

**NORTH CHICAGO
HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY MEETING**

October 17 2018

Kukla Towers

5:30PM

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**NORTH CHICAGO HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
KUKLA TOWERS
WEDNESDAY, October 17, 2018
5:30 P.M.**

AGENDA

- 1. ROLL CALL**
- 2. APPROVAL OF MINUTES:**
 - A. Regular Monthly Meeting September 19, 2018
- 3. PUBLIC COMMENT**
- 4. REPORTS:**
 - A. Resident Council Report
 - B. Finance
 - C. Public Housing
 - D. Housing Choice Voucher
 - E. Report of the Deputy Director
 - F. Report of the Director
- 5. NEW BUSINESS**
 - A. Resolution # 2018-37 Staff Travel/Training HCV HQS- Nan McKay Las Vegas, Nevada November 14, 2018 – November 16, 2018
 - B. Resolution # 2018-38 Staff Travel/Training HCV HQS- Nan McKay Orlando, Florida December 4, 2018 – December 6, 2018
 - C. Resolution # 2018-39 Staff Travel/Training HCV Specialist- Nan McKay Grayslake, Illinois November 5, 2018 – November 9, 2018
 - D. Resolution # 2018-40 MOU with The Eden Restoration Project for Kukla Towers Community Garden
 - E. Resolution #2018-41 FY2019 ACOP Flat Rent Schedule
 - F. Resolution #2018-42 FY2019 HCV Payment Standards
 - G. Resolution #2018-43 ComEd Energy Grant with Elevate Energy for Thompson Manor
 - H. Resolution #2018-44 ComEd Energy Grant with Elevate Energy for Kukla Towers
 - I. Resolution #2018-45 AHRMA 7th Amended and Restated Intergovernmental Cooperation Agreement
- 6. COMMUNICATION:**
 - NAHRO Monitor
 - PHADA Advocate
- 7. ANY OTHER BUSINESS AS AUTHORIZED BY LAW**
- 8. EXECUTIVE SESSION-If Required**
 - A. Personnel Matters/Pending Litigation.

ADJOURNMENT

**THE NORTH CHICAGO HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
KUKLA TOWERS
WEDNESDAY, SEPTEMBER 19, 2018
5:30 P.M.**

The regularly scheduled meeting of the Board of Commissioners of the North Chicago Housing Authority was held on Wednesday, September 19, 2018 at Kukla Towers, 1440 Jackson St., North Chicago, Illinois.

The meeting was called to order at 5:36 p.m. by Chairman Hornsby Kneeland who directed a call of the roll.

Present: Chairman Hornsby Kneeland, Commissioner Betty Fisher, Commissioner Ezzit Williams, and Commissioner Charlene Scott.

Also present: Attorney LeeAnn Gurysh, Deputy Director Ryan Brandes and Executive Director Nina Chalmers.

Absent: Vice-Chairman Leisa Mitchell

APPROVAL OF MINUTES

Motion by Commissioner Fisher and seconded by Commissioner Scott, to approve the minutes of the Regular Session, of August 15, 2018, Roll call to the motion: Ayes: Kneeland, Fisher, Williams, and Scott. With necessary corrections. Nays: None. Motion carried unanimously 4-0.

Executive Director Chalmers informed the board of the thoroughness Commissioner Fisher does with the board book documents. Executive Director Chalmers noted that she has always given her feedback if there was a possible error in the book that needs to be corrected prior to the meeting.

PUBLIC COMMENT

None

REPORTS

RESIDENT COUNCIL

Deputy Director Ryan Brandes explained the ballot process to the board, informing them of the 30-day process of the acceptance of the ballots. There will be another general meeting to discuss changes with both buildings.

Discussion held on council changes.

FINANCE

None

Motion by Commissioner Williams and seconded by Commissioner Fisher, to approve the Finance Report, place it on file and pay all bills as presented. Roll call to the motion: Ayes: Kneeland, Fisher, Williams and Scott. Nays: None. Motion carried unanimously 4-0.

PUBLIC HOUSING

Commissioner Fisher questioned the delinquent rents. Executive Director Chalmers replied all late rent residents received notices.

Commissioner Fisher questioned the recertification numbers on the report. Executive Director Chalmers informed the board that there may have been a resident that was in the hospital when it was time to be recertified. She also indicated that this report was generated at the end of last month and those late recertified residents may have been recertified as of date.

Commissioner Fisher questioned when the recertifications are conducted. Executive Director Chalmers indicated annually.

Discussion held on vacancies.

