

**BOONE COUNTY HOUSING AUTHORITY  
SEPTEMBER 25, 2020, SPECIAL MEETING  
MINUTES**

**Call to Order, Roll Call**

Chairman Allen Sisson called the meeting to order at 9:03 a.m. (In light of the COVID-19 pandemic and consistent with Gov. Pritzker's Executive Orders, the meeting was held telephonically).

Following the call to order, roll call was taken.

The following Board members were present:

Present:	Chairman Allen Sisson Vice Chairman Robert Johns Commissioner Elsie Brown Commissioner Ron Wait
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Absent:	Commissioner Julaine Drake Commissioner Ray Morse
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Also participating telephonically: Staff members Deb Alfredson, Kristin Andrews, and Christina Coon.

Executive Director Alan Zais and Finance Director Vickie Huwe participated telephonically and in person at the Boone County Housing Authority office at 2036 North State Street, Belvidere, Illinois, to allow for public attendance.

**Introduction of Guests**

None.

**Changes to the Agenda**

Alan Zais explained the proposed change to the agenda and indicated that it is being proposed that Item X(A) on the Agenda -- that addresses the "Temporary suspension of by-law provisions pursuant to Executive Order 2020-07 signed by Gov. Pritzker on March 16, 2020" -- be moved with the Board's consent so that it may be reviewed first and before other actions are taken. A motion was made by Robert Johns to approve the change to the agenda. The motion was seconded by Elsie Brown and approved by all commissioners present.

Alan noted that pursuant to the Executive Order, various provisions of the Open Meetings Act, including those that require that members of the public body be physically present at such meetings and those limiting remote participation by members of the public body, had been suspended. In keeping with the Executive Order, Alan noted that the provisions of the Boone County Housing Authority's (BCHA) by-laws which require, among other things, the physical presence of Board members for a quorum, that the meeting be held at the regular meeting place of the BCHA at 2036 North State Street, etc. be suspended in keeping with the provisions of the Executive Order. A motion

to suspend those by-law provisions was made by Elsie Brown and that motion was seconded by Ron Wait. That motion was approved by all the Commissioners present.

### **Public Comment**

None.

### **Executive Director Report**

Alan Zais reported that he provided a report for the board. However, he noted that he had overlooked attaching the written report to the board packet. Alan said he would provide a verbal report and forward the written report after the board meeting.

### **Resolution No. 20 R 16, “Resolution Approving the Minutes of the August 21, 2020 Regular Meeting of the Board of Commissioners”**

Alan said that Vickie Huwe had discovered that the minutes attached to the resolution to approve the August 21, 2020 minutes were labeled as the July 17, 2020 board minutes. Alan asked if the resolution to approve the August 21, 2020 minutes could be held over to the September 16, 2020 regular board meeting so that board could have opportunity to review them. Robert Johns moved to hold Resolution No. 20 R 16 Approving the Minutes of the August 21, 2020 Regular Meeting of the Board of Commissioners to the September 16, 2020 regular board meeting. The motion was seconded by Ron Wait and approved by all commissioners present.

### **Resolution No. 20 R 17, “Resolution Approving the Award of Project Based Vouchers”**

Alan said a a selection committee consisting of Vickie, Elsie, Deb, Kristin and Christina, which scored the two applications received for the Marjorie Gang Homes and Pearl Place. The committee separately scored the applications to create a mean score, and then met by teleconference to review the overall score. Pearl Place had a mean score of 86 and Marge Gang Homes a mean score of 70, the committee determined that both applicants should receive a Project Based Voucher (PBV) award. BCHA had made 15 PBV available. Pearl Place had requested 14 PBV: 10 1-bedroom and 4 2-bedroom PBV for a 56 unit program. The Marge Gang Homes had requested 15 PBV: 2 1-bedroom and 13 2-bedroom PBV for a 26 unit program. It was not possible to satisfy the complete PBV request of both applicants. As both applicants were to receive an award, it would be correct to apply the same methodology of the same percentage of available PBV to each program with 20% as a common number that would allow both programs to meet points for the Qualified Allocation Plan of the Low Income Housing Tax Credit application and award, of which both PBV awards would be contingent. Alan said he consulted with the housing authority’s mixed-finance legal team to assure this as the best approach and they confirmed. The following methodology was used as Pearl Place at 56 units  $\times$  20% = 11 PBV and Marge Gang Homes at 26 units  $\times$  20% = 5 PBV. Alan said this was 16 PBV. As the majority of Pearl Place are 1-bedroom and all of the Marge Gang Homes are multiple bedroom, which affects the Per Unit Cost (PUC) the one voucher difference was made to Pearl Place for the following recommendation to create an even award: Pearl Place, 11 PBV consisting all of 1-bedroom or essentially an application of 11 assisted bedrooms. Marge Gang Homes, four PBV of 1-2 bedroom and 3 3-bedroom vouchers, essentially an application of 11

assisted bedrooms. Alan said he had included the applications in the board packet for the board review and he thanked Kristin, Christin, Elsie, Vickie and Deb for serving on the selection committee.

