

MINUTES OF THE
McHENRY COUNTY HOUSING AUTHORITY
January 23, 2023

The regularly scheduled meeting of the Board of Commissioners of the McHenry County Housing Authority was called to order by Chairman Leathers at 1:30 pm on January 23, 2023, at the offices of the Housing Authority, 1125 Mitchell Court, Crystal Lake, Illinois.

ROLL CALL:

Commissioners Present:

Keith Leathers, Chairman
Mary Reid, Vice Chairwoman
Leslie Blake
Kevin Myers
Lyn Orphal
Victor Oswald
Randall Zaleski- arrived at 2:10

Commissioners Absent:

Also Present: Kim Ulbrich, Executive Director
 Katalina Sumano, Fiscal Officer
 Greg Waggoner
 Lou Ness
 Dawn Mueller

Public Comment: Ms. Mueller addressed the board with concerns for individuals with disabilities in the county.

Minutes: Commissioner Oswald moved to approve December 19, 2022, Board minutes. Commissioner Reid seconded the motion, and all voted, aye.

Financials: Commissioner Reid moved to approve the December Financial reports as presented, and Commissioner Meyers seconded the motion. All voted, aye.

Ms. Ulbrich presented the December financials. Section 8 had a gain in Admin funds of \$ 23,079.40 and a gain in HAP expenses of \$42,752.50. The agency has \$621,495.48 in Admin reserves and \$3,234.50 in HAP reserves. The development account has a balance of \$627,903.33.

Public Housing a gain \$9,526.97. There are \$385,746.27 in Reserves for December.

The Cost Allocation shows the overhead expenses of \$54,339.18 among the programs for November.

SilverTrees 1 had a loss of \$1494.08 with two vacancies this month. SilverTrees II had a gain of \$1643.06 with two vacancies this month.

GreenTrees had a gain of \$2248.73 for December and four vacancies.

LIHEAP- 23-254002, we have spent 96% of the State portion and 31% of the PIPP portion (the same as last month). 22-224002 is 94% obligated, and we have obligated 30% of 23-224002. We are spending at a much faster pace than last year.

Weatherization-24% of the HHS grant and 55% of the DOE grants have been spent. 93% of the Utility grant. We may have more utility grant money spent in January. 23-251002 is only 4% spent. This is the last grant we use for the program year.

The CSBG 2022 grant is 92% spent at the end of December. However, the department submitted several more invoices, and it looks like they will be spent entirely. 2022 Senior Dental is 100% paid and closed. We have no bills yet for 2023 Senior Dental.

Renaissance is showing a gain of \$ 861.66 with no vacancy.

The RHS program had \$1,068.60 in admin fees. There were no monthly rental payments.

CDBG grant is closed, and there is no change for MC-EURAP funding from last month because we are waiting on the funding direction from the county

Bills Due: The following bills were presented for payment:
Waggoner Law Firm for \$ 730.00

Commissioner Reid moved to approve the legal bill, and Commissioner Orphal seconded the motion. Roll call was taken, all voted aye, and the motion carried.

Legal Status Report: The Section 8 administrative hearing case has been appealed, and the plaintiff has filed a brief.

Executive Director's Report: Administrative- We look forward to our open house on Monday. The Crystal Lake Chamber will do a ribbon cutting at 4:00, and we will have a toast afterward. It is hard to say how many will attend, but we hope for a good turnout and mild weather. We know that the County Board Chairman, Michael Buehler, will be attending, as well as HUD Director William Dawson III and HUD Division Director Eleny Ladias, and Representative Tom Weber. Representative Wilcox will try and stop by, and we are waiting to hear from Crystal Lake and other county board members. We will have finger food in the kitchen and staff available to show people the building and answer any program questions. We are excited to show off the building, thank the county, and share information about our programs. Staff are completing their yearly required training and updating their office maps and job descriptions. Our fiscal officer completed a week of fund accounting training at DePaul (this was free because she is a graduate), and Holly and I did HR training this week. Our motto this year is "Tightening up in 23". Every month at our coordinator meeting, we fill out a monthly calendar

of items due for each department, discuss program budgets and address gaps we have in serving our clients.

The agency has been asked to participate in several events in the next few months. First, we are presenting with Consumer Credit Counseling Services at the People in Need Forum on January 28th, McHenry County College on March 1st, Johnsbury Family Expo in March, Mental Health Board intake meeting in April, and Leaders of Greater McHenry County in April.

Section 8- The department has listed a job posting for a second housing inspector. We put off hiring for this position until after our move. Once we have someone in place, we will go back to annual inspections.

Public Housing- The demo and disposition of 603 N. Howard St. has been approved. Yay! Our next step is to put it up for sale either through an auction or list it with a realtor. We are requesting an amendment to our ACOP Plan preferences. Currently, we have a homeless preference for people working with a Continuum of Care agency. This creates an unfair advantage. The agency has several Project-Based developments with a homeless preference, including all projects the board approved in December.

Senior and Disabled Housing- The rent increase was finally approved! The increase takes effect on February 1st. We will not be requesting a rent increase for the next year. Over the Christmas holiday, SilverTrees II had an entire building and a few units in a second building without water. These buildings back up to an open field, and the wind caused all sorts of issues. We had the plumber out Christmas Eve and the day after Christmas, but there was not a lot we could do until it warmed up. We did have a few pipes break once it warmed up. Keith Lyons, our maintenance manager, was out there all day on Friday, Christmas Eve, and most of the day on Christmas. He put space heaters in a few units and checked on the tenants. We are incredibly lucky to have Keith. He cares about the tenants and is always on call for the agency.

Programs:

Section 8: MCHA is currently assisting 812 families. Six families stopped receiving assistance in December. We have eleven PBV vacancies.