HOUSING CHOICE VOUCHER

Commissioner Williams questioned the vouchers on the street. Executive Director Chalmers indicated the agency is diligently issuing vouchers but there is a shortage in vacant units. The agency is also experiencing a lot of porting in the HCV department and those vouchers are being absorbed by the porting agencies.

REPORT OF THE DEPUTY DIRECTOR

Executive Director Chalmers indicated Commissioner Fisher brought to her attention some spelling typos in the report that has since been corrected.

REPORT OF THE DIRECTOR

Commissioner Fisher questioned the reconfiguration of the HCV department and how it was working. Executive Director Chalmers indicated the staff was happy. Commissioner Williams questioned if the staff was adjusting. Executive Director Chalmers indicated that it helps with the privacy of the clients and the staff had adjusted fine with the move.

Commissioner Fisher questioned if HUD had given an update on the audit. Executive Director Chalmers indicated the agency has not gotten clearance of completion yet.

ACCEPTANCE OF ALL REPORTS

Motion by Vice-Chairman Fisher and seconded by Commissioner Scott, to approve all reports and place them on file and to take necessary action. Roll call to the motion: Ayes: Kneeland, Fisher, Williams, and Scott. Nays: None. Motion carried unanimously 4-0.

NEW BUSINESS

Motion by Vice-Commissioner Williams and seconded by Commissioner Fisher, to approve Resolution 2018-33, Staff & Commissioner’s Travel/Training-NAHRO National Conference for \$6,970.16. Roll call to the motion: Ayes: Kneeland, Fisher, Williams, and Scott. With necessary corrections. Nays: None. Motion carried unanimously 4-0.

Motion by Commissioner Fisher and seconded by Commissioner Williams, to approve Resolution 2018-34, Policy Change for Calculation of Public Housing Utility Allowances. Roll call to the motion: Ayes: Kneeland, Fisher, Williams, and Scott. With necessary corrections. Nays: None. Motion carried unanimously 4-0.

Executive Director Chalmers indicated this was noted by HUD, the agency needed to possibly look into getting an updated allowance schedule.

Motion by Commissioner Fisher and seconded by Commissioner Williams, to approve Resolution 2018-35, Policy Change for Calculation of HCV Utility Allowance. Roll call to the motion: Ayes: Kneeland, Fisher, Williams, and Scott. With necessary corrections. Nays: None. Motion carried unanimously 4-0.

Motion by Commissioner Fisher and seconded by Commissioner Scott, Policy Change for Calculation of Public Housing Schedule of Maintenance Charges. Roll call to the motion: Ayes: Kneeland, Fisher, Williams, and Scott. With necessary corrections. Nays: None. Motion carried unanimously 4-0.

Executive Director Chalmers informed the board that these charges have not changed since her tenure.

Chairman Kneeland questioned if the charges were the same for Thompson Manor. Executive Director Chalmers indicated Thompson Manor received new updated bulbs through a grant. The charges don’t apply to Thompson Manor for bulbs.

Discussion held on charges.

COMMISSIONER ELECTIONS

The meeting was turned over to Attorney Gurysh to conduct commissioners’ appointment. Attorney Gurysh declared any motions on the floor to declare Chairman of the board for fiscal year 2019.

On motion by Chairman Kneeland, seconded by Commissioner Williams, and unanimously carried by voice vote to approve Betty Fisher to the appointment for Chairman for fiscal year 2019. **Ayes: Kneeland, Fisher, Williams, and Scott. Nays: None. Motion carried unanimously 4-0.**

Attorney Gurysh declared any motions on the floor to declare Vice-Chairman of the board for fiscal year 2019.

On motion by Commissioner Fisher, seconded by Commissioner Scott, and unanimously carried by voice vote to approve Hornsby Kneeland to the appointment for Vice-Chairman for fiscal year 2019. **Ayes: Kneeland, Fisher, Williams, and Scott. Nays: None. Motion carried unanimously 4-0.**

COMMUNICATIONS

Placed on file.

ANY OTHER BUSINESS

None

ADJOURNMENT

On motion by Commissioner Fisher, seconded by Commissioner Scott and unanimously carried, the meeting adjourned at 6:08pm.

