

**WINNEBAGO COUNTY HOUSING AUTHORITY
REGULAR BOARD MEETING
AUGUST 17, 2023 – 5:00 P.M.
3617 DELAWARE STREET, ROCKFORD, IL
AGENDA**

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Public Hearings on Revisions to the FY2023 Housing Choice Voucher Administrative Plan and on revisions to the FY2023 Annual Admissions and Continued Occupancy Policy
- V. Changes to Agenda
- VI. Public Comments
- VII. Executive Director's Report
- VIII. Consent Agenda
 - A. Resolution No. 23 R 25 *"Resolution Approving the Minutes of the July 20, 2023 Regular Meeting of the Board of Commissioners"*
 - B. Resolution No. 23 R 26 *"Resolution Approving Revisions to the FY2023 Housing Choice Voucher Administrative Plan"*
 - C. Resolution No. 23 R 27 *"Resolution Approving Revisions to the FY2023 Admissions and Continued Occupancy Policy"*
- IX. Financial Report
- X. Old Business
- XI. New Business
- XII. Commissioners' Comments
- XIII. Executive Session (if necessary)
- XIV. Action Taken from Executive Session
- XV. Adjournment

**RESOLUTION NO. 23 R 25
WINNEBAGO COUNTY HOUSING AUTHORITY**

**RESOLUTION APPROVING THE MINUTES OF THE JULY 20, 2023
REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

WHEREAS, the Winnebago County Housing Authority held its Regular Meeting of the Board of Commissioners on July 20, 2023; and

WHEREAS, the recording secretary has caused to be prepared and submitted the minutes of that meeting for consideration by the Board; and

WHEREAS, the Board has reviewed the proposed minutes and determined that the minutes are accurate and appropriate.

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Winnebago County Housing Authority approves the minutes of the July 20, 2023 Regular Meeting of the Board of Commissioners.

Commissioner _____ moved to adopt this resolution, seconded by Commissioner _____.

The foregoing resolution was adopted by the Winnebago County Housing Authority on this 17th day of August, 2023.

Chairman Dina M. Getty	_____
Vice Chairman Alanna D. Conard	_____
Commissioner Ronald E. Ballard	_____
Commissioner Elsie Brown	_____
Commissioner Danielle J.A. Potter	_____

RECORDED in the Authority's Records on August 17, 2023.

ATTEST:

By: _____
Its: Secretary

**WINNEBAGO COUNTY HOUSING AUTHORITY
MINUTES OF THE JULY 20, 2023
MEETING OF THE BOARD OF COMMISSIONERS**

Call to Order, Roll Call, Pledge of Allegiance

Chairman Getty called the meeting to order at 5:32 p.m. Following the call to order, roll call was taken.

The following Commissioners were present:

Present: Chairman Dina M. Getty
Vice Chairman Alanna D. Conard
Commissioner Elsie Brown
Commissioner Danielle J.A. Potter

Absent: Commissioner Ronald E. Ballard

Also present were the following: Executive Director Alan Zais; Deputy Director Deb Alfredson; Finance Director Vickie Huwe; and James R. Pirages of AGHL Law.

Chairman Getty led the Board of Commissioners in reciting the Pledge of Allegiance.

Introduction of Guests

None.

Changes to Agenda

Attorney Pirages noted that Resolution No. 23 R 24 that is on the Agenda for consideration may need to be withdrawn or, at minimum, amended to remove the reference to Article IV, Section 4 of the By-Laws. He noted that the quorum for the Winnebago County Housing Authority (WCHA) Board is established by statute (the Illinois Housing Authorities Act) and, therefore, that provision needs to remain "as is".

Public Comments

None.

Executive Director's Report

Executive Director Alan Zais noted that he has spoken with Attorney Jim Allen of AGHL Law about the monies owed by Freeport RAD. Attorney Allen said that a lien is being prepared that will be filed soon. Alan also advised that a lawsuit against Freeport RAD will then be filed for monies due under the Management Agreement. He asked Attorney Pirages for additional comments; Attorney Pirages noted that the delay has been attributable to the title company and the need for it to complete the title searches on the several involved parcels so that the liens can be filed.

