



**JOURNAL OF THE PROCEEDINGS OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF COOK COUNTY
REGULAR PUBLIC SESSION
THURSDAY, MARCH 14, 2024 AT 12:00 P.M.**

ROLL CALL

COMMISSIONERS PRESENT

Wendy Walker Williams, Chair
Polly Kuehl, Vice Chair
Elaine Kroll, Commissioner
Herb Porter, Commissioner
Dr. Normah Salleh-Barone, Commissioner – via Zoom
Eric Slaughter, Commissioner

COMMISSIONER NOT PRESENT

Nilda Soler, Commissioner

HACC STAFF PRESENT

Danita W. Childers, Executive Director
Jon Duncan, General Counsel
Sheryl Seiling, Director of Rent Assistance
Deborah O'Donnell, Procurement Manager
Raquel Burnette, Director of Human Resources
Tina Pourroy, Director of Asset Management and Development
Marcus King, Director of Strategy and Communication
Ardeth Gardiner, Paralegal and 504 Coordinator
Zellores Harrison, Executive Assistant to Executive Director
Kathleen Grady-Peralta, Comptroller/Treasurer
Darrick Shafer, Regional Director, North – via Zoom
Chalone Liddell, Regional Director, South – via Zoom
Earnest Lofton, Director of Information Technology
Kanisha Galmore, Executive Advisor – Board of Commissioners

CALL TO ORDER

Vice Chair Polly Kuehl called the March 14, 2023 meeting of the Board of Commissioners of the Housing Authority of Cook County to order at approximately 12:06 p.m.

PUBLIC COMMENTS

Vice Chair Polly Kuehl opened the floor to public comments. No public comments were submitted.

CONSENT FOR COMMISSIONER SALLEH-BARONE TO PARTICIPATE VIA ZOOM

A motion was made by Commissioner Eric Slaughter and seconded by Vice Chair Polly Kuehl for approval to allow Commissioner Dr. Normah Salleh-Barone to attend the Board Meeting on March 14, 2024 via Zoom. The motion carried with all “ayes.”

CONSENT AGENDA

A motion was made by Vice Chair Polly Kuehl and seconded by commissioner Eric L. Slaughter for approval of the consent agenda, which included approval of the Minutes of the Regular and Closed Executive Sessions of the Board Meeting on February 8, 2024. The motion to approve the consent agenda carried with all “ayes.”

PRESENTATION OF RESOLUTIONS

RESOLUTION NO. 2024 – HACC – 05

A Resolution Authorizing the Executive Director to enter into a contract with PLS Services Corporation for Landscaping Services at Vera Yates Homes, Richard Flowers Homes, Sunrise Apartments, and the Central Management Office.

Deborah O’Donnell, Director of Procurement for the Housing Authority of Cook County, presented Resolution No. 2024-HACC-05, to award a contract to PLS Services Corporation for Landscaping Services at Vera Yates Homes, Richard Flowers Homes, Sunrise Apartments, and the Central Management Office. PLS Services Corporation will perform the following services for Vera Yates Homes, Richard Flowers Homes, Sunrise Apartments, and the Central Management Office: Spring and Fall clean-up, which will include trash removal of trees, shrubs, branches, and leaves throughout the developments, mowing and trimming services, as well as fertilizing and weed control treatments. Mowing services will go from April-October.

Deborah O’Donnell, Director of Procurement, issued the solicitation for bids for the Landscaping Services at Vera Yates, Richard Flowers Homes, Sunrise Apartments, and the Central Management Office. Nine bids were received. PLS Services Corporation submitted the lowest

responsive and responsible bid, in the amount not to exceed \$108,381.00 for the first year, and up to four additional one-year options in an amount not to exceed \$490,492.42, for an aggregate amount not to exceed \$598,873.42.

Chair Wendy Walker Williams asked about the process in extending contracts. Deborah O'Donnell responded, noting that the decision to extend a contract is made by communicating with the property managers, and regional managers, to evaluate the need for services.

Chair Wendy Walker Williams asked that tenants be made aware that the Housing Authority of Cook County hires Section 3 businesses so the tenants will know that employment opportunities are available.

Commissioner Eric Slaughter expressed appreciation for the presentation of the Bid Tabulation showcasing the bidding process that was used for soliciting contractors for Landscaping Services, stating that he would like to see similar presentations for all bids.

Following the discussion, a motion was made by Commissioner Eric Slaughter and seconded by Vice Chair Polly Kuehl to approve Resolution No. 2024-HACC-05, Authorizing the Executive Director to enter into a contract to PLS Services Corporation for Landscaping Services at Vera Yates, Richard Flowers Homes, Sunrise Apartments, and the Central Management Office. The motion carried with all "ayes."

RESOLUTION NO. 2024 – HACC – 06

A Resolution to Adopt the Housing Authority of Cook County's Operating Budget for the Fiscal Year Ending March 31, 2025.

Kathleen Grady-Peralta, Comptroller/Treasurer of the Housing Authority of Cook County, presented the Resolution No. 2024 – HACC – 06, to Adopt the Housing Authority of Cook County's Operating Budget for the Fiscal Year Ending March 31, 2025. Comptroller/Treasurer Kathleen Grady-Peralta asked that the Board adopt the budget of \$26,261,339 for Fiscal Year 2025.

