

**JOURNAL OF THE PROCEEDINGS
OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF COOK COUNTY (HACC)**

**REGULAR BOARD MEETING
Housing Authority of Cook County (HACC)
Boardroom
February 11, 2016 at 2:00 PM**

ROLL CALL

PRESENT: Hipolito "Paul" Roldan, Chair
Wendy Walker Williams, Vice Chair
Polly Kuehl, Commissioner
Deniece Jordan-Walker, Commissioner
Saul H. Klibanow, Commissioner

HACC STAFF: Richard Monocchio, Executive Director and Secretary
Olukayode Adetayo, Chief Financial Officer
Jon Duncan, General Counsel
Alesia Hushaw, Chief of Staff
Karl Becker, Controller
Sheryl Seiling, Director of Rent Assistance
Monica Slavin, Director of Occupancy and Compliance
Jessica Del Valle, Manager of Strategic Initiatives
Monique Bond, Director of Public Relations
Lekisha Bannister, Assistant Director of Asset Management (South Region)
Vivienne Ouma, HCV Housing Specialist
Veronica Shirkevich, Director of Human Services
Debbie Kyker, Executive Assistant

Other Attendee(s): Joe Evans, RSM US LLP
Sean Hickey, RSM US LLP
Monika Adamski, RSM US LLP
John Blair, Cook County Sheriff's Police
Matt Rafferty, Cook County Sheriff's Police
Jay McWhinney, Yardi Systems
Geraldine Palmer, South Suburban PADS
Terri L. Winfree, Prairie State College
Deborah Smith-Havighorst, Prairie State College Foundation
David Petroni, BCHF
Ann Grelecki, Catholic Charities

Millicent Mtiamoyal, Catholic Charities
Paige Ponder, One Million Degrees
Christine Achre, Primo Center
Nancy Radner, Primo Center

JOURNAL OF PROCEEDINGS FOR DECEMBER 17, 2015

CALL TO ORDER

Hipolito 'Paul' Roldan, Chair, called the February 11, 2016 Regular meeting of the Housing Authority of Cook County (HACC) Board of Commissioners to order at 2:00PM.

PUBLIC COMMENTS

None.

A Special Tribute to the late Commissioner Edna Carter by Richard Monocchio.

CONSENT AGENDA

Approval of the Minutes of the December 17, 2015 Special meeting of the Housing Authority of Cook County (HACC) Board of Commissioners which was moved by Commissioner Saul Klibanow and seconded by Vice Chair, Wendy Walker-Williams.. The motion carried with all "ayes".

PRESENTATION OF RESOLUTIONS

The Board of Commissioners next considered pending resolutions, as follows:

SUMMARY

RESOLUTION NO. 2016-HACC- 01

AUTHORIZE THE AWARD OF A CONTRACT TO HOLABIRD & ROOT, LLC FOR THE DESIGN DOCUMENTS AND CONSTRUCTION MANAGEMENT OF THE REHABILITATION OF EDWARD BROWN APARTMENTS, JUNIPER TOWERS, RICHARD FLOWERS HOMES, TURLINGTON WEST APARTMENTS, GOLDEN TOWERS I AND II

Housing Authority of Cook County (HACC) requires the services of an Architectural and Engineering firm to prepare the partial specifications and drawings equivalent to 25% of the final construction design development requirement for the Illinois Housing Development Authority submission for the Low Income Housing Tax Credit application for the rehabilitation of Edward Brown Apartments, Juniper Towers, Richard Flowers Homes, Turlington West Apartments, Golden Towers I & II; and Part 2 is for the completion of Design Documents and the Construction Management for the Rehabilitation Project at for the completion of Design Documents and the Construction Management for the Rehabilitation Projects after the approval of the Low Income Housing Tax Credit.

HACC has awarded a piggy back Contract to Holabird and Root, LLC for the preparation of the partial specifications and 25% drawings of the final construction design development for the Illinois Housing Development Authority (IHDA) for the Low Income Tax Credit application for Huntington Apartments and Wheeling Apartments. The HACC will piggy back on the Chicago Housing Authority (CHA) original A&E contract with Holabird and Root, LLC.