Public Housing & Renaissance Apt. –No motion was made to amend the Public Housing ACOP Plan. The commissioner requested additional data on the waitlist and turnover of the properties. Commissioner Reid motioned to move forward with the sale of 603 N. Howard St. Commissioner Orphal seconded the motion, and a roll call was taken. The motion passed with all voting in favor. The upper Beardsley unit is complete, and the Hayes unit rehab will start soon. The bid opening for that project we on Wednesday. We are updating our waitlists and looking for future tenants. Occupancy is at 91%

Renaissance is 100% occupied, with three lease renewals and one monthly inspection.

LIHEAP/LIHWAP- The LIHEAP program continues to move at a fast pace. The December applications are up 25% compared to last year. The total number of applications for December is 343, and 1020 for the year. That is an increase of 30%. Currently, we are booked 45-60 days out.

The **LIWHAP Program** entered 61 water/sewer applications for December. We have now helped approximately 425 families to date.

Weatherization- The department had four intakes, nine audits, and three final inspections. The goal this month is to spend our RINO grant. In December, the department completed soft skills training from the Alliance of Experimental Problem-Based Learning in Springfield. Resource Innovation increased our 2023 Agreement from \$619k to 754k. The State will be monitoring the program from January 23-26.

Owner-Occupied Rehab Program- No Report.

CSBG- The CSBG Programs for 2023 has been approved. This includes a new program where we can help with past-due taxes. In the past, the State has not allowed the program to pay back taxes. This is great news for our residents. Activity for all our programs was high in 2022.

Senior/disabled Housing –Staff will participate in a 515 Webinar training this month. The proposed rent increase will start on February 1st. So far, we have had very few snow removal issues this year.

Administrative Business-

Commissioner Orphal motioned to go into executive session at 2:36. Commissioner Reid seconded the motion. At 2:48, Commissioner Reid motioned to return to the meeting, and Orphal seconded the motion. No action was taken.

Commissioner Comments – Ms. Ulbrich thanked Commissioner Myers for Logo and marketing grant.

Adjourn: Commissioner Reid motioned to adjourn the meeting at 2:50 P.M. Commissioner Oswald seconded the motion. All voted aye, and the motion carried.

Kim Ulbrich, Executive Director

Keith Leathers, Chairman

MINUTES OF THE
McHENRY COUNTY HOUSING AUTHORITY
February 27, 2023

The regularly scheduled meeting of the Board of Commissioners of the McHenry County Housing Authority was called to order by Chairman Leathers at 1:30 pm on February 27, 2023, at the offices of the Housing Authority, 1125 Mitchell Court, Crystal Lake, Illinois.

ROLL CALL:

Commissioners Present:

Keith Leathers, Chairman
Leslie Blake
Kevin Myers
Lyn Orphal
Victor Oswald
Randall Zaleski-

Commissioners Absent:

Mary Reid, Vice Chairwoman

Also Present:

Kim Ulbrich, Executive Director
Katalina Sumano, Fiscal Officer
Greg Waggoner
Lou Ness- arrived at 1:45

Public Comment:

Minutes: Commissioner Orphal moved to approve January 23, 2022, Board minutes. Commissioner Zaleski seconded the motion, and all voted, aye.

Financials: Commissioner Orphal moved to approve the January Financial reports as presented, and Commissioner Oswald seconded the motion. All voted, aye.

Ms. Ulbrich presented the January financials. Section 8 had a gain in Admin funds of \$14,716.00 and a gain in HAP expenses of \$37,824.50. The agency has \$649,193.46 in Admin reserves and \$2,334.50 in HAP reserves. The development account has a balance of \$646,387.66. The costs for the open house still need to be reflected in the development account.

Public Housing a loss of \$4,497.86. There are \$405,777.17 in Reserves for December.

The Cost Allocation shows the overhead expenses of \$51,071.35 among the programs for January.

Payroll is reflecting payroll from December.

SilverTrees 1 had a loss of \$4,182.42 with three vacancies this month. SilverTrees II had a loss of \$2,336.14 with three vacancies this month.

GreenTrees had a loss of \$1,703.92 for January and four vacancies.

LIHEAP- 23-254002, we have spent 97% of the State portion and 31% of the PIPP portion (the same as last month). 22-224002 is spent, and we have obligated 71% of 23-224002 (up from 30% last month). We just received a modification for additional funding of \$724,000.

Weatherization-29% of the HHS and 72% of the DOE grants have been spent. 10% of the Utility grant, which just started. 23-251002 is only 13% spent. This is the last grant we use for the program year.

The CSBG 2023 grant is 14% for the first month of the budget. We have just started to see bills for the 2023 Senior Dental.

Renaissance is showing a gain of \$ 122.44 with no vacancy.

The RHS program had \$1,068.60 in admin fees. There were no monthly rental payments.

CDBG grant is closed, and there is no change.

No funding changes for MC-EURAP. The county wired over the funds in February.

Bills Due: The following bills were presented for payment:
Waggoner Law Firm for \$ 3780.00

Commissioner Orphal moved to approve the legal bill, and Commissioner Oswald seconded the motion. Roll call was taken, all voted aye, and the motion carried.

Legal Status Report: Greg Waggoner reported on the Section 8 administrative hearing case and the unwinding of RHI vouchers for May 1st.

Senior and Disabled Housing- We attended the tenant meeting at Silvertrees on March 27th. The tenants wanted to talk about some issues at the property (mostly maintenance). We went through the budget process and how we pay for capital projects. We have gone out to bid for a cleaning service at both projects and the parking lot at SilverTrees. There was such a delay last year with the budgets being approved by Rural Development, which caused the rent increases to go into effect in February instead of July. We don't feel we can raise the rent again this year so quickly. GreenTrees had a \$25 increase, and SilverTrees had a \$30 increase in February. The budgets are a struggle, especially with the increased costs for maintenance repairs, snow, and utilities. The GreenTrees and SilverTrees budgets are in your board packet.

