

**WINNEBAGO COUNTY HOUSING AUTHORITY
MARCH 14, 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 Commissioner Ron Ballard Commissioner Alanna D. Conard Commissioner James E. Hughes
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Absent:	Vice Chairman Dina M. Getty Commissioner Pearl Hawks
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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 indicated that his written report had been included in the Board packet materials that the Commissioners had previously received.

Alan noted that with regard to his periodic reports to the Board about developments at the Rockford Housing Authority (RHA) and the Housing Authority of the City of Freeport (HACF), he had been contacted by Wally Haas of the Rockford Register Star. Mr. Haas had contacted Alan because he had been attempting to reach the Executive Director of the HACF but had been unsuccessful in doing so. Alan noted that the Rockford Register Star is apparently doing an investigatory report on the HACF. During this call, Mr. Haas had also congratulated Alan on the assistance that the Winnebago County Housing Authority (WCHA) is providing to the HACF.

Alan noted that all of the other items on the Consent Agenda were addressed in his written report. With regard to the budget, he said that there is a shortfall for the current fiscal year but

that shortfall should be corrected for the upcoming fiscal year through the receipt of additional management fees. Finance Director Vickie Huwe noted that the shortfall will be made up through the receipt of the management fees that are going to be received on the Hosmer-Brewster Development in Freeport. The proposed budget does not contain a provision for employee raises but that issue will be revisited once the administrative fees for the vouchers in Freeport are being received. Executive Director Alan Zais added that the administrative fees should be around \$100,000.00 per year and that the WCHA should have started receiving them in January. He stated that a delay in the receipt of administrative fees also occurred in the past with the Westport Development in Freeport. Vickie Huwe stated that we are confident that the WCHA will receive the fees from the 167 vouchers involved with the Hosmer-Brewster Development.

With regard to the Replacement Housing Funds, Alan advised the Board that the long awaited closing on the 15th Avenue property has been approved by HUD and that the funds of approximately \$69,000.00 are awaiting the closing that is scheduled to occur on Friday, March 16, 2018.

Alan also advised the Board that with the assistance of counsel he is in the process of finalizing the Management Agreement with the HACF. He said that while revisions may be made to the Agreement after the review of that Agreement by HACF's legal counsel, with the Consent Agenda he is asking for the Board's approval of the Management Agreement subject to legal counsel's subsequent review and approval of possible revisions.

Consent Agenda

A motion to approve the items on the Consent Agenda was made by Commissioner Hughes. That motion was seconded by Commissioner Conard. The items on the Consent Agenda were approved by unanimous roll call vote of the four (4) Commissioners present with none against and two (2) Commissioners absent.

Financial Report

Finance Director Vickie Huwe reported that there continue to be cash flow issues but that hopefully after the upcoming closing on the 15th Avenue property (and the WCHA's receipt of the money from Winnebago Homes Association (WHA) that is owed) that the cash flow problems will be alleviated.

Old Business

Attorney Pirages noted that the items on the Agenda involving the confirmation and public notice of actions taken at the February 23, 2018 meeting for the minutes of the Executive Sessions from the following meetings:

January 21, 2010
March 16, 2017
August 23, 2017
October 19, 2017
November 16, 2017
December 20, 2017

While noting that no further action is needed by the Board (since a vote had been taken at the February 23, 2018 meeting making those minutes available), confirmation and public notice of that prior action was set forth in the Agenda for this meeting (the March 14, 2018 meeting) and is also to be reflected in the minutes of this meeting.

New Business

None.

Commissioner Comments

None.

Executive Session

A motion was made pursuant to 5 ILCS 120/2(c)(1) to go into closed session 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.” That motion was made by Commissioner Ballard and seconded by Commissioner Conard. The motion was approved by unanimous roll call vote of the four (4) Commissioners present with none against and two (2) Commissioners absent. The Executive Session commenced at 5:43 p.m. and concluded at 5:56 p.m. The motion to come out of Executive Session was made by Commissioner Hughes and seconded by Commissioner Ballard. The motion was approved by unanimous roll call vote of the four (4) Commissioners present with none against and two (2) Commissioners absent.

Action Taken from Executive Session

None.

Adjournment

A motion to adjourn the Board meeting was made by Commissioner Ballard and seconded by Commissioner Hughes. The motion to adjourn the meeting was approved by unanimous voice vote of all four (4) Commissioners present with none against and two (2) Commissioners absent. The meeting adjourned at 5:57 p.m.

Respectfully submitted,

Alanna Conard, Recording Secretary