

**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 13, 2014 at 2:00 PM**

**ROLL CALL**

**PRESENT:** Hipolito "Paul" Roldan, Chair  
Wendy Walker Williams, Vice Chair  
Karen R. Chavers, Treasurer  
Edna Carter, Commissioner  
Polly Kuehl, Commissioner  
Deniece Jordan-Walker, Commissioner

**HACC STAFF:** Richard Monocchio, Executive Director and Secretary  
Olukayode Adetayo, Chief Financial Officer  
Jon Duncan, Senior Counsel  
Sheryl Seiling, Director of Housing Choice Voucher Program  
James Harney, Director of Asset Management  
Monica Slavin, Director of Public Housing Wait List & Lease Up  
Alesia Hushaw, Financial Manager  
Maria Lotho, Director of Operations  
Tina Peterson, Director of Marketing and Communications  
Debbie Kyker, Executive Assistant

**Other Attendee(s):** Jason King, The Laubachor Company  
Mark Laubachor, The Laubachor Company  
Jason Wicha, Village of Thornton  
Paul Rosenfeld, Representing Weiss Properties  
Tim Welsh, DRE, Inc. GP Meadow View Apts  
Chris McGrath, Retirement Plan Advisors  
Tom Granger, Security Benefit

**General Public Comments:** None at this time

## **JOURNAL OF PROCEEDINGS FOR MARCH 13, 2014**

### **CALL TO ORDER**

Hipolito 'Paul' Roldan, Chair, called the March 13, 2014 regular meeting of the Housing Authority of Cook County (HACC) Board of Commissioners to order at 2:00 PM.

### **CONSENT AGENDA**

The proceedings of the January 16, 2014 Regular meeting of the Housing Authority of Cook County (HACC) Board of Commissioners which was moved by Treasurer Karen R. Chavers and seconded by Commissioner Deniece Jordan-Walker. The motion carried with all "ayes".

### **RESOLUTION NO. 2014- HACC-04**

#### **A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH SECURITY BENEFIT CORPORATION FOR ADMINISTRATION, RECORDKEEPING AND COMPLIANCE SERVICES FOR THE HACC EMPLOYEE MONEY PURCHASE AND 401(k) RETIREMENT PLANS**

The Executive Director is seeking the Board of Commissioners to authorize entering into a contract with Security Benefit Corporation to handle the administration, recordkeeping and compliance services for the HACC Employee Money Purchase and 401(k) Retirement Plans.

The Housing Authority of Cook County maintains an employee benefit package that includes an Employee Money Purchase Defined Contribution Plan and a 401(k) Retirement Plan.

The HACC previously retained Retirement Plan Advisors, LLC to serve as the HACC Plan's technical consultant and to provide ongoing on-site employee education and investment advisory services to plan participants.

In reviewing the status of these plans with Retirement Plan Advisors, LLC, it was determined that a Request for Proposals should be issued for ongoing plan administration, recordkeeping and compliance services for these employee benefit plans.

On September 23, 2013, the HACC issued a Request for Proposals for these services, and bids were received from five potential contractors.

An Evaluation Committee reviewed and scored all proposals. Upon review and scoring, the Evaluation Committee made a recommendation to the Executive Director as to the highest ranked proposer. Security Benefit Corporation received the highest ranking and provided the best proposal.

Executive Director Richard Monocchio stated the first resolution is the Pension Program and Chris McGrath has assisted us through an RFP (Request for Proposal) process to administer our pension program. Our plan is defined a contribution program.

Senior Counsel Jon Duncan stated that public request for bids was issued back in October 2013. We received 5 bids from various organizations and put together an evaluation team to review these bids that reviewed and Security Benefits was the one that was chosen as a result of this process.

Chris McGrath of Retirement Plan Advisors talked about Defined Pension Program and Tom Granger of Security Benefit discussed what his company does.