The HACC staff is respectfully requesting the Board of Commissioners to approve the award of a Contract to Holabird and Root, LLC for the following work: Part 1 will be for the preparation of the partial specifications and drawings equivalent to 25% of the final construction design development requirement for the IHDA submission for the Low Income Housing Tax Credit application for the rehabilitation of Edward Brown Apartments, Juniper Towers, Richard Flowers Homes, Turlington West Apartments, Golden Towers I & II; Part 2 is for the completion of Design Documents and the Construction Management for the Rehabilitation Projects to be awarded to Holabird and Root LLC after the approval of the Low Income Housing Tax Credit.

Commissioner Polly Kuehl, asked if the HACC did an RFP (request for proposal) process? She further asked is there something in the future those vendors will be participating in. Olukayode Adetayo replied yes.

Chair Roldan requested a motion to approve Resolution 2016-01 which was moved by Commissioner Saul Klibanow and seconded by Vice Chair Wendy Walker Williams. The motion carried with all "ayes".

SUMMARY RESOLUTION NO. 2016 – HACC-02

A RESOLUTION - AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO MEMORANDUMS OF UNDERSTANDING WITH THE INTERMEDIATE SERVICE CENTER OF SOUTH COOK (SCISC), THE PRIMO CENTER FOR WOMEN AND CHILDREN, SOUTH SUBURBAN PADS, AND CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO FOR PARTICIPATION IN THE HACC'S HOUSING FOR HOMELESS FAMILIES PILOT PROGRAM

The HACC's Housing for Homeless Families Pilot Program was developed to assist up to 100 families obtain both stable housing and support services necessary for them to return to self-sufficiency. The pilot program provides rental assistance from the HACC and wrap around services from approved service providers for eligible families for a period of up to 24 months. The families will be screened to determine if they meet the general eligibility criteria, which includes such things as reviewing employment history, earnings history, education history, and training history. The outcome is self-sufficiency within 24 months, so selection criteria and initial assessment are important. The homeless families will generally be referred by the South Cook Intermediate Service Center (SCISC), an Illinois educational agency, which can refer families who have identified as homeless in the school districts. The HACC will provide the housing choice voucher (HCV) rental assistance in exchange for the service agency's individualized plans and wrap around services necessary to return the families to self-sufficiency.

The SCISC will make the referral to the HACC who will in turn refer the family to the appropriate service provider. The service agencies will develop a family action plan (FAP) with each family. A case worker will be assigned to help the family complete the FAP and to ensure the family has access to necessary public benefits, community resources, healthcare, and insurance. The case worker will monitor parent/guardian involvement in the child(ren)'s academic success, including involvement in school activities, counseling, and mentoring.

Sheryl Seiling stated that HACC will work with the service agencies so they can place the families with housing. Sheryl further stated that the goal is to find out where kids were going to school before they became homeless and give them a place to live.

Chair Paul Roldan asked where the perspective clients will come from. Sheryl Seiling replied the families will come from the school system and the HACC will refer them to the agencies.

Commissioner Polly Kuehl asked what happens to a family who decides to stop the program and services built in to participate in the voucher program. Sheryl Seiling stated there will be an agreement that they will sign and the providers will meet with the families on a regular basis.

Vice Chair Wendy Walker Williams asked how are the first 100 families being selected to get the voucher? Sheryl Seiling stated that the initial assessment will be processed by the school system.

Vice Chair Wendy Walker Williams also asked how are the service providers being compensated for providing this service? Sheryl Seiling replied that the service providers do not get paid by the Housing Authority.

Christine Achre from the Primo Center talked about services for women and children. She stated that Primo Center is a Medicaid certified provider. She also stated that Primo Center receives funding directly from the state and they are currently applying for funding for next year specifically for this project.

Commissioner Polly Kuehl asked what Primo Center is relying on for the state funding. Christine Achre replied that Primo Center is not relying on state funding. She further stated that Primo Center receives about 5% of its budget from the state.

