

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

**REGULAR BOARD MEETING  
Housing Authority of Cook County (HACC)  
175 W. Jackson Blvd., Suite 350  
Chicago, IL 60604**

**October 20, 2016 at 2:00PM**

**ROLL CALL**

**PRESENT:**

Hipolito "Paul" Roldan, Chair  
Wendy Walker Williams, Vice Chair  
Polly Kuehl, Commissioner  
Nilda Soler, Commissioner

**HACC STAFF:**

Richard Monocchio, Executive Director and Secretary  
Jon Duncan, General Counsel  
Karl Becker, Chief Financial Officer  
Sheryl Seiling, Director of Rent Assistance  
Monica Slavin, Director of Compliance and Occupancy  
Monique Bond, Communications Director  
Jessica Del Valle, Manager of Strategic Initiatives  
Shana Jackson, Legal Counsel  
Andrzej Sisson, Resident Training, Education and Jobs Program  
Coordinator  
Vivienne Ouma, HACC Housing Specialist  
Debbie Kyker, Executive Assistant

**Other Attendee(s):**

James D. DeStefano, Lothan Van Hook DeStefano Architecture  
Diane Sohl, Lothan Van Hook DeStefano Architecture  
Margaret Lehto, Globetrotters Engineering Corporation  
Michael McMurray, Globetrotters Engineering Corporation  
Lawrence Wood, LAF  
Ryann Morris, Cabrini Green Legal Aid  
Matt Holstein, CVCS  
Greg Marinelli, Holabird & Root  
Brett Gawronski, Holabird & Root  
Aaron Lothan, Lothan Van Hook DeStefano Architecture

Ken Panucci, Primera Engineering  
Mike Dickman, Legal Aid Society / Metro Fan SVCS  
Craig Hanson, CARPLS

## **JOURNAL OF PROCEEDINGS FOR OCTOBER 20, 2016**

### **CALL TO ORDER**

Chair, Paul Roldan called the October 20, 2016 Regular Board meeting of the Housing Authority of Cook County (HACC) Board of Commissioners to order at 2:00PM.

### **PUBLIC COMMENTS**

Matthew Holstein of Chicago Volunteer Legal Services asked for a proposal regarding the termination notices issued to HACC housing voucher tenants. Specifically, Mr. Holstein stated that the Cook County Tenants Advocate Committee (a consortium of attorneys from different legal aid groups) is requesting that HACC include CARPLS (Coordinated Advice and Referral Program for Legal Services) contact referral information on voucher termination notices issued to tenants.

Commissioner Polly Kuehl asked if the HACC's termination notice that is issued to tenants only include information regarding the option to appeal the HACC's decision. Jon Duncan responded that HACC's termination notices include all information required by HUD, including information regarding the right to appeal the HACC's decision. Mr. Duncan further stated that tenants do have a right to have an attorney present at the appeal hearing. However, he stated that although HACC's termination notice does not refer to a specific attorney, HACC does offer a flyer that includes the information of several legal aid agencies.

Commissioner Polly Kuehl also asked if the HACC list of available legal aid agencies is attached to the termination notice issued to HACC tenants. Mr. Duncan responded that this list is not normally attached to the termination notice, but it is available upon request by any tenant.

Chair, Paul Roldan suggested that the HACC present this issue at a separate board meeting so that the denial of the Cook County Tenants Advocate Committee's proposal can be validated by the Board of Commissioners.

## **CONSENT AGENDA**

Approval of the Minutes of the August 18, 2016, Regular meeting of the Housing Authority of Cook County (HACC) Board of Commissioners which was moved by Commissioner, Nilda Soler and seconded by Vice Chair, Wendy Walker Williams. The motion carried with all "ayes".

## **PRESENTATION OF RESOLUTIONS**

### **RESOLUTION NO. 2016 - HACC-20**

#### **AUTHORIZING PUBLICATION OF AMENDMENTS TO THE 2014 EDITION OF THE HACC EMPLOYEE HANDBOOK**

In March of 2014, the Board of Commissioners adopted a resolution to authorize the Housing Authority of the County of Cook (HACC) to publish a 2014 Edition of the HACC Employee Handbook. Pursuant to that resolution, the HACC published the HACC Employee Handbook on April 1, 2014.

The HACC management has determined that some additions to the 2014 Edition of the HACC Employee Handbook are advisable on the subjects of workplace bullying and employee appearances in Court on days when the employee has a scheduled holiday or other approved leave of absence.

The proposed amendment regarding Court appearances makes clear that if an employee's presence is needed for a court case, the employee is required to attend the court hearing, even if it falls on a holiday or approved leave day. This is intended to address the situation where a HACC employee has a scheduled leave day or holiday that also falls on a day when the employee's presence is needed in a Court or administrative proceeding.