Commissioner Deniece Jordan-Walker asked 'what is the credit rating?' Tom Granger stated that Security Benefit is currently with Standard and Poor's at an A- and A & Best Life Insurance is a B++. Vice Chair Wendy Walker Williams asked how many employees does Security Benefit have?' who which Mr. Granger answered "750." Commissioner Polly Kuehl asked "how many clients in the Chicago area?" and Mr. Granger responded that there are hundreds of clients in the Chicago area.

Commissioner Deniece Jordan-Walker asked the amount of the contract award and whether there had been any outreach to women or minority bidders, and whether we had a list of women or minority contractors in this business. Vice Chair Wendy Walker Williams asked whether any lists of women and minority contractors in this field existed.

In response to these questions, Mr. McGrath stated that the contract award was for \$150,000 and he further explained that we received bids only from large financial institutions and that there are few, if any, women or minority contractors in this particular field.

Commissioner Deniece Jordan-Walker asked about the level of diversity within the Security Benefit organization, and Mr. Granger generally described Security Benefit's diversity and stated that he did not have the precise numbers available at the Board of Commissioners meeting, those statistics are available.

Chair Roldan requested a motion to approve Resolution 2014-04 which was moved by Vice Chair Wendy Walker Williams and seconded by Commissioner Edna Carter. The motion carried with all "ayes".

## **RESOLUTION NO. 2014 – HACC-05**

### **A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD PROJECT BASED VOUCHERS THROUGH THE REGIONAL HOUSING INITIATIVE TO DRE, INC. FOR THE REHABILITATION OF MEADOW VIEW APARTMENTS IN BLUE ISLAND, IL**

The Housing Authority of the Cook County (HACC), in conjunction with the Metropolitan Planning Council (MPC), the Illinois Housing Development Authority (IHDA), and seven other housing authorities – Chicago, Joliet, Lake County, McHenry County, Waukegan, Oak Park, and DuPage County – 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 less than fifty percent of the area's median income (AMI).

The Meadow View Apartments is a 96 unit community in Blue Island. Meadow View was built in 1966 and renovated in 1991. A physical needs assessment has been completed; the buildings and systems need work. The property is located within walking distance to community services, stores, restaurants, and schools, making it an ideal location for working families. Opportunity Advancement Innovation (OAI) will provide training on-site for employed and unemployed families to improve their workforce skills.

The Meadow View Apartments consists of one and two bedroom units and will serve families at or below 60% AMI. DRE, Inc. requested twenty-four (24) PBVs, totaling 25% of the units. The HACC can provide RHI with 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.

Tim Welch from DRE talked about the property. He stated that DRE took over the property over 20 years ago. The previous company had a foreclosure and had done a rehab of this property within the last 2-3 years. We currently have 18 voucher holders who have been there for quite a few years.

Chair Paul Roldan asked "is this an elevator building?" No – Garden Walk. Treasurer Karen Chavers asked "where are you located?" (Fairview Avenue in Blue Island), Commissioner Polly Kuehl asked "are you going for 4% or 9% credit?" we are going for 4% that are already in place. Chair Paul Roldan asked "are you keeping the 1 and 2 bedrooms?" Yes. Commissioner Deniece Jordan-Walker asked the following question, 1) Who is the owner? (we are); 2) What is the entity? (DRE Corporation); 3) Are you going for tax-exempt bonds? (yes); 4) Is this minority / women on your team? (yes); 5) Is there a legal team? (yes)

Chair Roldan requested a motion to approve Resolution 2014-05 which was moved by Treasurer Karen R. Chavers and seconded by Commissioner Deniece Jordan-Walker. The motion carried with all "ayes".

#### **RESOLUTION NO. 2014 – HACC-06**

#### **A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD PROJECT-BASED VOUCHERS TO WEISS PROPERTIES INCORPORATED FOR THE DEVELOPMENT OF THORNCREEK SENIOR LIVING IN THORNTON IL**

Weiss Properties Incorporated submitted its request for 19 PBVs for Thorncreek Senior Living, a senior housing community serving people 55 and older located in Thornton IL.

