

**WINNEBAGO COUNTY HOUSING AUTHORITY**  
**MAY 17, 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 James E. Hughes  
Commissioner Tasha Reddic

Absent: Commissioner Ron Ballard  
Commissioner Alanna D. Conard  
Commissioner Pearl Hawks

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 had accompanied the Board packet.

Alan advised the Board, in particular, of the troubling situation at the Housing Authority of the City of Freeport (HACF). He noted that the Winnebago County Housing Authority (WCHA) is involved in Freeport through its administration of the HACF's Section 8 program and in its management of Hosmer/Brewster Apartments there. He indicated that as a result of that involvement he is aware that the HACF owes approximately \$40,000.00 for insurance that it apparently does not have the money to pay. He said that despite the HACF's financial situation, it continues to employ a large staff. He reminded the Board that most of the HACF's revenue had previously been derived off of the Hosmer/Brewster Apartments which are no longer managed by the HACF and that it has approximately 30% vacancy in its other developments.

Because of the financial situation there, Alan noted that he foresees the WCHA's involvement in the HACF's operations only continuing to grow.

### **Consent Agenda**

A motion to approve the items on the Consent Agenda was made by Commissioner Hughes. That motion was seconded by Vice Chairman Getty. The items on the Consent Agenda were approved by unanimous roll call vote of the four (4) Commissioners present with none against and three (3) Commissioners absent.

### **Financial Report**

Finance Director Vickie Huwe noted that the unaudited financial statements are due for submission to HUD by the WCHA by the end of May. She added that the WCHA's cash situation at the end of April was better than the prior month, with much of the improved financial picture attributable to the administrative fees being received for the WCHA's efforts in Freeport.

### **Old Business**

None.

### **New Business**

Executive Director Alan Zais congratulated Vice Chairman Dina Getty on her receipt of the "Elvira B. Long Award" from the North Central Region of the National Association of Housing and Redevelopment Officials (NAHRO). He also congratulated Assistant Executive Director Felicia Davis on her receipt of the "Rising Star Award" from the North Central Region of NAHRO. Both of these awards had been announced at the recent North Central Regional meeting.

### **Commissioner Comments**

Commissioner Hughes asked Executive Director Alan Zais about the Rockford Housing Authority's plans for the Brewington Oaks Apartments and also noted the Winnebago County Health Department's move out of its former offices on Division Street (which are adjacent to the Brewington Oaks property). Executive Director Alan Zais said that Brinshore Development (that is involved in the Hosmer/Brewster Apartments in Freeport) has been approached about redeveloping the Brewington Oaks Apartments and is recommending that residents from one tower be moved to the other while the other tower is being renovated and vis-versa. Interestingly, Executive Director Alan Zais noted that the conversations about the redevelopment of Brewington Oaks are between Peter Levavi of Brinshore and the Purpose Built Group and the Mayor's office and that, apparently, RHA is not involved in these discussions to date.

### **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.” The motion was made by Vice Chairman Getty and seconded by Commissioner Hughes. The motion was approved by unanimous roll call vote of the four (4) Commissioners present with none against and three (3) Commissioners absent. The Executive Session began at 5:43 p.m. and ended at 5:51 p.m.

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

A motion was made by Commissioner Hughes to approve compensation adjustments as follows:

1. A 3% across the board adjustment retroactive to April 1, 2018 for all employees except those otherwise listed (see #2 and #3 below).
2. The employees who will not receive the 3% adjustment at Jilly Motzkus (who previously received an adjustment that was approved at the April 2018 WCHA Board meeting); new employee Brianna Grimes; and FSS employees Christina Coon and Patricia Carter (both of whom are paid from the FSS grant).
3. Employees who will otherwise receive adjustments are the following:
  - a. Employee Vince Gulotta (whose salary will be increased from \$38,610.00 per year to \$42,000.00 per year); and
  - b. Finance Director Vickie Huwe and Assistant Executive Director Felicia Davis (whose compensation will be adjusted by 5%);
4. It was specifically noted that while Executive Director Alan Zais will receive the 3% across the board adjustment effective April 1, 2018, his compensation is subject to further review and adjustment after discussions with Chairman Wescott and Vice Chairman Getty. All compensation adjustments will become effective April 1, 2018.

The motion to approve these adjustments was seconded by Commissioner Reddic. The motion was approved by unanimous roll call vote of the four (4) Commissioners present with none against and four (4) Commissioners absent.

### **Adjournment**

A motion to adjourn the meeting was made by Commissioner Hughes and that motion was seconded by Vice Chairman Getty. The motion passed by unanimous voice vote of all four (4) Commissioners present with none against and three (3) Commissioners absent. The meeting adjourned at 5:55 p.m.

Respectfully submitted,

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