Commissioner Polly Kuehl asked which three agencies will do the service plans and who coordinates it. Sheryl Seiling replied that the South Cook Immediate Service Center will make the referral to HACC and the HACC will provide them with the referrals to South Suburban PADS.

Commissioner Saul Kilbanow asked which school districts will be making the referrals. Sheryl Seiling stated any of the schools districts will be doing the referrals.

Deniece Jordan-Walker asked if there will be several agreements or one amongst the three service providers. Sheryl Seiling stated that the HACC will have a Memorandum of Understanding with each agency.

Chair Roldan requested a motion to approve Resolution 2016-02 which was moved by Commissioner Saul Kilbanow and seconded by Commissioner Deniece Jordan-Walker. The motion carried with all "ayes".

SUMMARY
RESOLUTION NO. 2016-HACC-03

AUTHORIZING THE EXECUTIVE DIRECTOR TO EARMARK \$300,000 FROM THE HOUSING CHOICE VOUCHER PROGRAM (HCVP) PRIOR YEARS' UNRESTRICTED NET ASSETS RESERVE (UNAR) TO FUND THE FIRST YEAR OF THE YARDI SYSTEM UPGRADE AND TO ENTER INTO A CONTRACT WITH YARDI SYSTEMS INC. FOR THE UPGRADE AND MAINTENANCE OF THE HOUSING AND FINANCIAL COMPUTER SOFTWARE AND SUPPORT SERVICES WITHIN THE HOUSING AUTHORITY OF COOK COUNTY (HACC)

The HACC has found it necessary and highly beneficial to update the existing version of the Housing and Financial Software System. HACC has further determined that maintenance of the upgraded system is necessary in order to ensure proper operation for enhanced program management of the Agency operations as well as advanced financial data-keeping functions.

The HACC staff is respectfully requesting the Board to authorize the Executive Director to Earmark \$300,000.00 from the Housing Choice Voucher Program (HCVP) prior years' Unrestricted Net Assets Reserve (UNAR) to fund the first year of the Yardi System Upgrade and to enter into a contract with Yardi Systems, Inc. in an amount not to exceed \$1,330,000.00 over five years.

Commissioner Polly Kuehl asked what the HACC gets with the \$300,000 each year. Jay McWhinney from Yardi System replied that this will be used for new technology, hardware/costs

reductions, data security and rent café (which will give the tenants and landlords services they can use electronically).

Commissioner Polly Kuehl further asked who the data belongs to. Jay McWhinney replied that it belongs to HACC.

Commissioner Deniece Jordan-Walker asked how many years this is fixed for. Olukayode Adetayo replied that it is fixed for 5 years.

Vice Chair Wendy Walker Williams asked is Yardi the only computer software provider for the Housing Authority. Jay McWhinney replied yes.

Commissioner Polly Kuehl then asked is this a brand new upgrade? Jay McWhinney stated that Yardi upgrade has been well tested with other housing authorities.

Vice Chair Wendy Walker Williams requested a motion to approve Resolution 2016-03 which was moved by Commissioner Saul Klibanow and seconded by Commissioner Polly Kuehl. The motion carried with all "ayes".

SUMMARY
RESOLUTION NO. 2016-HACC-04

**AUTHORIZING THE INTERIM CHIEF FINANCIAL OFFICER AND THE CHIEF OF
STAFF TO BE AUTHORIZED SIGNATORIES ON ALL CHECKING ACCOUNTS,
CONTRACTS, HUD DOCUMENTS AND OTHER LEGAL BINDING DOCUMENTS OF
THE HOUSING AUTHORITY OF COOK COUNTY**

Housing Authority's current Chief Financial Officer, Olukayode Adetayo, has announced his resignation from the Housing Authority, effective February 19, 2016. A search is underway for a new Chief Financial Officer for the Housing Authority, but in the meantime an Interim Chief Financial Officer may be appointed.

The HACC staff is respectfully requesting the Board to authorize Signatory power to the Interim Chief Financial Officer and the Chief of Staff on bank accounts, contracts, HUD documents and other legally binding documents up to \$100,000.

