

**WINNEBAGO COUNTY HOUSING AUTHORITY  
JULY 19, 2018  
REGULAR MEETING MINUTES**

**Call to Order, Roll Call, Pledge of Allegiance**

Chairman Wescott called the meeting to order at 5:30 p.m. Following the call to order, roll call was taken.

The following Board Members were present:

Present:	Chairman Fred S. Wescott Vice Chairman Dina M. Getty Commissioner Ron Ballard Commissioner Alanna D. Conard Commissioner Pearl Hawks Commissioner James E. Hughes Commissioner Tasha Reddic
----------	---

Absent:	None
---------	------

Also present: Executive Director Alan Zais, Assistant Executive Director Felicia Davis, Finance Director Vickie Huwe and James R. Pirages of the law firm of Hinshaw & Culbertson LLP.

Following roll call, Chairman Wescott led those in attendance in reciting the Pledge of Allegiance.

**Changes to Agenda**

None.

**Public Comments**

None.

**Executive Director's Report**

Executive Director Alan Zais noted that he had previously submitted his written report to the Board that accompanied the Board packet.

Alan mentioned that he had initially thought about bringing to the Board as part of this meeting's agenda the increase in the housing assistance payment (increasing it from 90% to 95%). However, he said that since that issue had been taken out of the Administrative Plan, a hearing on change to the payments was no longer necessary and the WCHA has been in the process of notifying residents that they will be receiving additional assistance.

Alan also mentioned to the Board that the WCHA is scheduled to make a presentation to the Winnebago County Board at its meeting on September 27, 2018. Chairman Haney has asked that the WCHA advise the Winnebago County Board of its accomplishments. Alan said that he is to hear by August 6 regarding whether the WCHA's application for the "Mainstream Voucher" Program has been successful and, if so, that can also be included in the presentation to the Winnebago County Board.

Alan also noted that HUD had issued a directive on July 16 to all housing authorities that they cannot use Family Self Sufficiency coordinators to perform tasks beyond those involved with the Family Self Sufficiency Program unless the housing authority has requested and obtained permission to do so. Alan indicated that the WCHA is in the process of asking for that permission – noting that the WCHA is among the top housing authorities in the State with residents successfully taking part in the FSS Program and, therefore, he believes that the WCHA should be granted permission despite the HUD notice that was recently issued.

### **Consent Agenda**

A motion to approve the items on the Consent Agenda was made by Commissioner Conard. That motion was seconded by Commissioner Reddic. The items on the Consent Agenda were approved by unanimous roll call vote of the seven (7) Commissioners present, with none against and none absent.

### **Financial Report**

Finance Director Vickie Huwe advised that the WCHA's financial position in June was good. However, she noted that the month of July is a challenge due to the occurrence of three (3) payrolls which, as a result, has left the WCHA short on funds.

Executive Director Alan Zais said that the Freeport RAD Program (from which the WCHA is receiving payments) is going well. He noted that the WCHA's goal is to obtain 100% occupancy there by the end of July.

### **Old Business**

Vice Chairman Getty inquired as to the status of the WCHA hiring a part-time employee to assist in finance. Alan noted that Felicia Davis has been interviewing candidates for other positions and is also looking for candidates for this position. Alan also said that in the interest of being cost effective they had been considering a vendor out of Chicago to assist with this but that the WCHA has not received a response to its inquiry from that vendor.

Vice Chairman Getty also questioned whether the WCHA has received the Housing Assistance payments from the Rockford Housing Authority that have been overdue (attributable to the Salmon Street property in South Beloit). Vice Chairman Getty noted that there had been a meeting held involving the WCHA representatives (including her) and representatives from the Rockford Housing Authority (RHA) where the RHA representatives had tried to make it appear that the "ball was in the WCHA's court" and had stated that they would send e-mails confirming that fact. Alan advised that no such e-mails substantiating the RHA's position had been forthcoming. Vice Chairman Getty said that it had been five (5) weeks since that meeting and

that at the close of that meeting that it had then recommended that Winnebago Homes Association (WHA) end the contract with RHA if the back payments were not made by the beginning of July. Vice Chairman Getty noted her believe that the WHA should take action to end that contract so that it is in integrity with the statements that were made at that prior meeting.

There was then significant discussion about the pros and cons associated with terminating that contract. Commissioner Hughes noted that even if HUD got involved in this matter, HUD would not take decisive action. Commissioner Reddic expressed her concern regarding what would happen to the families if the contract was to end (to which Alan responded by noting that they would stay in the property and receive the assistance until cycling out of the property).

Vice Chairman Getty made a motion that the WCHA communicate to the RHA one last time that payment must be received from RHA by September 1, 2018 for all amounts that are in arrear and RHA must also put in place a compliance plan moving forward or the contract will be recommended for termination. That motion was seconded by Commissioner Hughes. It was clarified that this motion would be applicable to all units that are subject to the involved contract. Questions were asked about the amount in arrears (it was noted that it involves approximately \$450.00 a month for four (4) months; it was also noted that beyond the financial costs are the implications for RHA should this contract be terminated, especially with regard to involvement in the Regional Housing Initiative (RHI)). The motion having been made and seconded, the motion was approved by unanimous roll call of all seven (7) Commissioners present, with none against and none absent.

### **New Business**

None.

### **Commissioner Comments**

None.

### **Executive Session**

A motion was made to go into Executive Session pursuant to 5 ILCS 120/2(c)(1) to consider the “appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity” and pursuant to 5 ILCS 120/2(c)(21) for discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.” That motion was made by Commissioner Ballard and seconded by Commissioner Reddic. The motion was approved by unanimous roll call vote of all seven (7) Commissioners present, with none against and none absent. The Executive Session began at 6:03 p.m. and ended at 6:11 p.m. (The motion to come out of Executive Session being made by Commissioner Hughes, seconded by Commissioner Conard and approved by unanimous roll call vote of all seven (7) Commissioners present, with none against and none absent.

### **Action Taken from Executive Session**

A motion was made by Vice Chairman Getty to approve the attendance of Assistant Executive Director Felicia Davis at the “Achieving Excellence in Community Development” Program through NeighborWorks America; to allow her attendance at the Program and to pay the cost of Nine Thousand Dollars (\$9,000.00) for her participation in the Program as well the cost of coach airfare for her participation in the Program (subject to Felicia entering into an agreement whereby she agrees to repay all amounts paid by the WCHA for her participation in the Program if she leaves the WCHA’s employ prior to the close of a 48 month period following the completion of the Program). The motion was seconded by Commissioner Ballard. The motion was passed by unanimous roll call vote of the seven (7) Commissioners present, with none against and none absent. (This motion will recorded as Resolution No. 18-R-23).

A motion was also made to make available for public inspection the minutes of the Executive Sessions of the January 18, 2018, February 23, 2018 and May 17, 2018 Executive Session minutes, but to maintain the confidentiality of the minutes of the March 14, 2018 and April 19, 2018 Executive Session minutes. That motion was made by Commissioner Conard and that motion was seconded by Commissioner Reddic. The motion was approved by unanimous roll call vote of the seven (7) Commissioners present, with none against and none absent. (This motion will recorded as Resolution No. 18-R-24).

### **Adjournment**

A motion to adjourn the meeting was made by Commissioner Reddic and that motion was seconded by Commissioner Ballard. The motion passed by unanimous voice vote of all seven (7) Commissioners present, with none against and none absent. The meeting adjourned at 6:15 p.m.

Respectfully submitted,

---

Alanna Conard, Recording Secretary