



BOARD OF DIRECTORS MEETING

WORKING SESSION

1449 Jericho Circle; Aurora, IL 60506 – AHA Board Room
March 26, 2018 at 4:30 p.m.

Present: Joe Grisson III, Chairman
Meloyne Wimbley, Vice Chairman
John Aguilar, Commissioner
Jackiey Gibson, Commissioner
Frank Johnson, Commissioner

Also Present: Maria Godinez, Interim Executive Director
Meghan Turley, Occupancy Specialist

The Meeting was called to order at 4:38 p.m.

AGENDA ITEMS COVERED

- Roll call
- Public Comments
- Old Business
- New Business
- Executive Session
- Adjournment

PUBLIC COMMENTS

There were no public comments. 🌱

OLD BUSINESS

There was no old business to discuss. 🌱

NEW BUSINESS

Interview Process

The Board began the meeting speaking about the Executive Director interview process since Chairman Joe Grisson would be arriving later, and could not be a part of this conversation. Vice Chairman Meloyne Wimbley briefed Commissioner Jackiey Gibson on the Board's progress so far. She then asked for the rest of the Board's opinion on how many candidates to bring in. Commissioners Frank Johnson and John Aguilar both thought the top two candidates should be brought in, and Meloyne Wimbley agreed. There was a brief discussion on the four remaining candidates from the Skype/Phone interviews.



The Vice Chairman brought up the background check for the two top candidates. She wanted to make sure that the agency conducted a thorough job on the checks. Frank Johnson referred to John Aguilar, who has an HR background, and mentioned that Stan Quy would be conducting the background checks himself.

Proposed Special Legal Counsel

Interim Executive Director Maria Godinez stated there could be possible legal issues in the future, so her and the Chairman thought it would be a good idea to bring in special counsel with expertise in subsidized housing, at least temporarily. The representative from the proposed law firm could not make it to the meeting due to last minute circumstances. Maria Godinez stated there would be an RFP if The AHA decides to keep this new agency on as its primary attorneys.

At this point Chairman Joe Grisson arrives to the meeting. He elaborated on the potential change in agency attorneys, stating it may be in the agency's best interest to use an attorney with experience and working knowledge of HUD law. The agency's current attorneys do not have other experience with HUD besides The AHA.

The Chairman briefly expanded on the interview process, covering some "do's and don't's" of the interview process moving forward. He also asked John Aguilar for any guidance or input he may have as the Board moves through the process, in the interest of avoiding any liability.

Commissioner Training Debrief

Meloyne Wimbley debriefed the Board on the training conference that she and the Chairman attended at the beginning of the month. She felt it was very helpful to the Board's current situation. She attended enough classes to receive her training certificate. She brought up the conference's app with info on the classes, including documents and class materials that were given out at the conference. She segued into the classes she took and what she learned, specifically mentioning the difference between regulations and guidebooks. She stated that the regulations are the laws from which the guidebooks are made. She also brought back the commissioner guidebooks for all of the commissioners and would distribute them at the next meeting. She finished by saying that she learned a lot and highly recommended the conference for the other commissioners in the future.

She asked about maintenance and utility allowances. Maria Godinez stated that emergency work orders need to be completed within 24 hours, and non-emergency work orders have 10 days to be completed. She then explained utility allowances and how those work when a household is at zero income and/or the household's rent is less than their applicable utility allowance.

Commissioner Onboarding

Chairman Grisson suggested a Welcome Packet for new and existing commissioners, which would include helpful materials and information for commissioners' time on the Board. Maria Godinez suggested putting the information on Google Drive, to which all Commissioners and agency personnel have access.



Proposed Credit Card Policy

The Board would be going over and taking action on the policy on the Wednesday Regular Meeting. Maria Godinez reiterated a statement made before the meeting officially started, which was that she would be bringing the itemized credit card statement to the Monday meetings each month for the Board to look over, and bring up any questions for her to look into for the Wednesday Regular Meeting.

Board By-Laws

Maria Godinez next went into the Board's current by-laws, which were woefully out of date. The Chairman and Maria Godinez suggested there be at least two dates for the Board to work on these by-laws. Each member had previously received a copy of the by-laws so that they could look them over and bring suggestions and ideas to whenever they Board decides to work on them.

Customer Service Survey

Maria Godinez started by saying that the "gifts" raffle rewards for completing the survey could not be bought by agency money or put on the credit card. She suggested instead Board donations for three prizes that would be raffled off randomly to three households who turned back in their customer surveys. Commissioner Frank Johnson suggested using his connections with the Fox Valley Park District to obtain some promotional items to also be a part of the raffle. The Board agreed to bring in \$25 donations each by the next meeting and Maria Godinez would give receipts. 🌟

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. Five ayes, zero nays.

Regular Meeting adjourned at 5:53 PM. 🌟