Signature of Secretary

Signature of Chairman

**NORTH CHICAGO HOUSING AUTHORITY
FINANCE DEPARTMENT REPORT
MONTH ENDING
SEPTEMBER, 2018**

TO: NCHA Board of Commissioners

FROM: Jo-Anne Lyttle, Finance Administrative Clerk

DATE: October 17, 2018

ORE: Financial Investments, Bank Balances and
Statements of Cash Flow

Financial Investments:

1. The Section 8 Money Market Account earned \$12.54 of interest from August 31, 2018 to September 30, 2018. Total interest earned year to date is \$93.82. Initial investment was \$8,022.93. Balance as of 09/30/2018 is \$8,035.47.
2. The Low Rent Money Market Account earned \$268.26 of interest from August 31, 2018 to September 30, 2018. Total interest earned year to date is \$2,146.64. Initial investment was \$171,689.31. Balance as of 09/30/2018 is \$171,957.57.

Account Balances as of 09/30/18:

1. Low Rent Housing Account	\$ 208,500.95
2. Section 8/Voucher Account	\$ 11,055.26
3. Payroll Account	\$ 11,845.55
4. Family Self-Sufficiency Escrow	\$ 21,990.27
5. Low Rent Money Market Account	\$ 171,957.57
6. Section 8 Money Market Account	\$ 8,035.47
7. VASH Account	\$ 178,585.57
8. Certificate of Deposit Account	\$ 29,500.44

**STATEMENT OF CASH FLOW (LOW RENT & SECTION 8)
SEPTEMBER, 2018**

INCOME:

Rent	\$ 40,316.00
HUD Subsidy	\$ 30,876.00
Section 8 Admin Costs	\$ 27,108.59
Refund (AHRMA)	\$ 10,809.00
Refund (Legal Fees Overpayment)	\$ 625.50
Refund (Lands' End)	\$ 54.90
CFP – 2017	\$ 97,215.60
Laundry Machines	\$ 256.28
Interest - MM	\$ 268.26
Total September 2018 Income	\$ 207,530.13

DISBURSEMENTS:

Monthly Expenditures	\$ 61,982.55
Payroll	\$ 17,094.30
Total September 2018 Disbursements	\$ 79,076.85

Net Income (Loss) September, 2018 \$ 128,453.28

Total August checks waiting to clear the bank \$44,844.65. See attached bank statement

HOUSING CHOICE VOUCHER PROGRAM

INCOME:

Monthly HAP Subsidy	\$ 258,476.00
Administrative Funds	\$ 26,675.00
Portable Reimbursement	\$ 750.83
HAP Reimbursement	\$ 4,392.00
Funds Transferred For HAP	\$ 60,000.00
Fraud Recovery	\$ 40.72
Re-Inspection Fees	\$ 225.00
Interest – MM	\$ 12.54
Total September, 2018	\$ 350,572.09

DISBURSEMENTS:

Rents-HAP	\$ 207,350.00
Rent – Portables	\$ 54,051.00
Admin Fees – Portables	\$ 4,233.98
Utility Payments	\$ 7,688.00
FSS Escrow	\$ 1,268.00
Sec 8 Admin Costs	\$ 27,108.59
Payroll	\$ 10,224.28
Total September, 2018	\$ 311,923.85
Net Income (Loss) September, 2018	\$ 38,648.24

**HOUSING CHOICE VOUCHER PROGRAM
HAP INCOME
SEPTEMBER, 2018**

Monthly Subsidy	\$ 258,476.00
Portable Reimbursement	\$ 695.00
HAP Reimbursement	\$ 4,392.00
Funds to pay HAP	\$ 60,000.00
Total Income	\$ 323,563.00
Less	
Rents-HAP	\$ 207,350.00
Portables	\$ 54,051.00
Utility Payments	\$ 7,688.00
Total Disbursements	\$ 269,089.00
 Total HAP Surplus (Deficit)	 \$ 54,474.00

**HOUSING CHOICE VOUCHER PROGRAM
ADMINISTRATIVE INCOME**

Monthly Subsidy	\$ 26,675.00
Portable Reimbursement	\$ 55.83
Fraud Recovery	\$ 40.72
Re-Inspection Fees	\$ 225.00
Interest – MM	\$ 12.54
Total Income	\$ 27,009.09
Less	
Admin Fees-Portables	\$ 4,233.98
FSS	\$ 1,268.00
Sec 8 Admin Costs	\$ 27,108.59
Payroll	\$ 10,224.28
Total Disbursements	\$ 42,834.85
 Total Admin Surplus (Deficit)	 \$ (15,825.76)