This project has already received tax credits from IHDA and will be able to build the project and will help those that are on our waiting list.

Mark Laubachor represented Weiss Properties and Jason Wicha of the Village of Thornton spoke about the having this senior project in Thornton, IL.

Chair Paul Roldan asked the following questions: 1) It is near the creek? Parking available? Yes to all. Commissioner Polly Kuehl asked "What is the staffing? Turnstone Development's property management and maintenance will be doing the staffing. Commissioner Deniece Jordan-Walker asked "Who is the property management company?" Carlton Property Management. Commissioner Polly Kuehl asked "What about the financing? IHDA approval, construction will be approved soon and the demolition has been approved.

Chair Roldan requested a motion to approve Resolution 2014-06 which was moved by Commissioner Deniece Jordan-Walker and seconded by Commissioner Polly Kuehl. The motion carried with all "ayes".

## **RESOLUTION NO. 2014 HACC-07**

### **AUTHORIZING PUBLICATION OF A NEW 2014 EDITION OF THE HACC EMPLOYEE HANDBOOK**

The Housing Authority of the County of Cook (HACC) published its most recent version of the HACC Employee Handbook in April of 2003. The HACC staff has determined that the April 2003 edition of the HACC Employee Handbook is obsolete and needed to be rewritten.

At the Board of Commissioners' meeting in January 2012, the Board adopted Resolution 2012 HACC - 03, which approved a proposed Employee Handbook, which was subsequently submitted to the Service Employees International Union, Local 73, for its review, comment and negotiation in connection with the Collective Bargaining Agreements. The Employee Handbook that was proposed in January of 2012 became the starting point for the negotiations that resulted in the two Collective Bargaining Agreements that were reached in 2013.

Following the adoption of the two Collective Bargaining Agreements, the provisions of those agreements were incorporated wherever appropriate into the proposed 2014 Edition of the HACC Employee Handbook, which was fully negotiated with the SEIU, Local 73.

The HACC staff has prepared the proposed new 2014 Edition of the HACC Employee Handbook. In addition to harmonizing the Employee Handbook with the two Collective Bargaining Agreements, the proposed 2014 Employee Handbook brings updated employment and job related information, mission, goals, expectations, policies, procedures and benefits which HACC employees and Management need to know in an organized manner.

The proposed 2014 Edition of the HACC Employee Handbook provides information concerning the following topics:

- General Employment Information
- Lay-Off policies

- Rules of Conduct
- HACC Ethics Policy
- Employee Benefits and Privileges
- HACC Drug and Alcohol Policy
- HACC Communications Systems / Equipment Policy

The proposed 2014 Edition of the HACC Employee Handbook provides a useful source of information to new staff as part of the induction process and provides a source of information of policies, guidelines and requirements for HACC staff and management.

Senior Counsel Jon Duncan commented that we had an obsolete handbook since we were doing a Collective Bargaining agreement and needed to update the employee handbook because of the changes in the Collective Bargaining Agreement. There will be training with the managers and the employees which will roll out beginning April 1, 2014.

Commissioner Deniece Jordan-Walker asked “Did we utilize a special outside counsel?” and Jon Duncan replied that we used the person that was involved in the Collective Bargaining process Kevin Krug.

Commissioner Deniece Jordan-Walker asked “Did we address all legal issues?” Jon replied, yes.

Chair Roldan asked whether all employees will receive these changes, to which Jon Duncan replied, yes. Chair Roldan also asked what is the weapons policy with the tenants? Jon Duncan responded that the issues of weapons in public housing had not been resolved by the courts as yet and that there was litigation pending that may clarify the issues in the future. The HACC is not a party in the pending cases, however.

Chair Roldan requested a motion to approve Resolution 2014-07 which was moved by Commissioner Polly Kuehl and seconded by Commissioner Edna Carter. The motion carried with all “ayes”.

