



**JOURNAL OF THE PROCEEDINGS OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF COOK COUNTY REGULAR PUBLIC SESSION
THURSDAY, FEBRUARY 27, 2025 12:00 NOON**

ROLL CALL:

COMMISSONERS PRESENT	
Wendy Walker Williams – Chair	In Person
Polly Kuehl – Vice Chair	In Person
Nilda Soler – Commissioner	Absent
Dr. Normah Salleh-Barone – Commissioner	In Person
Elaine Kroll – Commissioner	In Person
Eric L. Slaughter – Commissioner	In-Person
Herb Porter – Commissioner	In-Person
HACC STAFF PRESENT	
Danita W. Childers, Executive Director	In Person
Zellores Harrison, Executive Assistant	In Person
Bernina Moore, Board Advisor	In Person
Kathleen Grady-Peralta, Comptroller/Treasurer	In Person
Sheryl Seiling, Director of Rent Assistance	In Person
Raquel Burnette, Director of Human Resources	In Person
Ernest Lofton, Director of Information Technology	In Person
Deborah O'Donnell, Director of Procurement	In-Person
Darrick Shafer, Chief Property Officer	In-Person
Chalone Liddell, Regional Manager South	Via Zoom
Cherie Strong, Senior Real Estate Attorney	In Person
Jon A. Duncan, General Counsel	In Person
Public Attendees	
Lizzie Kane, Chicago Tribune	In Person

- I. **Call to Order:** Chair Wendy Walker Williams called to order the Regular Meeting of the Board of Commissioners at approximately 12:02 p.m.
- II. **Roll Call:** Bernina Moore called the roll. Chair Walker-Williams, Vice Chair Kuehl, Commissioners Salleh-Barone, Kroll, Slaughter, and Porter attended the meeting in person and were present for the roll call; Commissioner Nilda Soler was absent. A Quorum was established.
- III. **Public Comments:** Based on HACC’s public participation rules, public participants are given three (3) minutes to address the Board. Chair Wendy Walker Williams opened the floor to public comments. No public comments were made.
- IV. **Approval of the Consent Agenda:** Commissioner Slaughter presented a motion to approve the minutes of the December 12, 2024 Regular Meeting of the Board of Commissioners and Executive Closed Session minutes. Commissioner Porter seconded the motion. The motion carried with all “ayes.”
- V. **Resolution: Board Resolution 2025 – HACC – 01 A Resolution Authorizing the Executive Director to Execute a Grant Agreement in the Amount of \$215,925 with the U.S. Department of Housing and Urban Development for the Award of Funding to Support Three (3) Family Self-Sufficiency Program Coordinators for the Housing Choice Voucher Program:** Resolution 2025-HACC-01 Requests the Board of Commissioners of the Housing Authority of Cook County to authorize the Executive Director to execute a Grant Agreement in the amount of \$215,925 with the U.S. Department of Housing and Urban Development for the award of funding to support three (3) Family Self-Sufficiency Program Coordinators for the Housing Choice Voucher Program.

After the presentation by Director of Rent Assistance Sheryl Seiling, Chair Walker Williams inquired about the program. Ms. Seiling stated the FSS Program Coordinators help Housing Choice Voucher participants, particularly youth in time-limited programs, become self-sufficient by setting individualized goals such as job training, education, or homeownership. The Coordinators will help participants develop and maintain an approved FSS Action Plan; work with potential employers to help participants gain employment; help participants attain personal finance skills; and maintain FSS escrow accounts for eligible families. The potential impact of a federal funding freeze was also mentioned, however the FSS program is a HUD requirement and will need to continue regardless of grant funding.

Commissioner Dr. Normah Salleh-Barone made a motion to approve the Resolution Authorizing the Executive Director to Execute a Grant Agreement in the Amount of \$215,925 with the U.S. Department of Housing and Urban Development for the Award of Funding to Support Three (3) Family Self-Sufficiency Program Coordinators for the

Housing Choice Voucher Program. Commissioner Eric Slaughter seconded the motion. The motion carried with all “ayes.”

