



BOARD OF DIRECTORS MEETING

WORKING SESSION

1449 Jericho Circle; Aurora, IL 60506 – AHA Board Room
January 20, 2018 at 10:30 a.m.

Present: Joe Grisson, Chairman
Meloyne Wimbley, Vice Chairman
John Aguilar, Commissioner
Jackie Gibson, Commissioner
Laquita Haynes, Commissioner
Frank Johnson, Commissioner
Shireen Long, Commissioner

Also Present: Maria Godinez, Interim Executive Director
Stan Quy, Presenter
Carol Bower, Presenter

The Meeting was called to order at 10:36 a.m.

AGENDA ITEMS COVERED

- Roll call
- Public Comments
- Stan Quy
- Executive Session
- Adjournment

PUBLIC COMMENTS

Michael Simelton presented from Housing Authority of Joliet. He began with a brief overview of his career in subsidized housing, spanning three decades. He included that he worked with The Aurora Housing Authority in the past. He then introduced his team, also present: Keith Swiney, Eric Hanson, John Chow. He stated that he and his PHA had gone through what The AHA is now facing, albeit in a different way – though he emphasized that he is here to help. He then went into marketing to higher-income residents and diversifying income at his PHA as well as creating & developing opportunities for its residents.

John Chow, Housing Authority of Joliet's Chief Development & Operations Office, gave a short introduction of himself and his role in improving his PHA. Eric Hanson went next. He is the attorney for the Housing Authority of Joliet. Last was Keith Swiney, the President & CEO of Motivation, Inc.



Michael Simelton then took the floor again to go further into how he has helped his PHA and how his experience and skillset can benefit The AHA. There were questions asked on both sides about each PHA regarding resident relations progress, the current direction of both PHAs with respect to both internal organizational goals and the existing political landscape. The conversation then tuned to the benefits of regionalization vs consolidation, including saving money and economical advantages. HUD had not recommended AHA one way or the other. The discussion ended with the possibility of assisting residents through Section 3, which is a strength of Housing Authority of Joliet. 🌱

STAN QUY

Recovery Plan & Current Savings

Stan Quay ran a discussion about AHA's Recovery Plan and the Executive Director search. The first action item he went into was agency financials. The AHA had been researching for ways to save money and generate revenue. Stan Quay stated that through this research, they found over \$60,000 in savings each month, through actions the agency has already taken on them alone. In the coming month, the agency plans to add another \$11,000 per month to those savings. Finally, through both those two numbers and upcoming planned new revenues, The AHA will save an additional \$138,000 per month – mostly from savings over new revenues. He did clarify that that number is after preliminary savings and adding new revenues – as the agency progresses there will be expenditures in the way of approving the agency and furthering the goals of the Recovery Plan, so that number will not remain the same as time goes on. Stan Quay reported that savings came from health insurance renegotiations, staff reduction, reduced salary from permanent Executive Director to Interim Executive Director, monitored credit card use, as well as an internal previous action of eliminating personal use of agency vehicles.

Next Thirty Days

Next, Stan Quay went into what should be happening in the first thirty days of signing the contract with HUD, with both parties agreeing to AHA's Recovery Plan. First would be the termination of the current HR contract, saving the agency upwards of \$80,000 per year. He did sidebar that the agency would want to look at options for the future for an HR role. The AHA would also re-bid the legal contract, due to violation of HUD policies and an overpriced contract. The agency vehicle fleet would also be greatly reduced due to lack of need.

The next item of discussion was the maintenance staff. The agency would like to reduce their time spent on unskilled work, like painting and cleaning units, and groundwork. Members of the maintenance staff are skilled workers and their salary reflects that, so the goal is to have them spend more time on such skilled work such as carpentry, plumbing, and electrical work. He also recommended looking for Section 3 opportunities. Next, there are staff committees currently improving on unit turnaround times and coordinating committee on occupancy.

Next Thirty to Ninety Days

Big ticket items to be completed in thirty to ninety days start with the termination of the nonprofit contract, as well as increasing the Occupancy Rate from 93% to 96%. Eventually, the end goal for the Occupancy Rate will be 98%. Stan Quay also listed reducing turnaround times,



decreasing debt collection rates from 5% to 1.5% resulting in revenues of approximately \$3,000 per month. He also mentioned Section 3, improving IT systems and contracts, researching energy grant options, and creating laundry revenue at all of the sites where right now, it occurs at only one. He ended with possibly further reducing staff and/or restructuring positions. There was a brief conversation of revisiting all of the agency's contracts, with the distinct possibility of terminating and rebidding every single one. Stan Quy ended with the announcement that there would be an employee performance evaluation developed and utilized at completion and approval.

Long-Term Plans

The last leg of the conversation was long-term business plans for the future. Stan Quy listed a plan for sustainability, which is a business plan to stay open in the event the agency is no longer funded by HUD. He followed with potentially restructuring hierarchy in the event new jobs are created in the agency, customer satisfaction survey, finalize job descriptions and distribute performance evaluations, and allowing asset managers to be business practitioners and put together a business plan for their property. Stan Quy brought up the agency's seven acres outside the main office as a possible source of revenue. The Board, Stan Quy, and Maria Godinez also carried a brief discussion regarding future training for staff, which had been an issue in the past.

Executive Director Recruitment

Stan Quy received feedback on the survey asking what the Board Members were looking for in a new Executive Director. He then presented the results to the Board. 🌱

EXECUTIVE SESSION

The Board did not enter Executive Session. 🌱

ADJOURNMENT

A motion was made by Meloyne Wimbley and seconded by John Aguilar to adjourn the Regular Meeting. Seven ayes, zero nays.

Regular Meeting adjourned at 12:50 PM. 🌱