The vacancy rate has also been an issue. We have changed how we send out the packets and have additional staff assisting with recording rent payments and application packets to free up Melissa's time and speed up the application process.

LIHEAP- The new grant awards for the LIHEAP program almost doubled from what we have

received in the past. This is because McHenry County saw a significant increase in poverty last year. To spend the funds, we will need to hire additional staff. We included a full-time LIHEAP assistant coordinator position and another part-time person who will handle outreach, paper applications, and assist with walk-ins in the grant budget. Additionally, we added funding for professional marketing.

Administrative-

We have completed several payroll training sessions. We did a mock payroll in MIP for the April 15th payroll to check for errors and issues. The payroll ran through ADP like usual, and we will correct the problems before the “first official payroll” in MIP, which is scheduled for April 30th. We are still working on getting two other local banks’ information to compare against the proposals we have from BMO and PNC. The plan is to review all four next month and have the transition happen by the beginning of our new fiscal year.

Our old building had two showings last month and a one-second showing. It has been crickets since they had their contractor give them of bid for the remodel.

Programs:

Section 8- Commissioner Blake motioned to approve the utility allowance as presented. Commissioner Zaleski seconded the motion, and all voted, aye. The department was assisting 807 families as of the end of January. We have 10 PBV vacancies. MCHA utilization numbers are low, but we face increased HAP costs due to rising payment standards for 2023 and increased rental rates. Absorbing the CHA vouchers will help with our utilization rate.

Public Housing- Commissioner Orphal motioned to approve the amendment to the ACOP Plan. Commissioner Zaleski seconded the motion. All voted in favor. Commissioner Blake motioned to approve the utility allowance and flat rents for Public Housing. Commissioner Myers seconded the motion. All voted, aye. We have finished rehabbing the Crystal Lake house and getting it rented. Next, we will remodel a Harvard unit. The occupancy rate is 91%. We have two lease signings and two annual inspections.

Renaissance is 100% occupied, with one lease renewal and one monthly inspection.

LIHEAP/LIHWAP- Commissioner Blake motioned to approve the travel for training not to exceed \$1500. Commissioner Orphal seconded the motion. A roll call was taken, and the motion passed. The LIHEAP program logged 348 apps in January. Our ten-year average of applications entered for January is 265. The way we take applications has changed drastically. In the past, if we were scheduled with eight appointments per day, we would close at least four as the customers gave us everything we needed for that day. In contrast, today, we are never completing an application immediately. Receiving documents is a time-consuming process. The total number of applications entered or the year is 1968. The only year that surpassed that number was 2011. continues to move at a fast pace. The December applications are up 25% compared to last year. The total number of applications for December is 343, and 1020 for the year. That is an increase of 30%. Currently, we are booked 45-60 days out. The **LIWHAP Program** entered 74 water/sewer applications for January.

Weatherization- The department had two intakes, four audits, and five final inspections. The department is thrilled to have Shameur on the team! She has already been a huge help to the program by making the application fillable. The program had a monitoring visit in January. We visited eight homes and reviewed files. The monitoring went very well, and the agency greatly improved from last year. We have been working on marketing the program through food pantries, food drives, ministries, townships, and local service agencies.

Owner-Occupied Rehab Program- No Report.

CSBG- January was a hectic month for the program. Many landlords waited until after the holidays to send out eviction notices. Rising rental rates are causing many to need help with paying their rent. We have already spent 47% of our 2023 past-due rent budget. Senior Dental has already assisted nearly 60% of our target number of clients.

Senior/disabled Housing –The new rent increase went smoothly, and staff is working on the utility allowance for July 2023. Unfortunately, we have had a tenant from both Silvertrees and Greentrees pass away in their home this month. The purported mold issue is now gone at Greentrees. We are working very hard to lease the units in both developments.

Administrative Business-

Ms. Ulbrich discussed the Juneteenth holiday and the June board meeting scheduled on the same day. The board tabled the discussion concerning observing it as a paid holiday.

Commissioner Myers motioned to approve the purchase of the payroll and HR software. Commissioner Zaleski seconded the motion. A roll call was taken, and the motion passed.

Commissioner Comments –None

Public Comments- Ann Snider has questions concerning her son’s housing voucher. County Board Chairman Lou Ness attended a workforce housing meeting and is establishing a committee to work on solutions to affordable housing in the county.

Adjourn: Commissioner Oswald motioned to adjourn the meeting at 2:50 P.M. Commissioner Orphal seconded the motion. All voted aye, and the motion carried.

Kim Ulbrich, Executive Director

Keith Leathers, Chairman

MINUTES OF THE
McHENRY COUNTY HOUSING AUTHORITY
March 20, 2023

The regularly scheduled meeting of the Board of Commissioners of the McHenry County Housing Authority was called to order by Chairman Leathers at 1:30 pm on March 20, 2023, at the offices of the Housing Authority, 1125 Mitchell Court, Crystal Lake, Illinois.

ROLL CALL:

Commissioners Present:

Keith Leathers, Chairman
Mary Reid, Vice Chairwoman
Leslie Blake
Lyn Orphal
Victor Oswald

Commissioners Absent: Kevin Myers

Randall Zaleski

Also Present:

Kim Ulbrich, Executive Director
Katalina Sumano, Fiscal Officer
Greg Waggoner

Public Comment:

Minutes: Commissioner Reid moved to approve February 27, 2023, Board minutes. Commissioner Oswald seconded the motion, and all voted, aye.

Financials: Commissioner Reid moved to approve the February Financial reports as presented, and Commissioner Orphal seconded the motion. All voted, aye.

Ms. Ulbrich presented the February financials. Section 8 had a gain in Admin funds of \$40,026.12 and a gain in HAP expenses of \$36,295.50. The agency has \$674,502.78 in Admin reserves and \$-869.90 in HAP reserves. The development account has a balance of \$647,003.80.