Vice Chair Wendy Walker Williams requested a motion to approve Resolution 2016-04 which was moved by Commissioner Saul Klibanow and seconded by Commissioner Polly Kuehl. The motion carried with all "ayes".

SUMMARY
RESOLUTION NO. 2016 – HACC-05

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A REVISED
MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF COOK AND THE
COOK COUNTY SHERIFF'S POLICE DEPARTMENT FOR POLICE SERVICES**

The HACC has experienced recently a need for after business hours police services, most particularly in the HACC's properties located in Chicago Heights, Ford Heights and Robbins. These municipalities have been unable to provide sufficient policing services at these locations.

The Cook County Sheriff's Police Department has the resources to provide the needed additional policing services at the HACC properties and has expressed an interest in entering into a Memorandum of Understanding to provide the additional policing services for the HACC on an "as needed" hourly fee basis.

At the HACC Board of Commissioners Meeting of December 17, 2015, the Board adopted Resolution No. 2015-HACC-25, which authorized the Executive Director to enter into a contract with the Cook County Sheriff's Police Department and the County of Cook for the Sheriff's Police Department to provide the needed additional policing services.

However, after the HACC Board of Commissioners approved Resolution No. 2015-HACC-25, the financial department of the Cook County Sheriff's office raised objections to the contemplated tax treatment of the payments to the police officers in that they were treated in the original agreement as independent contractors to whom an Internal Revenue Service Form 1099 would be issued instead of regular employees of the Sheriff's office subject to regular tax withholdings reported on IRS Form W-2. The Sheriff's office requested that the proposed contract be modified in order to change the tax treatment of the payments to the police officers as employees of the Sheriff's office rather than as independent contractors as had been originally agreed.

Because the Sheriff's office's proposed amendment differed from the version that this Board had approved at the December 17, 2015 meeting, an additional resolution is needed to authorize the Executive Director to enter into the amended agreement as requested by the Sheriff's office.

The agreement with the Cook County Sheriff's Police Department and the County of Cook remains subject to the approval of the Cook County Board of Commissioners, which is scheduled to consider the issue at a March 2016 meeting.

Richard Monocchio, Executive Director stated that the Cook County Sheriff's Police will start on April 1, 2016 to patrol the HACC's three family sites.

Commissioner Polly Kuehl asked if there will be more than one car at all the three sites. Richard Monocchio replied that there will be one car patrolling either one site or all sites in one night.

Chair Roldan requested a motion to approve Resolution 2016-05 which was moved by Commissioner Saul Klibanow and seconded by Vice Chair Wendy Walker Williams. The motion carried with all "ayes".

SUMMARY
RESOLUTION NO. 2016 – HACC-06

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD PROJECT
BASED VOUCHERS THROUGH THE REGIONAL HOUSING INITIATIVE TO
BUCKEYE COMMUNITY HOPE FOUNDATION FOR THE DEVELOPMENT OF THE
RESERVE AT TINLEY PARK IN TINLEY PARK IL**

The Housing Authority of Cook County (HACC), in conjunction with the Metropolitan Planning Council (MPC), the Illinois Housing Development Authority (IHDA), and nine other housing authorities – Chicago, Joliet, Lake County, McHenry County, Waukegan, Oak Park, DuPage County, North Chicago, and Park Forest – form the Regional Housing Initiative (RHI).

RHI was designed to encourage the development, rehabilitation, and preservation of quality affordable rental housing throughout the Chicago metropolitan region. RHI provides financial assistance through project based vouchers (PBV) to developers and owners of affordable rental housing who address two specific issues: quality, mixed-income housing located near jobs and transportation and quality housing for households earning up to fifty percent of the area's median income (AMI).

The Reserve at Tinley Park will be a 47 unit family housing community in Tinley Park. Many amenities of the development are geared towards families with children and include such things as a playground with a gazebo, game room, playroom, and computer room. The Buckeye Community Hope Foundation (BCHF) has a family supportive services plan available to the residents which can help residents improve their quality of life and work towards self-sufficiency. The HACC will work in conjunction with the BCHF to offer the resident's access to our Family Self-Sufficiency Program. The development is part of the city's Legacy Plan to improve the area around the Tinley Park Metra station and along Oak Park Avenue.