Accounts Payable Invoice Listing Register

As attached per Lindsey Software reporting system

North Chicago Housing Authority												
Public Housing Report												
OCTOBER 01, 2017-SEPTEMBER 30, 2018												
Program Status	October	November	December	January	February	March	April	May	June	July	August	September
Rent Roll	37,938.00	38,497.00	38,201.00	37,842.00	38,519.00	38,378.00	38,656.00	38,753.00	38,682.00	39,657.00	39,745.00	39,219.00
Rent Collected	38,072.98	37,069.50	39,481.00	37,338.00	37,819.02	38,156.66	37,028.50	38,543.64	38,986.22	40,991.00	39,072.00	40,316.00
Current Delinquency Rent (Kukla)	914.99	1,682.00	1,065.00	2,409.50	3,013.33	4,189.70	4,439.19	1,061.50	1,795.33	903.50	2,957.50	1,891.00
Current Delinquency Rent (Thompson)	2,046.77	1,696.24	2,427.77	2,741.22	2,789.39	2,602.89	1,603.39	2,237.39	2,135.00	1,987.00	1,673.00	2,356.50
Percentage of Rent Roll Uncollected	6.91	7.73	4.32	9.7	13.41	15.37	13.56	6.82	8.72	6.29	3.53	2.59
Production												
Reporting Rate (95% required)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Total Applicants on Wait List	214	263	267	217	86	86	93	92	96	104	106	108
14 Day Notices Issued	19	23	21	14	16	23	15	13	13	17	17	15
Recertifications Due for Month	10	11	6	10	8	8	18	13	13	15	15	9
Recertifications Completed	10	11	6	10	8	8	17	13	11	15	14	9
KUKLA												
Current Vacancy	0	0	1	0	1	2	4	3	1	1	2	3
Currently Available	0	0	1	0	1	2	1	2	1	1	0	0
THOMPSON												
Current Vacancy	0	2	2	1	3	1	2	1	0	0	0	2
Currently Available	0	2	2	1	3	1	1	0	0	0	0	1
Work Orders												
Work Orders Received	52	43	55	33	44	52	33	45	37	49	47	49
Work Orders Completed	52	34	17	12	24	52	18	29	34	47	38	46
Average Completion Time	87.98	19.43	11.45	39.42	33.99	45.63	56.12	58.2	54.3	59.53	42.59	28.85
Emergency Work Orders Received	1	3	8	4	12	6	7	11	3	16	10	6
Emergency Work Orders Completed (24hrs)	1	3	8	4	12	6	7	11	3	16	10	6

Emergency Average Completion Time	21.5	1.88	2.43	34.439	27.12	12.65	5.76	13.78	7.56	9.96	6.14	6.83
Revenue												
KUKLA												
Work Orders/Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00	11.00
THOMPSON												
Work Orders/Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00	11.00

VACANCY REPORT FOR September 2018 KUKLA TOWERS/THOMPSON MANOR

KUKLA TOWERS

UNIT #	REASON FOR VACANCY	VACANT	# OF VACANT DAYS	READY	RENTED
#1S	Moved	09/14/2018	16	09/21/2018	10/2/2018
#4E	Moved	09/03/2018	26	09/10/2018	09/27/2018
#6H	Moved	08/31/2018	12	9/11/2018	09/12/2018

THOMPSON MANOR

UNIT #	REASON FOR VACANCY	VACANT	# OF VACANT DAYS	READY	RENTED
208	Evicted	9/10/2018	17	9/21/2018	09/28/2018
308	Moved			9/24/2018	

Housing Choice Voucher SEPTEMBER 2018 Reporting

ACC	TOTAL UNITS	LEASE UP RATE	REPORTING RATE
Total ACC	541	72%	98.06%
Total Contracts Leased	388		
Families Under Contracts	314		
Outgoing Portables	28		
Incoming Portables	0		
Open Vouchers	48		
Family Unification Program (FUP) 2 Available FUP Vouchers Leased-up: 3 FUP Vouchers HAP: \$2,188.00		Veterans Affairs Supportive Housing (VASH) (70 Allocated) 46 Ports/7 In House VASH Vouchers Leased-up: 53 VASH HAP: \$37,193.00 VASH Admin Fees: \$2,568.18 VASH Vouchers Total: \$39,761.18 (42 Ports) X \$ 53.04	
Applicants Pulled Vouchers On the Street		(Pre-Screening Process) 34-Regular/ 12-VASH/ 2-FUP = 48 Total	
Family Self-Sufficiency (FSS) (21 Allocated Mandatory-13 Additional Requested) (18 Available) Enrolled Families: 8 Number of Escrow Accounts: 8		FSS % of slots filled: 38% FSS % enrolled with a balance: 100%	
Hard to House (\$75.00 each)		(0)	\$0

Totals by Re-Exam Months for Housing Choice Voucher

ANNUAL	INTERIM	MOVE IN	MOVE OUT	TRANSFERRED OUT
19	19	2	1	1

Submitted by: Nina Chalmers, Executive Director

DEPUTY DIRECTOR REPORT

North Chicago Housing Authority

MONTHLY REPORT FOR:

Deputy Director

Operations, Maintenance and Capital Funding

(ACTIVITY FOR: September 2018)

NCHA is in the process of working on capital improvement projects and leveraging resources for best value.