Public Housing has a gain of \$556.98. There are \$377,796.99 in Reserves for February. We paid- \$39,000 in due to from to Section 8.

The Cost Allocation shows the overhead expenses of \$38,564.85 among the programs for February.

SilverTrees 1 had a loss of \$4,173.20 with three vacancies this month. SilverTrees II had a loss of \$5,544.78 with three vacancies this month.

GreenTrees had a loss of \$14,294.32 for February and four vacancies.

LIHEAP- 23-254002, we have spent 97% of the State portion and 31% of the PIPP portion (the same as last month). 22-224002 is spent, and we have obligated all of 23-224002 and have started to spend the modification amount of \$724,000.

Weatherization-45% of the HHS grant and 76% of the DOE grants have been spent. 10% of the Utility grant, which just started (no change from last month). 23-251002 is only 24% spent. This is the last grant we use for the program year.

The CSBG 2023 grant is 26% for the first month of the grant. We have spent 16% of Senior Dental.

Renaissance is showing a gain of \$1424.11 with no vacancy.

The RHS program had \$1,068.60 in admin fees. There were no monthly rental payments.

Bills Due: The following bills were presented for payment:
Waggoner Law Firm for \$ 3,535.00

Commissioner Reid moved to approve the legal bill, and Commissioner Orphal seconded the motion. Roll call was taken, all voted aye, and the motion carried.

Legal Status Report: Mr. Waggoner updated the board on the section 8 client appeal.

Executive Director's Report

Public Housing- We have the Maintenance and Management clinic for April 19-21. We haven't attended the last couple of years, and this year we would like our maintenance manager to participate because they will be discussing NSPIRE, the new program replacing REAC. This is related to the biannual inspection of our public housing units. The cost for the training is free, but we need approval for the travel and hotel not to exceed \$750.00.

LIHEAP- The state released the 2024 grant applications and 23-274002, a supplemental grant for this year. The supplement grant only included client benefits for them to expedite the funding. We were allotted \$473,000 for client benefits.

Weatherization- The state released the 2024 grant applications last week and a new grant, the 23-461002, IHWAP BIL. This grant covers three years and has \$250,024 for training but \$38,000 for administration over the three years. This is a DOE grant, and we are being told there will be another DOE supplemental shortly. They are pushing for us to hire additional staff. However, there is no long-term plan to continue funding the added employees. It means we will be administering six grants at the same time.

Administrative- We met with the resident advisory board on Friday, and they recommended the attached annual and five-year plans for the board to approve.

We must submit an Annual Plan and a Five Year Plan every five years to the U.S. Department of Housing and Urban Development (HUD) on how they run all their federal programs. The Five-Year "Agency Plan" is a strategic planning document for the public housing and Housing Choice Voucher (HCV) programs that identify the Housing Authority's goals for the next five years.

The Annual Plan describes the Housing Authority's administration of both programs and the planned uses of the Housing Authority's financial resources, long-term goals, and proposed new policies. The

Annual Plan must be updated each year. We are required to publish the plans and have a 45-day comment period. We generally put everything we can in the plan and keep it general to avoid the need to make amendments.

We inquired about getting references from MIP on the payroll module. We received two emails from MIP clients who are very happy with the product. Holly and Katie also received positive feedback from a contact at the IACAA fiscal training last week.

Currently, our bank accounts are set up as personal accounts. It doesn't give us many security protections and is cumbersome to manage. BMO has spoken to us for several months about making the necessary changes. We contacted PNC Bank to see what they would have to offer us. An electronic copy of their proposals is included in the board packet, and we will have documents here.

Programs:

Section 8- The department assisted 806 families as of the end of February. We have 12 PBV vacancies. MCHA Section 8 staff have visited all three RHI developments to help tenants with the changeover paperwork. It has gone very well, and we are scheduled to absorb the vouchers as of May 1st.

Public Housing- Commissioner Blake motioned to approve the travel expense for the Maintenance and Management clinic up to \$750.00. Commissioner Reid seconded the motion, and a roll call vote was taken. All voted to approve. Two units had damage from the ice storm, and we had downed trees and branches on several units. We have started the purge of the waitlist. There were three lease signings and four annual inspections this month.

Renaissance is 100% occupied, with one lease renewal and two monthly inspections. We had some roof masonry repairs done, and the clay caps were all reset.

LIHEAP/LIHWAP- Commissioner Reid voted to approve the submittal of the 2024 grants. Commissioner Orphal seconded the motion, and all voted aye. The LIHEAP program completed 253 apps in February. We are starting to see an uptick in disconnection notices. We have been receiving several emails praising our staff.

The **LIWHAP Program** entered 30 water/sewer applications for February.

Weatherization- Commissioner Reid motioned to approve the submittal of the 2024 grants. Commissioner Blake seconded the motion—all votes to aye. The department had four intakes, seven audits, and five final inspections. For February, the department created and implemented an outreach process. The team handed out more than 600 flyers in person and is scheduling times to be able to be at food drives. The team has spent out its DOE grant and has \$140,000 already earmarked for the new DOE-BIL grant. We have included an email from a pleased client.

Owner-Occupied Rehab Program- No Report.

CSBG- The rental assistance program continues to be busy. We have exceeded our target number and budget. Our mortgage program has slowed down because IHDA has a similar program now that can help with up to \$60,000 in past-due mortgage payments. The depart will move funding from the mortgage assistance program to the rental assistance program. January was a hectic month for the program. We

have revised the perimeters of the rental assistance to assist more clients. We have met 90% of our target for the Senior Dental program.

Senior/disabled Housing –Staff has completed and passed Rural Development training. The RD newsletters have been helpful and supportive. We will be updating our YARDI subscription. This is a property management program that Rural Development requires. The annual surveys from COMED did not warrant a utility allowance increase this year.

