

**WINNEBAGO COUNTY HOUSING AUTHORITY
JANUARY 22, 2020
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 Mustafa Abdall Commissioner Alanna D. Conard Commissioner Danielle J.A. Potter Commissioner Tasha N. Reddic
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Absent:	Commissioner Ronald E. Ballard
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Also present: Executive Director Alan Zais, Finance Director Vickie Huwe and James R. Pirages of the law firm of Hinshaw & Culbertson LLP. Also present was Paul Wieland of Wieland & Company, Inc., Certified Public Accountants.

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

Introduction of Guests

Paul Wieland of Wieland & Company, Inc., Certified Public Accountants, was introduced by Executive Director Alan Zais.

Changes to Agenda

Staff recommended that the financial report (Item IX on the Agenda) be moved in order to allow Paul Wieland to present his report. By consensus, the Board approved of that change to the Agenda.

Financial Report

Paul Wieland distributed and discussed with the Board the Financial Statements for the Winnebago County Housing Authority (WCHA) for the year ending March 31, 2019. Those Financial Statements were presented together with the Independent Auditor's Reports.

Paul addressed the Board regarding the report that he had distributed. He noted that a single audit is required by the Office of Management and Budget (OMB) but that the

Department of Housing and Urban Development (HUD) requires financial statements. He said that his firm also assists the WCHA with the AG-990 filing with the State of Illinois.

He discussed the fact that this year's audit focused in part on the Voucher Program and on the Low Rent Program. He reported that as part of this process they look through files related to those Programs. While noting that there were minor things noted, he said that overall the WCHA's staff does a good job, has good systems in place and that the report was "very clean". He directed the Board's attention to pages 11 and 12 of the report which show in excess of \$20 million in assets between the two entities (WCHA and Winnebago Homes Association (WHA)). He also noted that the entities' cash or cash equivalents (reported on page 13 of the report) increased by approximately \$146,000.00 year-to-year (the year ending March 31, 2019 compared to the year ending March 31, 2018).

Paul reported that it was a pleasure to work with the WCHA and its staff and thanked the Board for allowing his firm to be of service. Paul departed the meeting at 5:39 p.m.

Completing the finance report, Finance Director Vickie Huwe noted that the ROSS Grant was for a three year period and that the remaining funds in that program must be paid out by the end of this month. Consequently, there will be a large payout of funds provided as wages to the ROSS coordinator this month which, in actuality, should have been spread out over the course of the three-year grant period.

Public Hearing for the FY2020 Agency Plan

A motion to open a public hearing on the FY2020 Agency Plan was made by Vice Chairman Getty and that motion was seconded by Commissioner Conard. The motion to open the public hearing was approved by a unanimous voice vote of the six (6) Commissioners present with none against and one (1) Commissioner absent. The public hearing commenced at 5:41 p.m.

Alan reported that notice of the public hearing had been published, there had been no responses received and that no one was present to provide public comment regarding the FY2020 Agency Plan. Alan noted that FY2020 plan primarily involved updating last year's plan to include the Re-entry Program.

A motion to close the public hearing on the FY2020 Agency Plan was made by Vice Chairman Getty; that motion was seconded by Commissioner Abdall. The motion to close the public hearing on the FY2020 Agency Plan was approved by unanimous voice vote of the six (6) Commissioners present with none against and one (1) Commissioner absent. The public hearing on the FY2020 Agency Plan concluded at 5:42 p.m.

Executive Director's Report

Executive Director Alan Zais noted that his written report had accompanied the Board

packet that the Commissioners had previously received.

Alan discussed some of the items on the Consent Agenda. He noted with regard to the resolutions involving the Re-entry Program grants that the Illinois Housing Development Authority (IHDA) is requiring that each grant be separately approved for the Re-entry Program funds that are to be received by the WCHA. He also discussed the proposed Code of Conduct which he said was required to comply with legal obligations and was an update of a much less detailed policy that had been approved by the Board of Commissioners in 2006.

He also discussed the Family Self-Sufficiency Award, the score of 94 that D'Agnolo Garden Apartments had received on the Real Estate Assessment Center inspection score, the NSPIRE inspection that had been noted in the report as well as the recent Federal funding approvals which have largely been positive for the WCHA.

Consent Agenda

A motion to approve the Consent Agenda was made by Commissioner Potter. That motion was seconded by Vice Chairman Getty. The items on the Consent Agenda were approved by unanimous roll call vote of the six (6) Commissioners present with none against and one (1) Commissioner absent.

Old Business

None.

New Business

None.

Commissioner Comments

None.

Executive Session

A motion to go into Executive Session pursuant to 5 ILCS 120/2(c)(21) for “[d]iscussion 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 2.6” was made by Vice Chairman Getty; that motion was seconded by Commissioner Conard. The motion to go into Executive Session was approved by unanimous roll call vote of the six (6) Commissioners present with none against and one (1) Commissioner absent. The Executive Session commenced at 5:46 p.m. The Executive Session ended at 5:51 p.m. following a motion to adjourn the Executive Session made by Vice Chairman Getty; that motion was seconded by Commissioner Conard. The Executive Session concluded at 5:51 p.m.

Action Taken from the Executive Session

A motion was made by Commissioner Conard, that was seconded by Commissioner Abdall, to make available for public inspection the minutes of the Executive Session from the previous meeting held on August 15, 2019. That motion also included not making available for public inspection the minutes of the Executive Sessions of the meetings held on July 21, 2011, March 14, 2018, April 19, 2018 and September 19, 2018. That motion was passed by unanimous roll call vote of all six (6) Commissioners present with none against and one (1) Commissioner absent. A statement will be included in the Agenda for the February 2020 meeting confirming that the minutes from the August 15, 2019 Executive Session are no longer confidential and are available for public inspection.

Adjournment

A motion to adjourn the meeting was made by Commissioner Potter and that motion was seconded by Commissioner Reddic. That motion was passed by unanimous voice vote of all six (6) Commissioners present with none against and one (1) Commissioner absent. The meeting adjourned at 5:53 p.m.

Respectfully submitted,

Alanna D. Conard, Recording Secretary