Alan said this was the award, but that there would still be a number of steps, which would not take place until it was learned that the projects had received their funding awards. There would need to be a Subsidy Layering Review to be submitted to HUD for approval, and the Housing Assistance Payments contracts for board approval at future dates. Allen asked if there would be any liability incurred by BCHA, and Alan said there would not be any liability. Alan said that the BCHA involvement in the project was only providing the vouchers, as it would with any owner in the tenant-based voucher program. Allen asked if the PBV would help with program utilization, and Alan said it would as it would fix in place almost 10% of the program. Alan explained that the program utilization had always been difficult because it was a challenge for families to find affordable rental units, and that to aid this the board had approved the 110% Payment Standard based on the 50<sup>th</sup> % Fair Market Rent, which was also approved by HUD as necessary to raise program utilization success. Alan said the down side was that to do this and fix program utilization success and therefore secure the funding from HUD reconciliation, it unfortunately also reduced the number of vouchers available. As the administrative fee funding is based on the vouchers leased at the beginning of each month, this in turn reduced administrative funding for BCHA. Alan said another concern was to also balance keeping tenant based vouchers available for the community along with the project based vouchers that would fix assistance within the community, and with an average program serving 150 families, he had kept the PBV opportunity to only 15 PBV, or approximately 10% of the program.

Ron Wait noted that Marjorie Gang had family members in the community and that Marjorie's daughter, Jeannie Gang, was well-known globally for her architectural work. Alan said that he intended to contact the family for their approval in using Marjorie Gang's name for the Marjorie Gang Homes program. Ron asked about the previous board discussions of BCHA involvement with the program. Alan said that BCHA historically had affiliates, or separate boards, for the non-profit organizations for past mixed finance programs and which had fallen into disuse. No longer serving any use, Alan reminded the board that they had been dissolved in 2006. Alan said that he wanted BCHA to have input and some control of mixed finance programs in Boone County, and that he planned to increase the Winnebago Homes Association (WHA) board by another board member that would be a current BCHA board member, to be appointed by the BCHA board. Alan said this was similar to the 2004 Champion Park TC-I board he had created for the Rockford HOPE VI program, which was a sole purpose entity under the WHA board that was composed of the self-appointed WHA board members and one Rockford Housing Development Corporation (RHDC) board member, appointed by the RHDC, which was an instrumentality of the Rockford Housing Authority, as the RHDC was the owner of the Concord Commons Apartments which was planned as a redevelopment phase of the HOPE VI, and hence to involve RHDC in the project.

Robert Johns moved to approve the resolution. The motion was seconded by Elsie Brown and approved by all commissioners present.

### **Financial Report**

Vickie Huwe said that the August 2020 financials were in the board packet. She said that BCHA had received another \$8,635.51 in August for CARES funding and that its uses allowed it to be sued for the WCHA administration during the eligible dates of the funding. She said that she had applied it to two months of WCHA administrative fee which helped alleviate the BCHA account payable. Allen asked how much remained owed to WCHA, and Vickie said the balance was about \$61,000. Vickie said that WCHA was continuing to hold the monthly amount below cost for about a \$3,300 administrative fee. Ron Wait moved to accept the financial report. The motion was seconded by Elsie Brown and approved by all commissioners present.

### **Old Business**

None

### **New Business**

Alan read Jerrica Cole's resignation email to the board, which read "Good afternoon Alan. I'm excited to say I picked up a 3rd job at an antique shop in Rockton but sad to say I won't be able to stay on the board as I'm now working every Friday morning. I'm also finding treasures at estate sales to sell at the shop.. it's something I've always loved to do and now I can get paid to do it. I'm going to miss you guys and if there's ever anything I could help with don't hesitate to call me. Thank you for letting me be a part of this and making me feel so welcome."

Alan said he had forwarded the email to the Boone County Board Chairman and requested his help in advertising the vacancy. Alan and the board expressed appreciation for Jerrica's service and regret of her resignation. Robert Johns moved to accept the resignation. The motion was seconded by Elsie Brown and approved by all commissioners present.

Alan said he now realized he had overlooked recording the meeting.

Allen said he wanted the commissioner to clearly understand that the resolution and the supporting information had been read to them, and wanted to be sure they understood what was presented. All commissioners present confirmed their understanding.

### **Commissioner Comments**

None.

### **Executive Session**

None.

### **Action Take from Executive Session**

None.

**Adjournment**

Ron Wait moved to hold the next meeting at 9:00 a.m. on October 16, 2020 at the Boone County Housing Authority office, 2036 North State Street, Belvidere, Illinois, 61008, and adjourn the meeting at 9:52 a.m. The motion was seconded by Robert Johns and approved by all commissioners present.

Respectfully submitted,

\_\_\_\_\_  
Recording Secretary

Commissioner \_\_\_\_\_ moved to approve these minutes, seconded by Commissioner \_\_\_\_\_

The foregoing minutes were approved by the Boone County Housing Authority on this 16th day of October, 2020.

Chairman Allen Sisson \_\_\_\_\_

Vice Chairman Robert Johns \_\_\_\_\_

Commissioner Ron Wait \_\_\_\_\_

Commissioner Ray Morse \_\_\_\_\_

Commissioner Julaine Drake \_\_\_\_\_

Commissioner Elsie Brown \_\_\_\_\_