The ice storm caused damage to both GreenTrees and SilverTrees. We are working with our insurance company on the repairs. The agency received a \$44,900 grant from the county to assist with the concrete work costs at SilverTrees. The new rent increase went smoothly, and staff is working on the utility allowance for July 2023. Unfortunately, we have had a tenant from both Silvertrees and Greentrees pass away in their home this month. The purported mold issue is now gone at Greentrees. We are working very hard to lease the units in both developments.

Administrative Business-

Commissioner Reid motioned to approve Resolution 2023-01 2023 Annual Plan. Commissioner Orphal seconded the motion, and all voted, aye Commissioner Reid motioned to approve the five-year Capital Plan as presented. Commissioner Blake seconded the motion. A roll call was taken, and the motion passed.

Commissioner Comments –

Adjourn: Commissioner Reid motioned to adjourn the meeting at 2:50 P.M. Commissioner Oswald seconded the motion. All voted aye, and the motion carried.

Kim Ulbrich, Executive Director

Keith Leathers, Chairman

MINUTES OF THE
McHENRY COUNTY HOUSING AUTHORITY
April 17, 2023

The regularly scheduled meeting of the Board of Commissioners of the McHenry County Housing Authority was called to order by Chairman Leathers at 1:30 pm on April 17, 2023, at the offices of the Housing Authority, 1125 Mitchell Court, Crystal Lake, Illinois.

ROLL CALL:

Commissioners Present:

Keith Leathers, Chairman
Mary Reid, Vice Chairwoman
Leslie Blake
Kevin Myers
Lyn Orphal
Randall Zaleski-

Commissioners Absent:

Victor Oswald

Also Present:

Kim Ulbrich, Executive Director
Katalina Sumano, Fiscal Officer
Greg Waggoner

Public Comment: None.

Minutes: Commissioner Reid moved to approve March 2023 Board minutes. Commissioner Orphal seconded the motion, and all voted, aye.

Financials: Commissioner Blake moved to approve the March Financial reports as presented, and Commissioner Myers seconded the motion. All voted, aye.

Ms. Ulbrich presented the March financials. Section 8 had a gain in Admin funds of \$9,909.35 and a gain in HAP expenses of \$47,243.60. The agency has \$698,753.93 in Admin reserves and \$10,242.50 in HAP reserves. The development account has a balance of \$647,879.22.

Public Housing has a gain of \$1,068.29. There are \$352,970.47 in Reserves for March.

The Cost Allocation shows the overhead expenses of \$53285.67 among the programs for March. Several bills came in late last month, so there are multiple payments included in the month's bills (telephone, Comcast, and cleaning)

SilverTrees 1 lost \$5, 646.46 with four vacancies this month (snow removal was \$4,852.50). SilverTrees II lost \$6,354.88 (\$4,852 for snow removal and \$822.15 for Jensen's) and had three vacancies this month.

GreenTrees lost \$7,820.92- (\$ 5814 for snow removal, and\$ 4,600 for Power Trees, and \$2712.23 for Empire) for February and five vacancies.

LIHEAP- 23-254002, we have spent 98% of the State portion and 31% of the PIPP portion (the same as last month). The state has put a hold on any new PIPP clients this year, so this number will stay the same or possibly go down if someone drops from the program. 22-224002 is spent. 23-224002 is 79% paid with the modification. We did receive a supplemental of \$473,000 for client benefits. We have yet to receive admin or program support for that grant.

Weatherization-60% of the HHS grant and 76% of the DOE grants have been spent. 26% of the Utility grant, which just started (no change from last month). 23-251002 is 33% spent, and we just started spending the new DOE BIL grant (this grant is for three years).

The CSBG 2023 grant is 36% spent. We have spent 28% of Senior Dental.

Renaissance is showing a gain of \$848.53 with no vacancy.

The RHS program had \$1,068.60 in admin fees. There were no monthly rental payments.

Bills Due: The following bills were presented for payment:
Waggoner Law Firm for \$5573.75

Commissioner Blake moved to approve the legal bill, and Commissioner Reid seconded the motion. Roll call was taken, all voted aye, and the motion carried.

Legal Status Report: Attorney Greg Waggoner updated the board on the ongoing Section 8 denial appeal.

Executive Director's Report:

Senior and Disabled Housing- We attended the tenant meeting at Silvertrees on March 27th. The tenants wanted to talk about some issues at the property (mostly maintenance). We went through the budget process and how we pay for capital projects. We have gone out to bid for a cleaning service at both projects and the parking lot at SilverTrees. There was such a delay last year with the budgets being approved by Rural Development, which caused the rent increases to go into effect in February instead of July. We don't feel we can raise the rent again this year so quickly. GreenTrees had a \$25 increase, and SilverTrees had a \$30 increase in February. The budgets are a struggle, especially with the increased costs for maintenance repairs, snow, and utilities. The GreenTrees and SilverTrees budgets are in your board packet.

The vacancy rate has also been an issue. We have changed how we send out the packets and have additional staff assisting with recording rent payments and application packets to free up Melissa's time and speed up the application process.

LIHEAP- The new grant awards for the LIHEAP program almost doubled from what we have received in the past. This is because McHenry County saw a significant increase in poverty last year. To spend the funds, we will need to hire additional staff. We included a full-time LIHEAP assistant coordinator position and another part-time person who will handle outreach, paper

applications, and assist with walk-ins in the grant budget. Additionally, we added funding for professional marketing.

Administrative-

We have completed several payroll training sessions. We did a mock payroll in MIP for the April 15th payroll to check for errors and issues. The payroll ran through ADP like usual, and we will correct the problems before the “first official payroll” in MIP, which is scheduled for April 30th. We are still working on getting two other local banks’ information to compare against the proposals we have from BMO and PNC. The plan is to review all four next month and have the transition happen by the beginning of our new fiscal year.

Our old building had two showings last month and a one-second showing. It has been crickets since they had their contractor give them of bid for the remodel.