- Maintenance staff has worked on a number of work orders this past month. Through their hard work we are maintaining a low level of open work orders.
- With the staff from the National Able program NCHA's maintenance team has 7 individuals working at our facilities to clean and keep in good order. Work continues on assorted building repairs and cycle upgrades.
- NCHA continues to promote that we are accepting applications for Project Based Vouchers (PBV). This will bolster the voucher utilization and help to house more families on our waiting list. 2 applications have been received and we have had meetings with other interested landlords.
- Meetings were held with tenants and staff from Franklin and Elevate Energy on grants that are available for lighting upgrades. These programs will bring common areas up to LED and has the potential to significantly reduce ours and the tenants ComEd bills. We hope to roll out this fall.
- NCHA is working on the budgeting of the 2018 Capital Fund Grant that totals \$171,064.
- As a result of meetings with the City, NCHA now has been able to draw the 2017 Capital Fund Grant funds.
- We are working with the staff of the former University of Illinois Energy Performance Office on a Memorandum of Understanding for Energy Performance Measurements along with Freeport Housing Authority. Kate Brown and Associates is our vendor of record for the reporting and Freeport is looking for a MOU so they can piggy back off the procurement that NCHA did and use the same terms. We are also having the vendor change the EPC agreement with HUD to match what is the accurate terms and measurement requirements. This will allow NCHA to capture any funding sources that were not used previously.
- We have had a discussion with a contractor regarding the reconfiguration and remodeling of the Central Office suite and the relocation of the Kukla Towers reception area. It is expected that this will take a few weeks for design with the work to follow shortly thereafter.
- Plans are in place with The Eden Restoration Project for the creation of a community garden on the grounds at Kukla Towers. This will be installed and maintained by Eden Restoration Project with prep work to start this month and the full install scheduled for Spring 2019
- Staff has started tracking all foot traffic at the front desk as of 8/1 and for the month of August we had 107 people that approached the desk. This was broken down as 102 for HCV and 5 for Public Housing. We also had other unreported traffic for items such as rent payments or miscellaneous requests. As we improve this process we will be better able to plan for the traffic load at various times of the month and departmental needs.

Work has begun on the following project

- For a Rent Reasonable Study Services for HCV properties

UPCOMING PROJECTS FOR September

- NCHA is currently working on identifying units in town for inclusion in the new Project Based Voucher program.

Submitted by:

Ryan Brandes

Deputy Director-NCHA

EXECUTIVE DIRECTOR'S REPORT

NORTH CHICAGO HOUSING AUTHORITY

EXECUTIVE DIRECTOR REPORT

SEPTEMBER, 2018

PUBLIC HOUSING DEPARTMENT

Public Housing Manager, Latisha Scott is working with Deputy Director, Ryan Brandes to merge councils. The voting is taking place including the necessary paperwork to begin the merge of councils. There will be another meeting to discuss the new Bylaws and the process of the merge.

HOUSING CHOICE VOUCHER PROGRAM

The HCV departments HCV Specialists' are being scheduled to attend Housing Quality Standards (HQS) training; which is required to conduct HQS inspections. The HQS inspections were an area HUD noted that was very low in scoring within the agency. The newly hired HCV Specialist along with the Program Support Clerk will be scheduled to attend HCV Specialist training that will be hosted at Lake County Housing Authority as part of training for the department.

DEPUTY DIRECTOR/MODERNIZATION MAINTENANCE

Deputy Director, Ryan Brandes is working diligently to update all agency contracts and vendor compliance issues, along with scheduling of preventive maintenance work to be completed. Deputy Director Brandes and I will also attend training in the HCV department as part of the training for the agency. We have been meeting with vendors for compliance of contracts along with staff to ensure all are working according to HUD and agency standards.

GENERAL ADMINISTRATIVE ACTIVITIES

The Housing and Urban Development (HUD) is still in the process of completing the agency's audit. I have been submitting necessary documents along with completing needed paperwork for closeout. At this time I have not received an official closeout date.

I would like to thank the Board of Commissioners for another year of service.

If you have any suggestions, comments, or corrections please let me know prior to the meeting.

