



## BOARD OF DIRECTORS MEETING

### REGULAR MEETING

1449 Jericho Circle; Aurora, IL 60506 – AHA Board Room  
February 28, 2018 at 4:30 p.m.

**Present:** Joe Grisson, Chairman  
Meloyne Wimbley, Vice Chairman  
Shireen Long, Commissioner  
John Aguilar, Commissioner  
Frank Johnson, Commissioner

**Also Present:** Maria Godinez, Interim Executive Director  
Carlos Guillen, Director of Special Projects  
Meghan Turley, Occupancy Specialist

The Meeting was called to order at 4:31 p.m.

#### AGENDA ITEMS COVERED

- Roll call
- Approval of the Minutes
- Public Comments
- Review of Financial Reports
- Review of Departmental Reports
- Old Business
- New Business
- Executive Session
- Adjournment

#### APPROVAL OF THE MINUTES

A motion was made by Meloyne Wimbley and seconded by Frank Johnson to approve the minutes of the Special Meeting of January 3, 2018. Four ayes, zero nays.

A motion was made by Frank Johnson and seconded by John Aguilar to approve the minutes of the Working Session of January 20, 2018. Four ayes, zero nays.

A motion was made by John Aguilar and seconded by Frank Johnson to approve the minutes of the Special Meeting of January 22, 2018. Four ayes, zero nays.

A motion was made by Meloyne Wimbley and seconded by Frank Johnson to approve the minutes of the Regular Meeting of January 24, 2018. Four ayes, zero nays.



## PUBLIC COMMENTS

There were no public comments. 🌱

## ALEX VOIGT

Alex Voigt from The City of Aurora attended the meeting. She works with Mayor Irvin with Board appointments. She would like to attend future meetings in order to gain a better understanding on how to help this Board in the future. 🌱

## REVIEW OF FINANCIAL REPORTS

Maria Godinez stated The AHA ended the month with a positive \$131,625. She noted that the agency is still cutting back on costs.

### Board Member Question:

*Commissioner Frank Johnson asked who checks and balances the company American Express card. Maria Godinez answered that she holds the only card, and approvals are made by Finance Department every month. Maria Godinez offered to produce an itemized list of American Express charges each month.*

At the mention of travel costs on the American Express, the subject of upcoming training in Las Vegas came up. Maria Godinez stated that Chairman Joe Grisson and Vice Chairman Meloyne Wimbley would be attending the commissioner training being offered this year. The opportunity was presented in an email earlier in the year and they were the only two who responded. 🌱

## DEPARTMENTAL REPORTS

### Executive

Maria Godinez reminded the Board that she and two other Board Members had met with HUD on January 23, 2018 before submitting the final Recovery Plan on January 31, 2018. As of this meeting she had not received a response back regarding the plan. Included in the plan is the termination of the agency's contract with NLDC, which ends the date of this meeting. Five leased vehicles were returned to Enterprise and The AHA will be returning two more in the coming weeks. Lastly, The AHA is still working on restructuring employee positions and the scattered site at 202 N. Kendall St has officially been sold.

Maria Godinez then moved on to newer developments. The agency has partnered with Tech Services Consulting Group, specifically for their program with the Illinois Tollway Workforce Development Program. They help train & otherwise prepare those looking for jobs for a job with the Illinois Tollway. This partnership is dependent on a grant coming through. At a question from Commissioner John Aguilar regarding pay rate, Maria Godinez stated they would most likely use the standard starting wage that IDOT uses.

The AHA received another Troubled Performer Notification due to late submission of audited and unaudited financials from Fiscal Year End March 31, 2017. Maria Godinez stated the reason that the unaudited financials were late was because of technical difficulties, of which she has proof and will be submitting that documentation to HUD to gain those penalty points back. The



audited financials were another story. There were several documents and materials that were not available to the agency after the separation of the previous Executive Director. The AHA is continuing to work with attorneys, auditors, and HUD to sort out these issues.

The agency's fiscal year ends March 31, 2018. Write-offs for the fiscal year will be presented to the Board at that time, or on April 1, 2018. Commissioner Long wanted to know what the write-offs were, and Maria Godinez answered that it was from previous residents who still owed the agency money. This debt follows them across the country through HUD's EIV system, and they are also sent to a collections agency. Many charges are from unpaid rent, move-out charges, eviction fees, and miscellaneous maintenance needed for their vacated unit. The previous year's amount had been \$177,271.53. The Board briefly discussed putting in proactive measures to lower that amount for the future, and Chairman Grisson offered to ask about it at upcoming training.

### **Public Housing**

Maria Godinez reported the numbers on each of the housing authority's waiting lists, as well as unreported income of \$5,749 for the month. Caseworkers completed 45 annuals and 36 interims. There are 29 ROSS clients currently active.

Maria Godinez pointed out that the agency had been working on shortening their vacancy turnaround time, as per part of the Recovery Plan submitted to HUD. As opposed to the previous 40+ days it took to turnaround a unit, that number has now come down to 30 and continues to shrink.

### **Section 8**

Keshawn Cue was absent from this meeting. Her report showed HCV staff completed 46 annual re-examinations, 49 interims, 5 change of units (moves), 0 new admissions, and 3 portability move-in transactions. As of January 31, one family was enrolled in the Family Self Sufficiency (FSS) program and had an escrow balance. The PIH Information Center (PIC) reporting rate for the one-month period ending January 31, 2018 was 96.05%. 🌱

### **OLD BUSINESS**

There was no old business to discuss. 🌱

### **NEW BUSINESS**

#### **Resolution 18-01: Approval of Small Area Fair Market Rents**

This resolution exists to allow The AHA to implement the FY2018 Advisory Small Area Fair Market Rents with payment standards equal to the FY2018 published by HUD.

A motion was made by Meloyne Wimbley and seconded by Frank Johnson to pass Resolution 18-01. Five ayes, zero nays.

#### **Resolution 18-02: Approval of Procurement Policy Proposed Change**



This resolution exists to amend the existing procurement policy to state that the Simplified Acquisition Threshold by moved to thirty thousand dollars (\$30,000) and any higher would require Board approval.

A motion was made by Meloyne Wimbley and seconded by Frank Johnson to pass Resolution 18-02. Five ayes, zero nays. 🌟

### **EXECUTIVE DIRECTOR SEARCH**

Chairman Grisson left the room so the Board may discuss the ongoing search for a new Executive Director, per request of Commissioner Shireen Long. There was a short discussion regarding the handling of employee applicants for the Executive Director position. 🌟

### **EXECUTIVE SESSION**

The Board did not enter Executive Session. 🌟

### **ADJOURNMENT**

A motion was made by Meloyne Wimbley and seconded by Frank Johnson to adjourn the Regular Meeting. Five ayes, zero nays.

Regular Meeting adjourned at 5:21 PM. 🌟