Ms. Grady-Peralta presented a summary for each program included in the budget, which includes Low Income Public Housing, the Housing Choice Voucher Program, and the Central Office Cost Center. Variances of the proposed Fiscal Year 2025 budget in comparison to the approved Fiscal Year 2024 budget were presented to the Board. The variances in the FY25 budget in comparison to the FY24 budget included an updated rate for the administrative fee per unit for the Housing Choice Voucher Program, revenue for the Capital Grants Funds, as well as the Developer Fees.

Comptroller/Treasurer Kathleen Grady-Peralta added that efforts have been made to evaluate the HACC's fiscal budget to report the revenue and expenditures in the Central Office Cost Center and the Central Management Office by department. A detailed budget is projected to be presented to the Board by July 2024.

Following the discussion, a motion was made by Commissioner Polly Kuehl and seconded by Commissioner Elaine Kroll to approve Resolution No. 2024 – HACC – 06, to Adopt the Housing

Authority of Cook County's Operating Budget for the Fiscal Year Ending March 31, 2025. The motion carried with all "ayes."

RESOLUTION 2024 – HACC – 07

A Resolution to Ratify the Approval and Submission of the Fiscal Year Ending 2022 Audited Financial Statements to HUD.

Executive Director Danita W. Childers presented Resolution No. 2024 – HACC – 07, to Ratify the Approval and Submission of the Fiscal Year Ending 2022 Audited Financial Statements to HUD, stating that, at the February meeting, an auditor from RSM provided an overview of the Fiscal Year 2022 audit to which a supplemental summary was provided to the Board. The Executive Director asked the Board to Ratify the submission of the audit report.

Vice Chair Polly Kuehl asked whether any questions about the summary packet could be raised at the next Board Meeting, to which the Executive Director confirmed that questions can be raised at the next Board Meeting.

Following the discussion, a motion was made by Commissioner Herb Porter and seconded by Commissioner Elaine Kroll to Ratify the Approval and Submission of the Fiscal Year Ending 2022 Audited Financial Statements to HUD. The motion carried with all "ayes."

EXECUTIVE DIRECTOR'S REPORT

In an effort to keep Commissioners, staff and the public informed, Executive Director Danita W. Childers provided a brief overview of significant activities at the Agency, upon which the Board took no official actions.

Executive Director Danita W. Childers gave the Board of Commissioners the Strategic Plan update. She said that the Bronner Group had e-mailed surveys to HCV landlords, participants, and residents to assess their impression of the Housing Authority of Cook County.

Executive Director Danita W. Childers also informed the Board of Commissioners that the Housing Authority of Cook County had submitted the Fiscal Year 2022 Audit to HUD. She also discussed the Financial Review Report from Nan McKay and Associates Inc. The report provided detailed recommendations for the Finance Department.

DEPARTMENT REPORT

Sheryl Seiling, Director of Rent Assistance, discussed the Permanent Supportive Housing Waitlist Opening, explaining how people with disabilities receive assistance with accessing the waitlist. She also provided a brief overview of how the HACC works with outreach programs which utilize service providers to assist individuals with accessing the waitlist.

Vice Chair Polly Kuehl asked whether there is a formula that is used when receiving too many applications based on the number of units available. Sheryl Seiling explained the practices used

when accepting applicants for the waitlist, including taking into consideration how many units turned over in the previous year.

FINANCIAL REPORT

Comptroller/Treasurer Kathleen Grady-Peralta provided an overview of how financial information will be reported to the Board, stating that there will be monthly reports with balance sheets summarizing the variances, and quarterly reports that will include more extensive reporting on all the properties.

Ms. Grady-Peralta also discussed the idea of having staff such as Regional Managers more involved in the financials of the properties in an effort to budget for each property more efficiently.

DISCUSSION

Vice Chair Polly Kuehl asked for an update on the properties in development. Tina Pourroy, Director of Asset Management and Development, said that the property developments are moving forward as scheduled. An additional update will be presented at the next Board Meeting.

Executive Director Danita Childers reported on her meeting with Cook County Board President Toni Preckwinkle earlier in the month, and said that President Preckwinkle is closely monitoring the spend down of the ARPA grants.

Director of Procurement Deborah O'Donnell and Director of Strategy and Communications Marcus King reported on funding and grant opportunities.

MOTION TO MOVE TO EXECUTIVE CLOSED SESSION

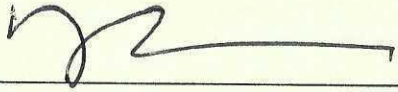
A motion was made by Vice Chair Polly Kuehl and seconded by Commissioner Eric Slaughter to move into Executive Closed Session in order to discuss employee disciplinary matters. [Open Meetings Act Exemption 2(c)(1)]. The motion to move into Executive Session carried with all "ayes." The Board then moved into Executive Session at 1:33 p.m., for which minutes are kept separately.

OPEN MEETING RECONVENES

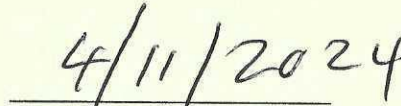
Following the Executive Session, the Board returned to Public Session at approximately 3:04 p.m. General Counsel Jon Duncan noted for the record that no votes were taken during the Executive Session other than to conclude the Executive Session and to return to Public Session.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Eric Slaughter moved to Adjourn the meeting, and Commissioner Elaine Kroll seconded the motion. The motion to adjourn the meeting was carried with all "ayes." Chair Wendy Walker Williams declared the meeting adjourned. Meeting adjourned at approximately 3:04 p.m.



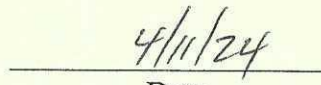
Wendy Walker Williams
Chair



Date



Danita W. Childers, Executive Director
and Secretary



Date