

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

**REGULAR MEETING  
Housing Authority of Cook County (HACC)  
Boardroom  
March 19, 2015 at 2:00 PM**

**ROLL CALL**

**PRESENT:** Hipolito "Paul" Roldan, Chair  
Wendy Walker Williams, Vice Chair  
Edna Carter, Commissioner  
Saul H. Klibanow, Commissioner

**CALL-IN:** Polly Kuehl, Commissioner

**HACC STAFF:** Richard Monocchio, Executive Director and Secretary  
Jon Duncan, Senior Counsel  
Olukayode Adetayo, Chief Financial Officer  
James Harney, Director of Asset Management  
Sheryl Seiling, Director of Rent Assistance  
Monica Slavin, Director of Public Housing Wait List & Lease-Up  
Alesia Hushaw, Financial Manager  
Shana Jackson, Legal Counsel  
Debbie Kyker, Executive Assistant  
Genie Calma, Financial and Budget Analyst  
Veronica Shirkevich, Director of Human Services  
Andrzej Sisson, Contract Administrator and Section 3 Coordinator

**Other Attendee(s):** None.

## **JOURNAL OF PROCEEDINGS FOR MARCH 19, 2015**

### **CALL TO ORDER**

Hipolito 'Paul' Roldan, Chair, called the March 19, 2015 regular meeting of the Housing Authority of Cook County (HACC) Board of Commissioners to order at 2:00 PM.

### **GENERAL PUBLIC COMMENTS**

None.

### **CONSENT AGENDA**

Approval of the Minutes of the January 15, 2015 Regular meeting of the Housing Authority of Cook County (HACC) Board of Commissioners which was moved by Commissioner Saul Klibanow and seconded by Commissioner Edna Carter . The motion carried with all "ayes".

### **PRESENTATION OF RESOLUTIONS**

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

#### **RESOLUTION NO. 2015-06**

#### **A RESOLUTION TO ADOPT THE HOUSING AUTHORITY OF COOK COUNTY'S (HACC) SECTION 3 POLICY, SECTION 3 UTILIZATION PLAN FORM AND THE SECTION 3 NON-COMPLIANCE COMPLAINT FORM AND PROCEDURE**

#### **SUMMARY**

The Housing Authority of Cook County (HACC) has determined it is prudent and in the best interest of the agency to enact a formal policy with regards to Procurement, Contracts and the Section 3 program.

The HACC has routinely enforced the Section 3 requirement with its Contracts. However, HACC deemed it necessary to institute a more in-depth policy focusing on the hiring of Section 3 residents and Section 3 Business Concerns. As such, the HACC has drafted a cohesive Section 3 Policy in accordance with HUD regulations and policy guides for the Board's consideration and approval.

Adoption and publication of the Section 3 Policy will assist the HACC contractors with Section 3 compliance and will further emphasize HACC's dedication and encourage vendors' participation in the Section 3 program going forward.

Jon Duncan, Senior Counsel, gave an explanation of the Section 3 Policy of the Housing and Urban Development Act of 1968, where preference for hiring is given with Section 3 residents or Section 3 enterprises. Section 3 compliance will be a priority of HUD this year. In conjunction with the rehabilitation project at the HACC buildings in Evanston, the HACC has utilized the Section 3 policy in the bidding processes. Section 3 includes residents with low income housing and business concerns that meet those qualifications.

Chair Roldan asked "what latitude does the HACC have locally to handcraft its own version of Section 3?" Jon Duncan explained that Section 3 is governed by HUD rules and the HACC does not have much latitude to create its own version.

Commissioner Polly Kuehl asked about self-certification and how often does the HACC audit? Andrzej Sisson, Section 3 Coordinator, replied that the HACC audits the first year at 25% of a person's income, the second year at 50% of a person's income, the third year at 75% of a person's income and the fourth year at 100% of a person's income. Andrej Sisson also stated that there is training that is provided for self-certification.

Commissioner Edna Carter, asked about 'Skills and Qualifications' and whether training is mandated. Richard Monocchio, Executive Director, answered with an example of how Madison Construction, who is doing the HACC's rehabilitation projects, has hired inexperienced clerks and they will train them.

Commissioner Edna Carter asked if the HACC can use the funding from Section 203 in order to help public housing residents receive skilled training. Mr. Monocchio responded yes, the HACC has to get these residents ready for these jobs.

Veronica Shirkevich, Director of Human Services, stated that job training, job fairs, action plans from the HACC's Tenant Council at family sites will be in place.

Andrzej Sisson talked about the Section 3 Hire Program. He stated that flyers for the program are sent to families with every annual recertification packet. Andrzej stated that an email address has been created so that candidates can submit their resumes. Commissioner Saul Klibanow asked how one knows that these candidates have the qualifications? Andrzej replied that they are interviewed for their specific qualifications.

Chair Roldan requested a motion to approve Resolution 2015-06 which was moved by Commissioner Saul Klibanow and seconded by Commissioner Edna Carter. The motion carried with all "ayes".