#### **RESOLUTION NO. 2014 – HACC-08**

To Approve Board Resolution No. 2014 –HACC – 08 Authorization to Adopt the Housing Authority of the County of Cook’s Fiscal Year 2015 Budget ending March 31, 2015.

Housing Authority of Cook County's Fiscal Year 2015 ending March 31, 2015 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 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.

Chair Roldan requested a motion to approve Resolution 2014-08 which was moved by Commissioner Polly Kuehl and seconded by Commissioner Deniece Jordan-Walker. The motion carried with all "ayes".

### **FINANCIAL REPORT**

The Financial Reports was presented by Olukayode Adetayo, Chief Financial Officer

### **EXECUTIVE DIRECTOR**

RAD

Regrettably in the recently passed FY '14 budget, Congress failed to extend the cap under which PHAs can apply for RAD. Therefore HACC's application, to convert 1020 units, has been stalled.

On a positive note, I am meeting with some members of the Illinois Congressional delegation later this month to emphasize the importance of this program. Furthermore, I will be part of a national panel to discuss the benefits of the program.

### **EVANSTON SENIOR REDEVELOPMENT**

Progress continues toward a late Fall closing. It is anticipated that the construction will be publicly advertised in mid-April. Tenant meetings are taking place this week to update residents on the plan, and allow them to make alternative housing arrangements, if they so desire. It was emphasized that everybody has a right to return to the refurbished building when it is completed, but temporary relocation will be required. Residents can also choose to accept a housing choice voucher, or move into a building with project-based vouchers.

Two more positive developments: Over \$19M In soft dollars (grants or very low-interest loans) will be needed to make this proposal work. Toward that end, we had two very productive meetings, with IHDA and President Preckwinkle respectively, to access these funds. The sources will be a



combination of 4% tax credits, IL Housing Trust Fund, State donations tax credits, HOME, CDBG, and CDBG 108.

## HUMAN SERVICES

Had productive meetings with the following organizations:

- IL: Office of the Governor, Human Services, Health Care
- Cook County: Sheriff's Office, Juvenile Justice Authority, Health Department
- University of Chicago

We have implemented and are working on a number of human service initiatives, including better health care delivery, violence reduction, virtual HS complexes, regular activity schedules at the sites, housing choice voucher mobility (including landlord outreach), behavioral health counseling and other activities. A presentation will be made to the Board at the next meeting on these programs and future plans.

## UPCOMING FORUMS

Council of Large Public Housing Authorities 3/26 – 3/28, Washington DC

- Will participate with HUD in a national panel discussion on the RAD program

Meeting with Members of the Illinois Congressional delegation, and /or their staffs, including Senators Durbin and Kirk, and Representatives Schakowsky, Foster, Gutierrez, Rush, Davis, Kelly, Quigley and Hultgren, to urge their passage of an expanded RAD program.

Urban Institute, 4/23, Washington DC

- Participating in a national panel discussion on the housing choice voucher program, Source of Income protection, and the benefits of greater housing choice

National Low Income Housing Coalition 4/27-29


- Annual meeting
- The coalition is the chief advocate for funding of the already authorized, but never funded, Housing Trust Fund.

**ADJOURNMENT**

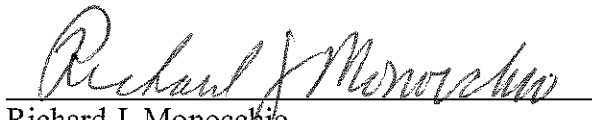
Chair Roldan requested a motion to adjourn the Regular Meeting of the Board which was moved by Commissioner Wendy Walker Williams and Commissioner

Accordingly, the Regular Meeting of the Housing Authority of the Cook County Board of Commissioners adjourned at 3:35PM.

Respectfully submitted by:

  
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Hipolito 'Paul' Roldan  
Chairman

May 15, 2014  
DATE

  
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Richard J. Monocchio  
Executive Director

May 15, 2014  
DATE