Programs:

Section 8- The department assisted 803 families as of the end of March, with eight families coming off the program. We have 12 PBV vacancies. MCHA Section 8 staff is working on absorbing the 31 units that CHA assists in McHenry County. **On Friday, H. passed her HQS test with a 99%! The best score ever at MCHA.**

Public Housing- Utility allowances were updated, and rents were adjusted as of April 1. The occupancy rate is at 91% with two openings.

Renaissance is 100% occupied, with two lease renewals and one monthly inspection. We are going out to bid for the painting of the back of the building.

LIHEAP/LIHWAP- The LIHEAP program completed 310 apps in March. Our total application entered was 2531, slightly up from last year. What is interesting is that we are receiving fewer reconnections notices. Last year we assisted 84 households with reconnection notices in March; this year, we had 25 last month. We expect this to pick up in April. We assisted nine families with furnace repair for our program that ended on March 31st. Pepper has included a letter from a 91-year-old client who has lived in her home for 65 years and is so grateful for her assistance.

The **LIWHAP Program** entered 69 water/sewer applications for March.

Weatherization- The department had four intakes, four audits, and five final inspections. For March, the department has been focusing on contractor inspections. We are required to inspect 20% of the work each year. Brandon has passed his BPI class and is scheduled in April for his QCI, which will catch the department up on all the required training. We are projecting to spend \$80,000 of the \$145,000 this year for the DOE BIL grant. We will be working on the market analysis for April in preparation for procurement.

Owner-Occupied Rehab Program- No Report.

CSBG- The advisory board met on March 16th. We have a couple of openings, which we expect to fill at the next meeting. The CSBG annual report required some corrections, which have been completed to the best of our ability. The rental assistance program continues to be busy, and we have obligated all our Senior Dental funds.

Senior/disabled Housing – Commissioner Reid motioned to approve the GreenTrees budget as presented. Commissioner Zaleski seconded the motion. A roll call was taken, and all voted, aye. Commissioner Reid motioned to approve the SilverTrees I budget as presented. Commissioner Blake seconded the motion. A roll call was taken, and all voted, aye. Commissioner Reid motioned to approve the SilverTrees II budget as presented. Commissioner Orphal seconded the motion. A roll call was taken, and all voted, aye.

The Yardi classic program is being phased out and replaced by a new program called Breeze. It should be very similar; however, it will be more costly. Staff is working with many applicants to get through the system and fill the vacancies. Additional staff has assisted with the work.

We are going out to bid for weekly cleaning and some landscape work for both properties.

Administrative Business- Commissioner Blake motioned to update the personnel policy to observe Juneteenth Day. Commissioner Reid seconded the motion, and all voted aye.

Commissioner Comments – Reid informed the board the Senior Grant Commission will be meeting next week.

Adjourn: Commissioner Reid motioned to adjourn the meeting at 2:22 P.M. Commissioner Blake seconded the motion. All voted aye, and the motion carried.

Kim Ulbrich, Executive Director

Keith Leathers, Chairman

MINUTES OF THE
McHENRY COUNTY HOUSING AUTHORITY
May 15, 2023

The regularly scheduled meeting of the Board of Commissioners of the McHenry County Housing Authority was called to order by Chairman Leathers at 1:30 pm on May 15, 2023, at the offices of the Housing Authority, 1125 Mitchell Court, Crystal Lake, Illinois.

ROLL CALL:

Commissioners Present:

Keith Leathers, Chairman
Mary Reid, Vice Chairwoman
Kevin Myers
Lyn Orphal

Commissioners Absent:

Leslie Blake
Victor Oswald
Randall Zaleski-

Also Present:

Kim Ulbrich, Executive Director
Holly Lyons, Deputy Director
Katalina Sumano, Fiscal Officer
Greg Waggoner
Lou Ness

Public Comment: Chairman Leathers asked if there was any word on applicants for the board. Lou Ness thanked the board for the sympathy card.

Minutes: Commissioner Reid moved to approve April 17, 2023, Board minutes. Commissioner Orphal seconded the motion, and all voted, aye.

Financials: Commissioner Reid moved to approve the April Financial reports as presented, and Commissioner Myers seconded the motion. All voted, aye.

Ms. Ulbrich presented the April financials. Section 8 had a loss in Admin funds of \$235.09 and a gain in HAP expenses of \$51,560.50. The agency has \$698,518.84 in Admin reserves and \$23,896 in HAP reserves. The development account has a balance of \$645,057.77.

Public Housing has a gain of \$6,947.15. There are \$358,412.92 in Reserves for April.

The Cost Allocation shows the overhead expenses of \$38,632.55 among the programs for April.

SilverTrees 1 lost \$5,107.14 with four vacancies this month. SilverTrees II lost \$1,937.91 and had three

vacancies this month.

GreenTrees lost \$3049.54- and five vacancies.

LIHEAP- 23-254002, we have spent 99% of the State and 30% of the PIPP portions. 22-224002 is spent. 23-224002 is 79% paid with the modification. The supplemental 23-274002 is 26% spent.

Weatherization-75% of the HHS grant and 77% of the DOE grants have been spent. 59% of the Utility grant, which just started (no change from last month). 23-251002 is 48% spent and 11% of the BIL grant.

The CSBG 2023 grant is 44% spent. We have spent 36% of Senior Dental.

Renaissance is showing a gain of \$1,765.79 with no vacancy.

The RHS program had \$1,068.60 in admin fees and \$15,040 in rental payments.

Bills Due: The following bills were presented for payment:
Waggoner Law Firm for \$5374.88

Commissioner Reid moved to approve the legal bill, and Commissioner Orphal seconded the motion. Roll call was taken, all voted aye, and the motion carried.

Legal Status Report: Chairman Leathers asked Greg Waggoner to explain the charges for the Section 8 appeal. Greg explained the costs and informed the board that MCHA's response was submitted.

