved by all commissioners present.

Resolution No. 18 R 12 Ratifying the Executive Director to Enter Into Agreement with Jumping Trout, LLC for Website Services

Robert Johns moved to approve Resolution 18 R 12. The motion was seconded by Ray Morse and approved by all commissioners present. Julaine noted favorably that the amount was very competitive.

Financial Report

Vickie said the Administrative Fee equity was greater with another legal expense over the Stewart case. Vickie said she was simply dividing the bill by twelve and making payments. Alan said counsel had reported that an oral argument was expected to be presented on August 20th in Elgin, Illinois in response to the plaintiff's appeal. Vicki said she was preparing an RFP for audit services as the current agreement had reached its five years, and she expected to have it for the September board meeting.

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

New Business

Ron Wait asked if the Veterans Assisted Supportive Housing (VASH) vouchers had a deadline. Kristin said that issuance was dependent upon referrals from the Veterans Administration (VA). Christina said that one VASH voucher was leased, one issued, one referral received. Christina said that she and Kristin had met with the VA on Wednesday to fill the program by the end of August. Christina discussed that there were some challenges in working with the VA homeless office and so staff met physically with VA to expedite the program for the Veterans. Julaine asked the location of the homeless Veterans and if they had to be located from a certain location, and Christina said they did not, the voucher issuance was where they choose to live. Julaine asked how many were leased, and Christina said one was leased, one had a lease signed and one was in progress. The board asked if the housing authority did background checks and Christina said they did not, as it was done by the VA. The housing authority only verified income and the two mandatory program denials for methamphetamine and sex offender status.

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 August 17, 2018 at the Boone County Housing Authority office, 2036 North State Street, Belvidere, Illinois, 61008, and adjourn the meeting at 9:35 a.m. The motion was seconded by Jerrica Cole 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 17th day of August, 2018.

Chairman Allen Sisson _____

Vice Chairman Robert Johns _____

Commissioner Ron Wait _____

Commissioner Ray Morse _____

Commissioner Jerrica Cole _____

Commissioner Julaine Drake _____