The Reserve at Tinley Park consists of one, two, and three bedroom units and will serve families at or below 60% AMI. BCHF requested seventeen (17) PBVs, totaling 36% of the units. The mix of PBV units will be 4 one bedroom units, 4 two bedroom units, and 9 three bedroom units. The

HACC can provide RHI PBV assistance for up to 25% of the units located in communities that lease to eligible families or RHI PBV assistance for up to 100% of the units located in communities that lease to persons receiving supportive services. The HACC's ability to provide commitments for PBV's is contingent upon appropriations authorized by the Congress of the United States of America, the HACC's budget authority, and the HACC's voucher utilization at the time the units come on line.

Sheryl Seiling mentioned that David Petroni from the Buckeye Community Hope Foundation will talk little about the development. She stated that this would be for 45 voucher holders and 47 units. Sheryl further stated that the community consist of 1, 2, and 3 bedroom units and would place families in affordable housing in opportunity areas.

Commissioner Saul Kilbanow asked is there a management company. David Petroni replied that Buckeye Foundation has its management in-house and they are at 98% occupancy. Commissioner Saul Kilbanow also asked what BCHF's mission is. David Petroni stated that BCHF offers affordable housing and do charter school education in the urban and rural areas.

Chair Paul Roldan asked is BCHF's project write-up for supportive services a requirement? David Petroni replied no and stated that they have service coordinators who work with the residents and the resources they provide.

Vice Chair Wendy Walker Williams asked where does the funding come to pay for these additional services and whether this is a cost to the tenant or the Housing Authority. David Petroni replied that BCHF give up profit to provide these services to the tenants. He further stated that the \$115 developer fee is up front in their service agreement.

Chair Roldan requested a motion to approve Resolution 2016-06 which was moved by Commissioner Saul Klibanow and seconded by Commissioner Polly Kuehl. The motion carried with all "ayes".

SUMMARY RESOLUTION NO. 2016-HACC-07

A RESOLUTION – AUTHORIZING THE EXECUTIVE DIRECTOR TO EARMARK FUNDS ONE MILLION DOLLARS - (\$1,000,000) FROM THE HOUSING CHOICE VOUCHER PROGRAM ("HCVP") PRE-2004 UNRESTRICTED NET ASSETS RESERVE ("UNAR") TO FUND THE REHABILITATION OF SIXTY-SEVEN (67) VACANT LIPH UNITS AT VARIOUS HACC'S DEVELOPMENTS TO CONFORM TO HUD MANDATE TO HACC TO REDUCE LIPH VACANT UNITS

The rehabilitation of these sixty seven (67) vacant units and subsequent occupancy will increase Operating Subsidy and Capital Funding receipts from HUD.

The Housing Authority of Cook County (HACC) has found it necessary to contract with professional contractors and use in-house staff to rehabilitate vacant units at various HACC's developments.

As such, HACC intends to solicit bids from firms to contract for these services. HACC will reach out to several types of companies from large construction to S/M/WBE firms in this solicitation effort.

Commissioner Polly Kuehl asked where the HACC would get money from for the soft cost. Olukayode Adetayo replied that the soft cost is coming out of the COCC funds.

Vice Chair Wendy Walker Williams requested a motion to approve Resolution 2016-07 which was moved by Commissioner Deniece Jordan-Walker and seconded by Commissioner Polly Kuehl. The motion carried with all "ayes".

SUMMARY

RESOLUTION NO. 2016 – HACC-08

AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH PRAIRIE STATE COLLEGE AND ONE MILLION DEGREES, LLC TO PROVIDE POST-HIGH SCHOOL EDUCATION, FINANCIAL ASSISTANCE AND CAREER SUPPORT TO SELECTED PROGRAM PARTICIPANTS

In order to help low-income families to achieve self-sufficiency, the Housing Authority of Cook County finds that it is advantageous to match participants in its housing programs with post-high school educational opportunities so that they may further their educations.