Respectfully Submitted: Nina Chalmers, Executive Director

NEW BUSINESS

RESOLUTION # 2018-37
NORTH CHICAGO HOUSING AUTHORITY
STAFF TRAINING/TRAVEL- HCV HQS

NAN MCKAY

LAS VEGAS, NEVADA

NOVEMBER 14, 2018 – NOVEMBER 16, 2018

WHEREAS, the North Chicago Housing Authority is dedicated to providing staff and commissioners with the training necessary to perform their duties, and

WHEREAS, the North Chicago Housing Authority is requesting approval for the following travel/training estimated expenses for the following staff:

NINA CHALMERS

Conference Registration	\$ 975.00
Per Diem @ \$64.00 per day	\$320.00
Luggage @ \$30.00 each way	\$60.00
Transportation (Air)	\$ 369.40
Transportation (Limousine)	\$ 210.00
Transportation (Taxi)	\$40.00
Hotel Accommodations	\$ 448.98
ESTIMATED COST	\$2,423.38

NANCY ARROYO

Conference Registration	\$975.00
Per Diem @ \$64.00 per day	\$320.00
Luggage @ \$30.00 each way	\$60.00
Transportation (Air)	\$414.40
Transportation (Limousine)	\$135.00
Transportation (Taxi)	\$40.00
Hotel Accommodations	\$448.98
ESTIMATED COST	\$2,393.38
GRAND TOTAL COST	\$4,816.76

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Chicago Housing Authority that Resolution # 2018-37 is approved as submitted.

Approved this 17th day of October, 2018

Signature of Secretary

Signature of Chairman

RESOLUTION # 2018-38
NORTH CHICAGO HOUSING AUTHORITY
STAFF TRAINING/TRAVEL HCV-HQS
NAN MCKAY
ORLANDO, FLORIDA
DECEMBER 4, 2018 – DECEMBER 6, 2018

WHEREAS, the North Chicago Housing Authority is dedicated to providing staff and commissioners with the training necessary to perform their duties, and

WHEREAS, the North Chicago Housing Authority is requesting approval for the following travel/training estimated expenses for the following staff:

RYAN BRANDES

Conference Registration	\$ 975.00
Per Diem @ \$59.00 per day	\$295.00
Luggage @ \$30.00 each way	\$60.00
Transportation (Air)	\$ 364.39
Transportation (Limousine)	\$ 135.00
Transportation (Shuttle)	\$21.00
Hotel Accommodations	\$ 580.28
ESTIMATED COST	\$2,430.67

LAURA ZIRES

Conference Registration	\$975.00
Per Diem @ \$59.00 per day	\$295.00
Luggage @ \$30.00 each way	\$60.00
Transportation (Air)	\$364.39
Transportation (Limousine)	\$135.00
Transportation (Shuttle)	\$33.00
Hotel Accommodations	\$625.28
ESTIMATED COST	\$2,487.67
GRAND TOTAL COST	\$4,918.34

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Chicago Housing Authority that Resolution # 2018-38 is approved as submitted.

Approved this 17th day of October, 2018

Signature of Secretary

Signature of Chairman

RESOLUTION # 2018-39
 NORTH CHICAGO HOUSING AUTHORITY
 STAFF TRAINING/TRAVEL HCV-Specialist
 NAN MCKAY
 GRAYSLAKE, ILLINOIS

NOVEMBER 5, 2018 – NOVEMBER 9, 2018

WHEREAS, the North Chicago Housing Authority is dedicated to providing staff and commissioners with the training necessary to perform their duties, and

WHEREAS, the North Chicago Housing Authority is requesting approval for the following travel/training estimated expenses for the following staff and commissioners:

BRANDY SWYGERT

Conference Registration	\$ 1,100.00
Per Diem @ \$74.00 per day	\$370.00
ESTIMATED COST	\$1,470.00

LAURA ZIRES

Conference Registration	\$1,100.00
Per Diem @ \$74.00 per day	\$370.00
ESTIMATED COST	\$1470.00
GRAND TOTAL COST	\$2,940.00

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Chicago Housing Authority that Resolution # 2018-39 is approved as submitted.

Approved this 17th day of October, 2018

 Signature of Secretary

 Signature of Chairman

RESOLUTION # 2018-40

NORTH CHICAGO HOUSING AUTHORITY

APPROVAL OF MOU with The Eden Restoration Project

PUBLIC HOUSING PROGRAM

WHEREAS, The North Chicago Housing Authority received a request from a community organization The Eden Restoration Project to create a community garden on the open field area at Kukla Towers, and

WHEREAS, The North Chicago Housing Authority under its own efforts previously used some of this area for a resident garden, and

WHEREAS, The Eden Restoration Project will provide all of the materials and labor to maintain this community garden and North Chicago Housing Authority shall provide open access to the site for the community for maintenance and gleaning.

