

**BOONE COUNTY HOUSING AUTHORITY
MARCH 15TH, 2024, REGULAR MEETING
MINUTES**

Call to Order, Roll Call

Chairman Allen Sisson called the meeting to order at 9:00 a.m.

Following the call to order, roll call was taken.

The following Board members were present:

Present:	Chairman Allen Sisson Vice Chairman Robert Johns Commissioner Ray Morse Commissioner Ron Wait Commissioner Jimmeka Wilson Commissioner Michelle Schwartz Commissioner Jen Jacky
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Absent:	None
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Also present: Staff members: Alan Zais, Deb Alfredson, Vickie Huwe, Kristin Andrews and Radmila Meanovich.

Introduction of Guests

No Guests were present.

Changes to the Agenda

None.

Public Comment

None.

Executive Director Report

Alan Zais provided a written report to the board. Alan gave an overview of the Intergovernmental Agreement saying that it is the renewal of the five-year agreement as discussed at the February board meeting. It reads for an annual cost analysis, but that showed it costs between \$4,800 to \$6,300 monthly to administrate the program, and several years ago WCHA set it at a flat rate of \$3,000 to be affordable with the BCHA administrative funding, and to assure that BCHA have a consistent accounts payable (which was the problem for a number of years) because that is was led to HUD's suggestion to absorb BCHA into WCHA and his concern in protecting BCHA for any such action. Alan said he did leave the annual cost analysis provision in place, should we get the HUD authority to regionalize the WCHA Moving to Work (MTW) program to BCHA, so that it will also start demonstrating the administrative cost efficiencies. Alan said that, as

discussed at the February meeting, the amount was raised to \$3,500 monthly as we need to show to HUD an MTW administrative cost amount, which we also show as the \$6,000 annually in the Management Agreement. Alan said we worked hard to add more vouchers to the BCHA program over the past years both to assist more families and to create additional income for BCHA with increased administrative funding. He noted the efforts realized the HUD award of an additional four regular vouchers, the 11 Project Based Vouchers which will now fix a percentage of the administrative fee received, and the 40 Mainstream and 15 VASH which also increase BCHA's administrative funding and helps offset the low leasing rate challenge (and of which four of the VASH were also project based).

Alan also spoke about the amendment to the five-year program that will allow BCHA to have an MTW program should we receive HUD's regionalization request approval. He said we need to show this amendment, along with the agreement of the prior resolution, to HUD with our application. Alan noted that he still would look to have counsel to review both the intergovernmental agreement and the amendment—and that the legal review was not yet complete, but asked that he would like to submit the amendment immediately following the expected approval at the 03/21/24 WCHA board meeting while the review is in progress and he requested to be allowed to make the submission with any subsequent minor revisions to be recommended by counsel and brought back to the board for review and ratification.

Alan presented the Section Eight Assessment Management (SEMAP) designation from HUD of 89 points as a Standard Performer and the requirement of an action plan to HUD for the Lease Up component. Alan expressed frustration as BCHA received full scores in all other Indicators and even received the Deconcentration Bonus Indicator, leaving it one point short of being a High Performer, and that there was nothing else that BCHA could do to increase Lease Up. Alan presented the BCHA response to HUD that noted BCHA had put in place over the years all the HUD allowable possibilities and had even participated in an \$18 million rehab to project base 15 vouchers—far in excess of what an agency of BCHA's size, or of any agency, would be expected to do. Alan said it was simply the lack of available housing which was also a national problem, and that HUD had recognized this was a challenge for Boone County. Alan said the MTW Regionalization application, if approved, would significantly increase BCHA's ability to do more in this area from the resultant program flexibility.

Resolution

- I. Resolution No. 24 R 5 “*Resolution Approving the Minutes of the February 16, 2024 Regular Meeting of the Board of Commissioners*”

Ron Wait moved to approve Resolution No. 24 R 5 with the amendment of a date error. The motion was seconded by Jen Jacky and approved by all commissioners present.

- II. Resolution No. 24 R 6 “*Resolution Approving New Governmental Agreement with the Winnebago County Housing Authority*”

Robert Johns moved to approve Resolution No. 24 R 5. The motion was seconded by Michelle Schwartz and approved by all commissioners present. The board expressed its appreciation to WCHA and to staff.

III. Resolution No. 24 R 6. *“Resolution approving the Management Agreement Amendment with the Winnebago County Housing Authority”*

Ray Morse moved to approve Resolution No. 24 R 6. The motion was seconded by Robert Johns. Allen noted that it included the \$500 a month for the expected MTW administration. The resolution was approved by all commissioners present.

Financial Report

Vickie noted that she had provided a written report to the board. Vickie said that HUD had made an error with the Mainstream Voucher program which is why it showed a negative—that it was still connected to the ongoing problem of having to make a monthly request of HUD for release of the HUD held reserves for the program. Vickie said she had started working with the auditor. Ray asked if the BCHA had gone out for bids and Vickie said yes, three were received, two at higher amounts and the procurement was approved by the board. Ray asked why she had to request money every month from HUD for the Mainstream program, and Vickie said HUD notifies her of the funding only a couple of days before the payment to landlords needs to be made—and it is only then that she learns of the need to request from the reserves.

Robert Johns moved to accept the financial report. The motion was seconded by Ray Morse and approved by all commissioners presents.

Old Business

None.

New Business

None.

Commissioner Comments

Everyone congratulated Michelle Schwartz for the media, County and City recognition and appreciation of her community work.

Executive Session

None.

Action Take from Executive Session

None.

Adjournment

Ron Wait moved to hold the next meeting at 9:00 a.m. on April 19, 2024, at the BCHA Office, 2036 North State Street, Belvidere, Illinois, 61008, and adjourn the meeting at 9:30 a.m. The motion was seconded by Ray Morse 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
19th day of April 2024.

Chairman Allen Sisson _____

Vice Chairman Robert Johns _____

Commissioner Ron Wait _____

Commissioner Ray Morse _____

Commissioner Jen Jacky _____

Commissioner Jimmeka Wilson _____

Commissioner Michelle Schwartz _____