Executive Director's Report: Section 8- We are updating our Admin Plan to reflect the addition of the RHI units to our existing PBV contracts and remove the RHI language. The staff did a great job of getting this accomplished by May 1st! The Changes are attached on pages 70-75 of our Admin Plan. The number of clients has been slightly low in the past few months. However, this number increases significantly during the month when "holds" come off. Clients are put on hold if their certification isn't complete. Once it's finished, they come off hold, and the landlord payment is made. Clients are coming off the program for various reasons and not because they are being denied.

Public Housing- We have completed the yearly waitlist purge and have 367 applicants. With only 22 houses, it will take years to get through the list. We recommend that the list be closed and reopened when we have less than 100 households on the list. The information below is from our ACOP plan on page 11.

C. Establishing and Maintaining the Waiting List

1. It is the policy of MCHA to administer its waiting list as required by HUD's regulations.

2. Opening and Closing Waiting Lists

(a) MCHA maintains an open waiting list policy

(b) Applicants are required to complete a pre-application to be placed on the waiting list. A pre-application may be obtained in person at the MCHA office, or it can be mailed to applicants upon request.

(c) All pre-applications are date stamped upon receipt and considered on a first-come, first-served basis

(d) Pre-applications will not be processed for applicants in which the following has been verified.

- The applicant committed fraud in connection with any federal housing program.
- The applicant's family owes money to any Section 8, Public and Indian housing program.
- (e) A decision to close the waiting list will consider the number of applications and the ability of MCHA to house applicants in twelve to eighteen months. Decisions to close the waiting list, restrict intake, or open the waiting list will be made by the Board of Commissioners and publicly announced.

CSBG—We are preparing for our monitoring scheduled for May 24. The monitoring has required a significant amount of documentation for the entire agency. Additionally, we are submitting our modification, which is early this year. The state sent the changes earlier this year, giving us time to spend the funds. Typically, we don't receive the rollover funds until November, and it isn't easy to spend the funds before the end of the grant in December.

Administrative- Accountant Proposal- The accountant is finishing his contract with us. Last year, we contracted \$33,000, which included up to \$1000 for travel expenses for the onsite visit and 213 hours at \$150. We have approx. Ten hours left to finish out the year. We want to continue using his services for one more year. We estimate the need for 125 hours at \$160 for \$20,000. This year's work was repairing and fixing errors and preparing for a clean audit. Next year the hours will be used to review Katie's work, assist with the audit preparation, update the financial policy, and advise on entries for the new payroll program and taxes. We have grant funds for admin costs still available, and we received \$15,865 in developer fees this month, which would offset the costs.

Banks- We met with two local community banks and have received their proposals. The goal would be to have most accounts moved or updated to commercial by the beginning of the fiscal year. Katie compiled a spreadsheet with all four banks' proposals for your review.

Juneteenth- Our next board meeting falls on Juneteenth, so it must be rescheduled. Please review your calendars and let us know what will work for you.

The Senior Service Grant LOI is due June 6th. We will again be applying for a senior dental grant.

Safety and security- Holly and I are attending a Workplace Violence and Prevention training through the Crystal Lake Chamber on May 17th. The Crystal Lake police will walk through our building on May 16th and return to train staff on workplace safety. Also, on the 17th, Shameur set up Narcan training for the staff meeting.

Programs:

Section 8- Commissioner Reid motioned to approve the admin plan amendment as presented. Commissioner Myers seconded the motion. All voted, aye. The department assisted 799 families as of the end of April, with four stopped receiving assistance. We have 11 PBV vacancies. MCHA Section 8 staff is working on absorbing the 31 units that CHA assists in McHenry County. Section 8 has absorbed 31 PBV units from Chicago.

Public Housing- Commissioner Reid motioned to close the waiting list. Commissioner Orphal seconded the motion, and all voted in favor. We have welcomed a new family to our Harvard duplex. Noel has received many happy texts and videos. There was one lease signing and one inspection this month.

Renaissance is 100% occupied, with two lease renewals and two monthly inspections. We are going out to bid for the painting of the back of the building.

LIHEAP/LIHWAP- The LIHEAP program completed 292 apps in April. Our total application entered was 2823, slightly up from last year. The program year is changed next year from September 1- May to October 1-August 15.

The **LIWHAP Program** entered 32 water/sewer applications for April. We have less than \$1000 in the grant.

Weatherization- The department had six intakes, seven audits, and five final inspections. For April, the department has finished the needed in-progress inspections and is working on Market Analysis for the upcoming program year. Three clients reached out this month to express their gratitude to staff and contractors.

Owner-Occupied Rehab Program- No Report.

CSBG- Commissioner Reid motioned to approve the submittal of the modification. Commissioner Orphal seconded the motion, and all voted, aye. The staff has been working on several reports and monitoring documentation. Several items coming due at the same time is a challenge.

Senior/disabled Housing – Staff is working on software replacement to submit our monthly information to Rural Development. Several vacant units are leasing up in May.

Administrative Business- Commissioner Reid motioned to approve the accounting consultant's proposal for a second year. Commissioner Orphal seconded the motion. A roll call was taken, and the motion passed.

Commissioner Reid motioned to accept Cornerstone's proposal for MCHA banking and approve the executive director and current signers (Kim Ulbrich, Holly Lyons, Katalina Sumano, and Karen Seager) to sign all the bank documents. Commissioner Orphal seconded the motion, and a roll call was taken. The motion passed.

Commissioner Reid motioned to change the June board meeting date to June 15th. Commissioner Orphal seconded the motion, and all voted yes.

Commissioner Reid motioned to approve the submittal of the Senior Dental Grant LOI and application. Commissioner Orphal seconded the motion, and all voted in favor.

Commissioner Comments – Lou Ness updated the board on the Workforce Housing Committee and their meeting on May 22.

Adjourn: Commissioner Reid motioned to adjourn the meeting at 2:30 P.M. Commissioner Orphal seconded the motion. All voted aye, and the motion carried.