Alan also noted his belief that there will be potential future problems with the Rockford Housing Authority (RHA) given the different payment standards that RHA has as compared to WCHA. The WCHA's higher standard is becoming known to landlords and he believes that recipients may want to port their vouchers to WCHA in light of this fact.

Alan reported that Deputy Director Deb Alfredson and Director of Voucher Programs Kristin Andrews recently visited the Jo Daviess County Housing Authority. He noted that the circumstances there are poor and that WCHA is assisting in the recovery of that agency's operations. He said that so far WCHA has assisted the Jo Daviess County Housing Authority with establishing a new payment standard as well as with redoing policies. Jo Daviess has a Section 8 Program which involves approximately 20 vouchers as well as a public housing site in Galena. Alan commented that it is possible that HUD may eventually ask the WCHA to intervene in Jo Daviess County much like it has previously done in Boone County given the multiple issues that currently exist at the Jo Daviess County Housing Authority. For example, Alan also noted that the Jo Daviess County Housing Authority has not had an audit completed for approximately two (2) years.

Consent Agenda

Chairman Getty noted that there were two (2) items on the Consent Agenda. Commissioner Brown made a motion to approve the items on the Consent Agenda with a proposed amendment that Item B read "Resolution Approving Amendment to Article IV, Section 1 of the By-Laws of the Winnebago County Housing Authority" (with any reference to amending Article IV, Section 4 of the By-Laws being deleted). That motion was seconded by Commissioner Potter. The items on the Consent Agenda were as follows:

- a. Resolution No. 23 R 23 "*Resolution Approving the Minutes of the June 15, 2023 Regular Meeting of the Board of Commissioners*"
- b. Resolution No. 23 R 24 "*Resolution Approving Amendment to Article IV, Section 1 of the By-Laws of the Winnebago County Housing Authority*"

The motion to approve the items on the Consent Agenda as noted above was approved by unanimous roll call vote of the four (4) Commissioners present with none against and one (1) Commissioner absent.

Financial Report

Finance Director Vickie Huwe noted that the financial report was included in the Board packet. There were no comments or questions from the Commissioners regarding that information.

Old Business

Chairman Getty reminded the Board of past discussions about the change of the starting time for the WCHA regular Board meetings. The meetings will start at 5:00 p.m. in the future.

New Business

None

Commissioner Comments

None.

Executive Session

None.

Action Taken from Executive Session

None.

Adjournment

A motion to adjourn the meeting was made by Commissioner Potter and that motion was seconded by Commissioner Brown. That motion was passed by unanimous voice vote of the four (4) Commissioners present with none against and one (1) Commissioners absent. The meeting adjourned at 5:47 p.m.

Respectfully submitted,

Danielle J.A. Potter, Recording Secretary

**RESOLUTION NO. 23 R 26
WINNEBAGO COUNTY HOUSING AUTHORITY**

**RESOLUTION APPROVING REVISIONS TO THE FY2023
HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**

WHEREAS, the Board of Commissioners of the Winnebago County Housing Authority has previously approved the Housing Choice Voucher Administrative Plan for FY2023 (Administrative Plan) in keeping with HUD requirements; and

WHEREAS, staff has recommended that the language of the Administrative Plan be revised; and

WHEREAS, a public hearing on that revision was conducted by the Board of Commissioners on August 17, 2023; and

WHEREAS, the Board of Commissioners supports that revision in keeping the recommendations of staff and applicable Federal regulations.

NOW, THEREFORE, be it resolved that staff is authorized to revise the FY2023 Administrative Plan in keeping with the recommendations made by staff and reviewed by the Board of Commissioners at its August 17, 2023 Regular Meeting.

Commissioner _____ moved to adopt this resolution, seconded by Commissioner _____.

The foregoing resolution was adopted by the Winnebago County Housing Authority on this 17th day of August, 2023.

Chairman Dina M. Getty _____

Vice Chairman Alanna D. Conard _____

Commissioner Ronald E. Ballard _____

Commissioner Elsie Brown _____

Commissioner Danielle J.A. Potter _____

RECORDED in the Authority's Records on August 17, 2023.