NOW THEREFORE BE IT RESOLVED BY the Board of Commissioners of the North Chicago Housing Authority that the Executive Director is hereby authorized to enter a Memorandum of Understanding with The Eden Restoration Project and is hereby approved as presented.

APPROVED THIS 17TH DAY OF October 2018

Signature of Secretary

Signature of Chairman



Kukla Tower Micro-Farm Program

Objective:

To transform the courtyard on the NE side of Kukla Tower into a food garden with abundance of food for the residents. The goal will be to bring community together through fresh grown food. This program will help bring awareness to healthy eating options and bring healthy food into the community with no cost to the residents or the Housing Authority.

The cost of the project will be in the \$2500-\$3000 range which Eden Restoration Project will acquire through donations and in-kind donations. Our only request is that we are allowed a small mention of the organization or company making the donation. Such as, "This garden Donated by". There will be not advertisement by the business on the property, just a "thank you" of sorts, if allowed.

The Eden Restoration Project team will work to engage the residents in the activity of the garden and encourage their participation. But at the end of the day, ERP will be responsible for the overall maintenance of the garden. We will contribute 5-10 hours a week to the maintenance and upkeep of the garden space. Our wood chip growing methods will reduce the amount of water needed and keep up the overall look of the property.

The Eden Restoration Project Team looks forward to working with the North Chicago Housing Authority and the Kukla Tower residents on this fun and engaging project. Our goal is to layout the garden in the fall of 2018, before the end of October. Thus, allowing the wood chip mulch to settle over the winter. This will give us a running start for Spring of 2019.

Please let us know if you have any questions or concerns.

Michael J. Brankin
Community Garden Enthusiast

Phone: 847-239-2232
Email: gogreen@edenrestorationproject.org
Website: www.EdenRestorationProject.org



"Food should never be a luxury. It is the key to our health, success, stability and prosperity as a Nation."

- Michael J. Brankin

**RESOLUTION #2018 – 41
NORTH CHICAGO HOUSING AUTHORITY
ADMISSIONS AND CONTINUED OCCUPANCY POLICY AMENDMENT
FY 2019 FLAT RENT SCHEDULE**

WHEREAS: The Department of Housing and Urban Development requires all housing authorities to establish Utility Allowances in compliance with 24 CFR Part 960 and other applicable HUD regulations, and

WHEREAS, The North Chicago Housing Authority hereby amends its Admissions and Continued Occupancy Plan to incorporate the flat rental amount for each public housing unit at no less than 80 percent of the applicable Small Area Fair Market Rent (SAFMR’s) adjusted, if necessary, to account for reasonable utility costs, and

WHEREAS, The new flat rental amounts will change as follows:

THOMPSON MANOR

Bedroom Size	Current Flat Rent	Proposed Flat Rent
1 Bedroom	\$760.00	\$620.00
2 Bedroom	\$888.00	\$731.00

KUKLA TOWERS

Bedroom Size	Current Flat Rent	Proposed Flat Rent
1 Bedroom	\$760.00	\$620.00
2 Bedroom	\$888.00	\$731.00

WHEREAS, The new flat rental amount will apply to all new program admissions effective January 1, 2019. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount; at the next annual re-examination. The North Chicago Housing Authority will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount, and

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the North Chicago Housing Authority that the Admissions and Continued Occupancy Policy be proposed Flat Rent Schedule effective January 1, 2019 is approved as submitted.

Approved this 17th Day of October, 2018

Signature of Secretary

Signature of Chairman

**RESOLUTION # 2018 -42
NORTH CHICAGO HOUSING AUTHORITY
HOUSING CHOICE VOUCHER
PAYMENT STANDARDS**

WHEREAS: The Department of Housing and Urban Development published the Fair Market Rents/Payment Standards which shows the Small Area Fair Market Rents (SAFMR's) Fiscal Year 2019 for Chicago,-Joliet-Naperville, IL, and area code 60064, and

WHEREAS: The North Chicago Housing Authority is recommended by HUD to review its Payment Standards on an annual basis, and

WHEREAS: The North Chicago Housing Authority has established its payment standard to reflect HUD's Published SAFMR'S, and is hereby requesting Board adopt its Payment Standards to the Published Fair Market Rent rates as follows:

Bedroom Size	Old Payment Standards	New Payment Standards
Efficiency	\$820	\$790
1 Bedroom	\$950	\$900
2 Bedroom	\$1,110	\$1,050
3 Bedroom	\$1,410	\$1,340
4 Bedroom	\$1,690	\$1,600
5 Bedroom	\$1,944	\$1,840

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS that the Published Fair Market Rent is adopted as the Payment Standards for the Housing Choice Voucher Program effective January 1, 2019 is hereby adopted as presented.