Resolution: Board Resolution 2025 – HACC – 02 A Resolution Authorizing the Executive Director to Enter into an Agreement with Patterson & Associates Consulting, LLC for the Purchase of an Electronic Document Management System and Consulting Services for the Housing Authority of Cook County:

Resolution 2025 - HACC-02 Requests the Board of Commissioners of the Housing Authority of Cook County to authorize the Executive Director to enter into an agreement with Patterson & Associates Consulting, LLC (PAC) for the purchase of an Electronic Document Management System and Consulting Services for the Housing Authority of Cook County. Ernest Lofton, Director of Information Technology, provided a summary of the Document Management System process and introduced Craig Patterson of PAC. Mr. Patterson noted HACC’s intention to move to a paperless environment for all its core processes. PAC has more than 100 public housing authority engagements and dozens of document management and Yardi Voyager integration experience.

The Commissioners inquired about training, resident accessibility, security, and staff support. Mr. Lofton stated that the document management system will manage documents across core processes, including HR, Finance, Legal, Procurement, and Technology files. The system will integrate with Microsoft Office and Yardi, improving collaboration, security, cost-efficiency, and workflow automation. Patterson will provide training, either on-site or virtual. The system will include scanning at HACC’s downtown and CMO locations, and self-upload options for residents. Document access will be restricted based on department roles, with oversight by IT. The automated workflows will notify staff of pending tasks, allow supervisors to track progress, and ensure timely document verification. Mr. Lofton stated the document management system will be cloud-based with scalable storage along with help desk support.

Chair Walker Williams inquired about the start date. Patterson and Associates and Mr. Lofton responded that a start date is not yet determined. The process can begin once ready, but a project manager is being considered to lead internal project management, which may impact the timeline. The Commissioners requested to have additional details provided regarding the competing twelve (12) bids that were submitted and reviewed by the Evaluation Committee.

Vice Chair Polly Kuehl made a motion to approve the submission of the Resolution Authorizing the Executive Director to enter into an Agreement with Patterson & Associates Consulting, LLC for the purchase of an Electronic Document Management System and Consulting Services for the Housing Authority of Cook County. The contract’s cost will not exceed \$650,000 in the first year and \$418,220 per option year, totaling \$2,322,880. Commissioner Elaine Kroll seconded the motion. The motion carried with all “ayes.”

- VI. **Executive Director's Report:** In an effort to keep Commissioners, staff, and the public informed, Executive Director Childers provided a summary of recent activities; including the submission of the FY 2024 financial audit, an update on leasing at Otto Veterans Square and notification of the anticipated shortfall in funding in 2025 for the HCV program.
- VII. **Other Business: Human Resources Department Quarterly Update.** Raquel Burnette, Director of Human Resources, presented the HR Quarterly report highlighting the 2024 recruitment, separations, and training and engagement activities.
- VIII. **Motion to move to Executive Session in order to discuss collective bargaining and litigation matters [Open Meetings Act Exemptions 2(c)(2) and 2(c)(11)]:** Commissioner Eric Slaughter moved to convene in Closed Session in order to discuss collective bargaining negotiation and litigation. The Motion was seconded by Vice Chair Polly Kuehl. The Motion carried with all "ayes." The Board moved into Executive Session at approximately 1:19 p.m., for which minutes are kept separately.

Following the conclusion of the Executive Session, the Board re-convened in public session. It was noted for the record in public session that no votes were taken during the Executive Session other than to adjourn the Executive Session and to return to public session.

- IX. **Adjournment:** Seeing that there was no further business, Chair Walker Williams made a motion to adjourn. Commissioner Porter seconded the motion. The motion carried with all "ayes", and the meeting was adjourned at approximately 1:36 p.m.



Wendy Walker-Williams
Chair

March 13, 2025