



**JOURNAL OF THE PROCEEDINGS OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF COOK COUNTY
SPECIAL AND REGULAR PUBLIC SESSION
THURSDAY, JUNE 13, 2024 8:30 A.M. – 12:00 P.M.**

ATTENDANCE:

COMMISSONERS PRESENT	
Wendy Walker Williams – Chair	In Person
Polly Kuehl – Vice Chair	In Person
Nilda Soler – Commissioner	In Person
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
Kanisha Galmore, Executive Advisor - BoC	In Person
Kathleen Grady-Peralta, Comptroller/Treasurer	In Person
Raquel Burnette, Director of Human Resources	In Person
Deborah O'Donnell, Director of Procurement	In Person
Sheryl Seiling, Director of Rent Assistance	In Person
Marcus King, Director of Strategy and Communication	In Person
Ernest Lofton, Director of Information Technology	In Person
Chalone Liddell, Regional Director, South	In Person
Darrick Shafer, Regional Director, North	In Person
Jackie Hodges, Director of Operations	In Person
Asif Rahman, Director of Project Development	In Person
Lance Penro, Director of Construction	In Person
Legal Counsel	
Jon A. Duncan, General Counsel	In Person
NON-STAFF	
Mark Plummer, Project Manager, Bronner Group	In Person
Kasey Tedford, Senior Consultant, Bronner Group	In Person
Don Davis, Engagement Director, Bronner Group	In Person
Toni Walton, Housing Choice Voucher Recipient	In Person

- I. **Discussion of Long-Term Strategic Plans for the Housing Authority of Cook County:** Chair Wendy Walker Williams called the Special Meeting of the Board of Commissioners to order at approximately 8:40 a.m. and facilitated introductions, all commissioners were present and a quorum was established. The Bronner Group hosted the retreat and presented an overview of the Strategic Planning Retreat Agenda. After the Bronner Group's introductions, Executive Director Danita W. Childers shared her long-term vision for the Housing Authority of Cook County. Following the Executive Director's vision statement, the Bronner Group discussed the outcomes for the retreats, set for June 13, 2024 and June 25, 2024, and presented an overview of the organizational assessment and strategic planning of the HACC. The June 13, 2024 Strategic Planning Retreat included discussions of the HACC's long-term strategic plans for the agency, the agency's mission statement, goals and strategies, followed by a brainstorming activity led by the Bronner Group, the HACC's Board of Commissioners, and Senior Leadership. The Strategic Planning Retreat will conclude on June 25, 2024 with discussions to confirm the HACC's mission statement, and refine the goals and strategies with the Board and Senior Leadership.
- II. **Break in the meeting, reconvened at 10 S. LaSalle Street, Suite 2200:** At the conclusion of the June 13, 2024 Strategic Planning Retreat, the Board of Commissioners and HACC staff reconvened at the Housing Authority of Cook County's office located at 10 S. LaSalle Street, Suite 2200 to meet for the Regular Meeting of the Board of Commissioners.
- III. **Call to Order:** Chair Wendy Walker Williams called to order the Regular Meeting of the Board of Commissioners at approximately 12:00 p.m.
- IV. **Roll Call:** Kanisha Galtore called the roll. Commissioners Walker Williams, Kuehl, Soler, Salleh-Barone, Kroll, and Slaughter attended the meeting in person and were present for the roll call. Commissioner Porter was excused from the Regular Board Meeting. A Quorum was established.
- V. **Public Comments:** Chair Wendy Walker Williams opened the floor to public comments. Toni Walton, a Housing Choice Voucher Recipient, participated in the public comments. Ms. Walton shared her experience with the Housing Authority of Cook County's staff. Chair Walker Williams expressed concern for the HCV recipient's experience with the HACC and thanked Ms. Walton for her participation.
- VI. **Approval of the Consent Agenda:** Commissioner Nilda Soler moved to approve the minutes of the May 17, 2024 Board meeting. Commissioner Eric Slaughter seconded the Motion. The motion carried with all "ayes."
- VII. **Resolution: Board Resolution 2024 – HACC – 13 A Resolution Authorizing the Executive Director to Renew a Contract with Carahsoft Technology Corporation for DocuSign**
IT Director Ernest Lofton presented the Board with the summary and recommendation of the resolution. Mr. Lofton explained that DocuSign is an e-signature solution that the agency began using in 2021, during COVID, in order to make it easier for tenants to communicate

with the agency. Mr. Lofton explained that the HACC would like to renew the contract with Carahsoft Technology for DocuSign for \$138,676.05. Mr. Lofton shared that the agency is piggybacking off of another contract by utilizing the State of Utah Cooperative Contract AR2473 for the procurement of DocuSign with Carahsoft Technology, therefore, the agency is receiving the best competitive pricing.

Commissioner Eric Slaughter asked about the use of the Utah Cooperative Contract AR2473. Procurement Director Deborah O'Donnell explained that Utah utilizes the contract and that the agency is piggybacking off of the existing contract.

Commissioner Polly Kuehl made a Motion to approve the renewal of a contract with Carahsoft Technology Corporation for DocuSign for a total of 20,000 additional envelopes not to exceed the amount of \$138,676.05. Commissioner Dr. Normah Salleh-Barone seconded the Motion. The motion carried with all "ayes."

VIII. 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.

IX. Financial Report: Comptroller/Treasurer Kathleen Grady Peralta presented a summary of the June Financial Highlights. Ms. Grady-Peralta reported that the HACC FY24 Unaudited Financials will be submitted in the HUD REAC system 6/14 to meet the fiscal reporting deadline. Additionally, she noted that the agency received \$7.6M in HCV funds from the HUD Held Reserves (HHR) as a result of monthly reconciliation of VMS reporting to the general ledger. Ms. Grady-Peralta lastly noted the new Chase P-Card (Credit Card) and the new documents that will follow the Chase Credit Card including the Purchasing Card Procedures, Purchasing Card Request Form, Card Holder Agreement, Purchasing Card Preauthorization Form, and the Travel and Training Request form and procedures.

Kathleen Grady-Peralta presented the financial reports for all properties as of 5/31. Ms. Grady-Peralta noted updates for the 5/31 report and explained the timeline moving forward for the financial reports for all properties.

Commissioner Kuehl asked about the cash in operating accounts for the properties. Ms. Grady-Peralta explained the distribution of the overage of operating dollars available in the operating accounts.

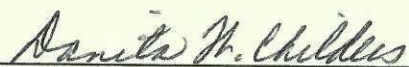
X. Other Business: Following the discussion of the Financial Report, Commissioner Slaughter asked for updates on the properties in development as well as activities of each department at the HACC. Executive Director Danita W. Childers provided an overview of the properties in development. Following the Executive Director's property update, each department gave a brief overview of significant activities taking place in their department, upon which the Board took no official actions.

- XI. Adjournment:** Seeing that there was no further business, Commissioner Kuehl made a Motion to adjourn. Commissioner Salleh-Barone seconded the Motion. The motion carried with all “ayes,” and the meeting was adjourned at approximately 1:40 p.m.



Wendy Walker-Williams
Chair

July 11, 2024



Danita W. Childers
Executive Directory and Secretary

July 11, 2024