ADOPTED THIS 17th Day of October, 2018.

Signature of Secretary

Signature of Chairman

RESOLUTION # 2018-43

NORTH CHICAGO HOUSING AUTHORITY

ComEd Energy Grant with Elevate Energy

PUBLIC HOUSING PROGRAM

WHEREAS, The North Chicago Housing Authority received a request from Elevate Energy to at no cost to North Chicago Housing Authority update the office and common area lighting at Thompson Manor, and

WHEREAS, The North Chicago Housing Authority will receive new LED lighting throughout building areas that are the financial responsibility of the Authority thus allowing for significant utility cost savings, and

WHEREAS, The Elevate Energy will provide all of the materials and labor to complete this project with a total grant value of \$12,040.

NOW THEREFORE BE IT RESOLVED BY the Board of Commissioners of the North Chicago Housing Authority that the Executive Director is hereby authorized to execute an energy grant contract with Elevate Energy and is hereby approved as presented.

APPROVED THIS 17TH DAY OF October 2018

Signature of Secretary

Signature of Chairman

RESOLUTION # 2018-44

NORTH CHICAGO HOUSING AUTHORITY

ComEd Energy Grant with Elevate Energy

PUBLIC HOUSING PROGRAM

WHEREAS, The North Chicago Housing Authority received a request from Elevate Energy to at no cost to North Chicago Housing Authority update the office and common area lighting at Kukla Towers, and

WHEREAS, The North Chicago Housing Authority will receive new LED lighting throughout building areas that are the financial responsibility of the Authority thus allowing for significant utility cost savings, and

WHEREAS, The Elevate Energy will provide all of the materials and labor to complete this project with a total grant value of \$15,480.

NOW THEREFORE BE IT RESOLVED BY the Board of Commissioners of the North Chicago Housing Authority that the Executive Director is hereby authorized to execute an energy grant contract with Elevate Energy and is hereby approved as presented.

APPROVED THIS 17TH DAY OF October 2018

Signature of Secretary

Signature of Chairman

RESOLUTION # 2018-45

NORTH CHICAGO HOUSING AUTHORITY

AHRMA 7th Amended and Restated Intergovernmental Cooperation Agreement

WHEREAS, The North Chicago Housing Authority has a HUD approved contract agreement with and is part of a Public Housing Authority Cooperative with AHRMA for general property and liability insurance, and

WHEREAS, AHRMA and the Cooperative have made the following changes to its contract agreement:

When underwriting risks, AHRMA assumes the buildings it inspects are structurally sound. During inspections AHRMA representatives cannot and will not inspect for faulty, inadequate or defective: planning, zoning, development, surveying, citing; design, specifications, workmanship, repair, construction, renovation, remodeling, grading, compaction; maintenance; or materials used in repair, construction, renovation or remodeling: of part or all of any property.

AHRMA does not undertake, on any Members behalf or for the benefit of others, identification of all hazards, loss potentials, federal, state or local statutory or code violations or violations of any good practice pertaining to the subject(s) of any survey, including, but not limited to, AHRMA's survey. AHRMA does not guarantee, assure, represent or warrant, on your behalf or for the benefit of others; (1) the safety of such locations; (2) compliance with federal, state, and local laws, statutes, ordinances, recommendations, regulations, consensus codes or other standards; or (3) that compliance with or implementation of AHRMA's recommendations, if any, will eliminate or reduce any or all hazards, accidents or other losses.

, and

WHEREAS, North Chicago Housing Authority as a Cooperative Member has been requested to accept and sign the 7th Amended and Restated Intergovernmental Cooperation Agreement to maintain appropriate coverage.

NOW THEREFORE BE IT RESOLVED BY the Board of Commissioners of the North Chicago Housing Authority that the Executive Director is hereby authorized to sign the 7th Amended and Restated Intergovernmental Cooperation Agreement with AHRMA and is hereby approved as presented.

APPROVED THIS 17TH DAY OF October 2018

Signature of Secretary

Signature of Chairman

COMMUNICATIONS

PLEASE SEE ATTACHED DOCUMENTS IN EMAIL