ATTEST:

By: _____

Its: Secretary

Change from Admin Plan

Changes to correct income reporting to All income instead of just earned.

Correction page 11-9

Families are required to report all increases in earned income, including new employment, within 10 business days of the date the change takes effect.

Families are not required to report any other changes in income or expenses.

Change to:

Families are required to report all increases in earned or unearned income, including new employment, within 10 business days of the date the change takes effect.

Remove Subsidy percentage, Changes are based on HUD approval and guidelines.

Remove from page 16 – 3

between 90 and 110 percent of the published FMR for each unit size.

Remove from page 16-5

In addition, HUD allows PHAs to establish a HUD-Veterans Affairs Supportive Housing (HUD-VASH) exception payment standard. PHAs may go up to but no higher than 120 percent of the FMR or SAFMR specifically for VASH families. PHAs who want to establish a VASH exception payment standard over 120 percent must still request a waiver from HUD (See Section 19-III.E.).

When needed as a reasonable accommodation, the PHA may make an exception to the payment standard without HUD approval if the exception amount does not exceed 120 percent of the applicable FMR for the unit size [24 CFR 982.503(b)]. The PHA may request HUD approval for an exception to the payment standard for a particular family if the required amount exceeds 120 percent of the FMR.

Change from page 16-6

90-110 to higher

Remove from 16-31

of 90 to 110 percent of the published FMR.

**RESOLUTION NO. 23 R 27
WINNEBAGO COUNTY HOUSING AUTHORITY**

**RESOLUTION APPROVING REVISIONS TO FY2023 ADMISSIONS AND
CONTINUED OCCUPANCY POLICY**

WHEREAS, the Board of Commissioners of the Winnebago County Housing Authority has previously approved the Admissions and Continued Occupancy Policy for FY2023 (ACOP) in keeping with HUD requirements; and

WHEREAS, staff has recommended that the language of the ACOP be revised; and

WHEREAS, a public hearing on that revision was conducted by the Board of Commissioners on August 17, 2023; and

WHEREAS, the Board of Commissioners supports that revision in keeping the recommendations of staff and applicable Federal regulations.

NOW, THEREFORE, be it resolved that staff is authorized to revise the FY2023 ACOP in keeping with the recommendations made by staff and reviewed by the Board of Commissioners at its August 17, 2023 Regular Meeting.

Commissioner _____ moved to adopt this resolution, seconded by Commissioner _____.

The foregoing resolution was adopted by the Winnebago County Housing Authority on this 17th day of August, 2023.

Chairman Dina M. Getty _____

Vice Chairman Alanna D. Conard _____

Commissioner Ronald E. Ballard _____

Commissioner Elsie Brown _____

Commissioner Danielle J.A. Potter _____

RECORDED in the Authority's Records on August 17, 2023.

ATTEST:

By: _____
Its: Secretary

Change from ACOP

Changes to correct income reporting to All income instead of just earned.

Remove from page 9-10

When a family reports a change, the PHA may take different actions depending on whether the family reported the change voluntarily, or because it was required to do so.

Remove from page 9-11

The PHA will only conduct interim reexaminations for families that qualify for the earned income disallowance (EID), and only when the EID family's rent changes as a result of the increase. In all other cases, the PHA will note the information in the tenant file but will not conduct an interim reexamination.

Families are not required to report any other changes in income or expenses.

Optional Reporting

The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 960.257(b)]. The PHA must process the request if the family reports a change that will result in a reduced family income [PH Occ GB, p. 159].

If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.

PHA Policy

If a family reports a change that it was not required to report and that would result in an increase in the tenant rent, the PHA will note the information in the tenant file, but will not conduct an interim reexamination.

If a family reports a change that it was not required to report and that would result in a decrease in the tenant rent, the PHA will conduct an interim reexamination. See Section 9-III.D. for effective dates.

Families may report changes in income or expenses at any time.

Families are required to report all increases in earned income, including new employment, within 10 business days of the date the change takes effect.

Families are not required to report any other changes in income or expenses.

Change to:

Families are required to report all increases in earned or unearned income, including new employment, within 10 business days of the date the change takes effect.