The proposed amendment regarding workplace bullying is new, and it makes clear that workplace bullying constitutes a violation of the HACC policy regarding Employee conduct.

Chair Paul Roldan asked if the changes are for handbooks that have been given to staff members already and if the HACC will need to communicate the changes with their staff members. Jon Duncan responded, yes.

Chair, Paul Roldan requested a motion to approve Resolution 2016-20 which was moved by Commissioner Nilda Soler and seconded by Commissioner Polly Kuehl. The motion carried with all "ayes".

## **RESOLUTION NO. 2016-HACC-21**

### **AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION FOR VERA YATES, JOHN MACKLER, DANIEL BERGEN, SUNRISE APARTMENTS, HENRICH HOUSE, FRANKLIN TOWER, NORTH REGION SCATTERD SITES AND RIVERDALE SENIOR APARTMENTS**

RAD is authorized by the Consolidation and Further Continuing Appropriations Act of 2012 (Public Law 112-55 approved November 18, 2011), which provided fiscal year 2012 appropriations for HUD (2012 Appropriations Act), RAD has two separate components. HACC will apply for the first component.

The first component allows projects funded under the public housing and Section 8 Moderate rehabilitation (Mod Rehab) programs to convert their assistance to long-term, project-based Section 8 rental assistance contracts. Under this component of RAD, Public Housing Authorities (PHAs) and Mod Rehab owners may choose between two forms of Section 8 Housing Assistance Payments (HAP) contracts; namely Project-Based Vouchers (PBVs) or Project-Based Rental Assistance (PBRA).

PHAs and Mod Rehab owners will convert their assistance at current subsidy levels. The 2012 appropriations Act authorizes up to 185,000 units to convert assistance under this component, to be selected competitively; PBV and PBRA contract rents will be equal to the project's current funding level of combined Operating Subsidy and Capital Funds, subject to a cap established in the Notice, and will be adjusted annually by an operating cost factor at each anniversary of the HAP contract, subject to the availability of appropriations for each year of the contract term. The initial contract for PBV will be for a period of at least 20 years and for PBRA initial contract period is 20 years and both will be subject to annual appropriations.

Commissioner Polly Kuehl asked if this project includes 100% of the portfolio. Richard Monocchio replied yes, but it excludes HACC's Summit property. Mr. Monocchio further stated that it is because Summit is a new building which was built in 2011.

Chair, Paul Roldan requested a motion to approve Resolution 2016-21 which was moved by Commissioner Polly Kuehl and seconded by Commissioner Nilda Soler. The motion carried with all "ayes".

**RESOLUTION NO. 2016 – HACC-22**

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD AGREEMENTS WITH HOLABIRD & ROOT, LLC., GLOBETROTTER ENGINEERING CORPORATION, LOTHAN VAN HOOK DESTEFANO ARCHITECTURE LLC AND PRIMERA ENGINEERS LTD., FOR ARCHITECTURAL AND ENGINEERING SERVICES**

Authorizing the Executive Director to enter into agreements with Holabird & Root, LLC and Globetrotter Engineering Corporation in an amount not to exceed three million dollars each and with Lothan Van Hook DeStefano Architecture LLC and Primera Engineers in an amount not to exceed one million five hundred thousand dollars.

Architectural and Engineering services are required to allow HACC to provide a clean and safe living environment for its residences. These services are needed for the preparation of the partial specifications and 25% drawings of the final construction design development for the Illinois Housing Development Authority (IHDA) for the Low Income Housing Tax Credit application for HACC's properties.

Commissioner Polly Kuehl asked how many properties this is for. Richard Monocchio replied the approval of this resolution will give the HACC the right to award the above listed companies architectural and engineering task orders for specific properties.

Commissioner Polly Kuehl also asked if each firm will provide a different service. Mr. Monocchio responded yes, stating that each firm will have a specific project.

Chair, Paul Roldan requested a motion to approve Resolution 2016-22 which was moved by Vice Chair, Wendy Walker Williams and seconded by Commissioner Nilda Soler. The motion carried with all "ayes".

**RESOLUTION NO. 2016 – HACC-23**

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXERCISE THE FINAL OPTION PERIOD FOR THE DELIVERY OF NATURAL GAS WITH NICOR ENERCHANGE**

Authorizing the Executive Director to authorize the award of the final option year for supply of bulk natural gas to Nicor Enerchange in the amount "not to exceed" \$500,000.00, with the aggregate "not to exceed" amount of \$2,300,000.00.