Prairie State College, the Prairie State College Foundation and One Million Degrees, LCC have proposed a program in which they will provide up to 40 select low-income highly motivated students with financial assistance and academic and career support at an annual total cost to the

Richard Monocchio introduced Dr. Terri Winfree from Prairie State College, Deborah Smith-Havighorst from Prairie State College Foundation, and Paige Ponder from One Million Degrees.

Dr. Terri Winfree talked about community college enrollments that Prairie State College has in the HACC Public Housing communities.

Commissioner Wendy Walker Williams asked what is this going to cost the HACC. Richard Monocchio replied that this will be discussed in the budget by Olukayode Adetayo.

Paige Ponder from One Million Degrees talked about their services. She stated that One Million Degrees will be working with the full-time advisors at Prairie State College. She further stated that One Million Degrees conduct workshops each month for 40 students and volunteers.

Commissioner Polly Kuehl asked do One Million Degrees offer placement jobs and how do the HACC identify the 40 students/residents? Alesia Hushaw stated that the HACC had staff member Jessica Del Valle pull together a list of 18 to 24 year olds from our system. She further stated that the list was separated by cities and the HACC went to door-to-door, dropping off pamphlets and surveys for those that were interested about this program. Alesia Hushaw stated that the HACC received 35 responses back and did a mass mailing to the HACC's HCV tenants in those areas.

Commissioner Wendy Walker Williams asked how many years HACC anticipates in the program. Richard Monocchio replied that HACC will anticipate for 2 years.

Vice Chair Wendy Walker Williams requested a motion to approve Resolution 2016-08 which was moved by Commissioner Polly Kuehl and seconded by Commissioner Deniece Jordan-Walker. The motion carried with all "ayes".

SUMMARY

RESOLUTION NO. 2016 – HACC-09

RESOLUTION ADOPTING THE HOUSING AUTHORITY OF COOK COUNTY (HACC) OPERATING BUDGET FOR THE FISCAL YEAR 2017 ENDING MARCH 31, 2017

To Approve Board Resolution No. 2016 –HACC- 09 - Authorization to Adopt the Housing Authority of Cook County's Fiscal Year 2017 Budget ending March 31, 2017.

HACC'S Fiscal Year 2017 ending March 31, 2017 Operating Budget projections were developed based on the Agency's planned expenditures level and other contingencies. All the Directors of the major programs and Managers were involved with the development of their operating and maintenance of property budgets. All departmental Directors were responsible for preparing their operational needs for the Central Office, Low Income Public Housing and Housing Choice Voucher Program budget projections. These expenditures levels are necessary for the efficient and economical operations of the HACC for the purpose of serving low-income families.

HACC's Fiscal Year 2017 ending March 31, 2017 Budget, in the amount of \$25,619,608 must be adopted by the Board of Commissioners of HACC.

The HACC therefore, respectfully request that the Board of Commissioners to authorize the adoption of the Fiscal Year 2017 ending March 31, 2017 Budget.

Vice Chair Wendy Walker Williams requested a motion to approve Resolution 2016-09 which was moved by Commissioner Saul Klibanow and seconded by Commissioner Polly Kuehl. The motion carried with all "ayes".

OTHER BUSINESS

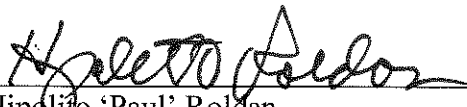
The annual audit report was presented by Joe Evans of McGladrey & Associates, summarizing the findings of his written report.

ADJOURNMENT

Vice Chair Wendy Walker Williams requested a motion to adjourn the Special meeting of the Board which was moved by Commissioner Saul Klibanow and seconded by Commissioner Deniece Jordan-Walker. The motion carried with all "ayes".

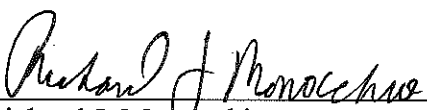
Accordingly, the Regular meeting of the Housing Authority of the Cook County Board of Commissioners adjourned at 4:15PM.

Respectfully submitted by:



Hipolito 'Paul' Roldan
Chair

April 14, 2016
DATE



Richard J. Monocchio
Executive Director

April 14, 2016
DATE