## **RESOLUTION NO. 2015 – HACC-07**

### **A RESOLUTION TO ADOPT THE HOUSING AUTHORITY OF COOK COUNTY'S (HACC) OPERATING BUDGET FOR THE FISCAL YEAR 2016 ENDING MARCH 31, 2016**

#### **SUMMARY**

HACC'S Fiscal Year 2016 ending March 31, 2016 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 Budget for the Fiscal Year 2016 ending March 31, 2016, in the amount of \$25,211,743 must be adopted by the Board of Commissioners of HACC.

Commissioner Saul Klibanow asked "why is the HACC experiencing a low rate of occupancy?" Olukayode Adetayo replied that the low income housing is being used for the tax credit project in Evanston and the HACC is trying to keep some of those units vacant in order to accommodate necessary resident relocations that are required during the construction. Commissioner Polly Kuehl asked about occupancy and why the HACC is holding vouchers that are not being used. Sheryl Seiling, Director of Housing Choice Voucher, replied that the HACC is not holding vouchers, but is slowing the leasing of any turnover vouchers six months before the unit is ready for occupancy.

Chair Roldan requested a motion to approve Resolution 2015-07 which was moved by Commissioner Saul Klibanow and seconded by Vice Chair, Wendy Walker Williams. The motion carried with all "ayes".

#### **FINANCIAL REPORT**

Financial report presented by Olukayode Adetayo.

#### **OTHER BUSINESS**

A construction update was given by James Harney. Mr. Harney stated that 10% of units in the HACC's Evanston property have been turned over to the Housing Authority and 30% of the units are still under construction. Mr. Harney also stated that 11% of the common areas are still under construction.

James Harney stated that the only units that are not occupied are on the eleventh floor because of a problem with the sprinklers that had to be addressed by the fire department. Chair Roldan asked have windows been replaced and Mr. Harney replied that all windows have been replaced. Mr. Harney further stated that units will have all new appliances. Furthermore, Mr. Harney stated that 40% of the subcontractors are MBE workers, 60% are Section 3 workers and 2.5% are WBE workers.

## **EXECUTIVE DIRECTOR'S REPORT**

### **DEVELOPMENT**

*Evanston Senior Redevelopment (ESR):* HACC closed on the RAD/9% Tax Credit project in Evanston. ESR is the single-purpose LLC created by HACC. HACC is the sole managing member of ESR. The rehabilitation will take a total of 18 months, with units coming on line monthly. Relocation has gone smoothly for those residents wishing to move either to another HACC unit or take a voucher. Madison Construction is the builder. Jim Harney is overseeing the project for HACC.

*SKOKIE/AH:* The second RAD/9% Tax Credit project is underway. Drawings for the rehabilitation of the Goedke and King buildings are 50% complete. The Physical Needs Assessment is being completed, as are the appraisal, market study and relocation plan. Debt and equity submissions are being evaluated by staff. Meetings are taking place with the State and County to secure the gap financing that has been committed.

*PORTFOLIO:* HACC is expecting HUD approval to develop another 850 units this month. Internal planning meetings are underway to finalize the pro forma and the conceptual design plan.

**HOUSING CHOICE VOUCHER PROGRAM:** HACC has achieved its highest utilization rate to date with nearly 12,900 vouchers leased. Housing Choice Partners has agreed to work with HACC to augment our mobility program.

### **LEGISLATIVE**

*STATE:* The change in Administrations does not bode well for housing and social service programs. Staff has been participating in discussions with other advocates on this subject. It is hopeful that many of the cuts proposed by the Governor with be reversed by the Legislature.

*FEDERAL:* The President's Budget proposal has been released, and it contains an increase in funding for housing programs. However the final Appropriations Bill promises to be less generous.

As was the case last year, I am working with members of the Illinois Congressional delegation on our top priorities. They include allowing PHA to recertify families on fixed incomes triennially, and funding the Section 8 Program at 90% proration. Last year the proration was 73%.

**ADMINISTRATIVE**

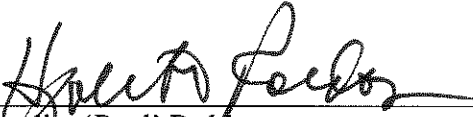
*BUDGET:* HACC submitted a balanced budget to Board today. HACC was also able to eliminate the 5 furlough days that were in place for the last 2 years.

**ADJOURNMENT**

Chair Roldan requested a motion to adjourn the Regular Meeting of the Board which was moved by Commissioner Saul Klibanow and seconded by Commissioner Edna Carter. The motion carried with all "ayes".

Accordingly, the Regular Meeting of the Housing Authority of the Cook County Board of Commissioners adjourned at 3:18PM.

Respectfully submitted by:

  
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Hipolito 'Paul' Roldan  
Chair

\_\_\_\_\_  
March 19, 2015  
DATE

  
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Richard J. Monocchio  
Executive Director

\_\_\_\_\_  
March 19, 2015  
DATE