The Authority realizes purchasing Bulk natural gas is not only advantageous, but administratively easier as well. Purchasing gas in bulk saves the Authority an average of \$72,000 annually opposed to regular consumer purchasing.

The HACC staff is respectfully requesting the Board to authorize the Executive Director to award of the final option year for supply of bulk natural gas to Nicor Enerchange in the amount “not to exceed” \$500,000.00, with the aggregate “not to exceed” amount of \$2,300,000.00.

Commissioner Polly Kuehl asked does the contract expire in a year. Richard Monocchio replied, yes.

Chair, Paul Roldan requested a motion to approve Resolution 2016-23 which was moved by Vice Chair, Wendy Walker Williams and seconded by Commissioner Polly Kuehl. The motion carried with all “ayes”.

#### **RESOLUTION NO. 2016 – HACC-24**

#### **A RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2016 HACC AGENCY PLAN TO ADD AN ADMISSION PREFERENCE IN THE LOW INCOME PUBLIC HOUSING PROGRAM**

Authorizing the Executive Director to amend the 2016 HACC Agency Plan to add an admission preference in the Low Income Public Housing Program for working families, those unable to work due to age (62 years and older) or disability or applicants who are full time students at a college or vocational school or applicants who are enrolled in an apprenticeship, job readiness training or work placement program.

The HACC uses a system of cumulative admission preferences for the Low Income Public Housing (“LIPH”) Program. The 2016 HACC Agency Plan that was previously submitted to the United States Department of Housing and Urban Development (currently awaiting HUD approval) provided for certain admission preferences for the LIPH Program. These admission preferences determine how eligible applicant families are selected from the site-based waiting lists.

Currently, admission preferences are available in the LIPH Program for victims of domestic violence, victims of reprisals or hate crimes, veterans and their widows or widowers, persons 62 years of age or older, persons with disabilities, applicants who are homeless and families with children.

The HACC staff believes that an additional admission preference is desirable for working families, those unable to work due to age (62 years and older) or disability or applicants who are full time students at a college or vocational school or applicants who are enrolled in an

apprenticeship, job readiness training or work placement program. The addition of an additional admission preference requires an amendment to the 2016 HACC Agency Plan.

Admission preferences would continue to be cumulative after the proposed amendment to the 2016 HACC Agency Plan.

On April 29, 2016, the HACC proposed for public comment an amendment to the 2016 HACC Agency Plan to provide the additional housing preference as set forth above, and a public hearing was held on June 16, 2016 regarding the proposed amendment. No public comments were received.

Sheryl Seiling, Director of Rental Assistance, stated that the Administrative Plan for the Housing Choice Voucher program currently gives preference for working families, age and disabilities.

Vice Chair, Wendy Walker Williams asked do most housing authorities have this preference. Rich Monocchio replied, yes.

Chair, Paul Roldan requested a motion to approve Resolution 2016-24 which was moved by Commissioner Nilda Soler and seconded by Commissioner Vice Chair, Wendy Walker Williams. The motion carried with all "ayes".

### **EXECUTIVE DIRECTOR'S REPORT**

Richard Monocchio mentioned that the HACC were awarded the tax credit and that Skokie and Arlington Heights are about 75% completed. On the Human Services side, Mr. Monocchio stated that under the One Million Degrees scholarship, the HACC has 18 kids who are enrolled in school. Furthermore, Mr. Monocchio stated that two groups of HACC residents are a part of a 16 week training program that will lead to job placement.

### **FINANCIAL REPORT**

Financial presentation given by Karl Becker, Chief Financial Officer.

### **OTHER BUSINESS**

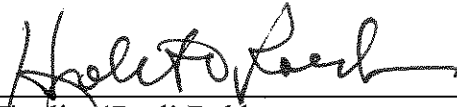
Jon Duncan stated that there will be a public hearing for the Annual Plan at the December 15<sup>th</sup> meeting.

**ADJOURNMENT**

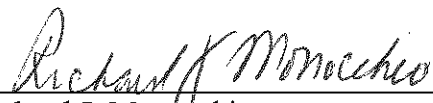
Chair, Paul Roldan requested a motion to adjourn the special meeting of the Board which was moved by Commissioner Polly Kuehl and seconded by Commissioner Nilda Soler. The motion carried with all "ayes".

Accordingly, the Regular board meeting of the Housing Authority of the Cook County Board of Commissioners adjourned at 3:50 p.m.

Respectfully submitted by:

  
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Hipolito 'Paul' Roldan  
Chair

\_\_\_\_\_  
December 15, 2016  
DATE

  
\_\_\_\_\_  
Richard J. Monocchio  
Executive Director

\_\_\_\_\_  
December 15, 2016  
DATE