Kim Ulbrich, Executive Director

Keith Leathers, Chairman

MINUTES OF THE
McHENRY COUNTY HOUSING AUTHORITY
June 15, 2023

The regularly scheduled meeting of the Board of Commissioners of the McHenry County Housing Authority was called to order by Chairman Leathers at 1:33 pm on June 15, 2023, at the offices of the Housing Authority, 1125 Mitchell Court, Crystal Lake, Illinois.

ROLL CALL:

Commissioners Present:

Keith Leathers, Chairman
Mary Reid, Vice Chairwoman
Kevin Myers
Lyn Orphal

Commissioners Absent:

Leslie Blake
Victor Oswald
Randall Zaleski-

Also Present:

Kim Ulbrich, Executive Director
Holly Lyons, Deputy Director
Katalina Sumano, Fiscal Officer
Greg Waggoner

Public Comment: The staff and board recognized and thanked Lyn Orphal for her many years of service to the organization.

Minutes: Commissioner Myers moved to approve May 15, 2023, Board minutes. Commissioner Reid seconded the motion, and all voted, aye.

Financials: Commissioner Reid moved to approve the May Financial reports as presented, and Commissioner Orphal seconded the motion. All voted, aye.

Ms. Ulbrich presented the May financials. Section 8 had a gain in Admin funds of \$14,042.56 and a gain in HAP expenses of \$21,465.50. The agency has \$712,561.40 in Admin reserves and \$9,076 in HAP reserves. The development account has a balance of \$662,208.96.

Public Housing has a gain of \$9281.92. There are \$389,829.36 in Reserves for May.

The Cost Allocation shows the overhead expenses of \$30,404.42 among the programs for May.

SilverTrees 1 lost \$2908.69 with two vacancies this month. SilverTrees II lost \$884.75 and had two

vacancies this month.

GreenTrees lost \$453.34- and five vacancies.

LIHEAP- 23-254002, we have spent 99% of the State and 30% of the PIPP portions. 22-224002 is spent. 23-224002 is 100% spent with the modification. The supplemental 23-274002 is 71% spent.

Weatherization-84% of the HHS grant and 82% of the DOE grants have been spent. 59% of the Utility grant, which just started (no change from last month). 23-251002 is 65% spent and 13% of the BIL grant.

The CSBG 2023 grant is 46% spent (this includes the modification). We have spent 57% of Senior Dental.

Renaissance is showing a gain of \$2,875.70 with no vacancy.

The RHS program had \$1068.00 in admin fees and no rental payments.

Bills Due: The following bills were presented for payment:
Waggoner Law Firm for \$481.25

Commissioner Reid moved to approve the legal bill, and Commissioner Orphal seconded the motion. Roll call was taken, all voted aye, and the motion carried.

Legal Status Report: Waggoner discussed the contract for 1108 N. Seminary. It will take approx.—three weeks for the survey. The closing is scheduled for August 9th.

Executive Director's Report: - Section 8- We have attached our Section 8 budget for the year. Nothing out of the ordinary other than the department will be purchasing a new car this year. In the past, the agency has purchased vehicles through the state. However, the state no longer provides that service because of the limited auto inventory. We are required to get three quotes before we purchase a vehicle. Please see the explanation of revenue attached.

Public Housing & Renaissance- Resolution 2023-06 is the Public Housing Budget. Some items are under betterment and improvements, which will come from our public housing reserves. Please see the attached explanation of revenue.

The Renaissance Apartments had an IHDA inspection on May 30th. There are a couple of items we need to address. One is the painting of the back of the building, and the other is minor repairs inside two units.

CSBG—The department was monitored in May, and everything went well. Katalina and Shameur attended the CSBG fiscal and program training in Springfield the first week of June. Additionally, several Webex training sessions concerning required organizational standards are scheduled for the following week.

Administrative- RHS- Our IHDA contract is set to renew on July 1st. This is a three-year contract. This program is for very low-income residents (30% AMLI), the rents are set by bedroom size and not by zip code, and Landlord payments are sent out quarterly. For the client's portion, the program does not consider utility costs. We have added four units to the program, bringing us to twelve units to start with this year, and we will add two units in the fall. In 2024, we will absorb the RHS units from Tower View, making it a more robust program.

Contract for 1109 Seminary- We have accepted a contract on our old building. The inspection is scheduled for June 20th.

Employee reviews- Staff reviews were completed this week. Once the board approves the compensation committee's recommendations, each person will receive a written letter with their total compensation costs for MCHA and employee benefit costs. We have done this for the past couple of years.

Safety and security- We have purchased security email enhancement and Security Awareness Training. The state requires Cyber Security training, and state programs will pay for the additional protection and training. Holly has been working with our IT contractor to clean up some items on the server because we are running out of room. We estimate we have another year with the server, a five-year lifespan. In the meantime, we are researching archiving optical media (all pictures), mailbox cleanup, and a cloud backup as a second backup option.

Programs:

Section 8- Commissioner Orphal motioned to approve the Section 8 budget, which includes purchasing a new car. Commissioner Reid seconded the motion, and a roll call was taken. The motion passed. Section 8 continues to assist 822 families. We have 11 PBV vacancies. Attached to the coordinator's report is data on clients coming off the program this month.

Public Housing- Commissioner Reid motioned to approve Resolution 2023-06 Public Housing Budget, which includes betterments for significant house repairs. Commissioner Orphal seconded the motion, and a roll call was taken. The motion passed. A new family has moved into our Crystal Lake duplex, and work is starting on Oriole Trail. The occupancy Rate is at 95%. We had one lease signing and one inspection.

Renaissance is 100% occupied, with two lease renewals and two monthly inspections. We are going out to bid for the painting of the back of the building.

LIHEAP/LIHWAP- The LIHEAP program completed 339 apps in May. Our total application entered was 3187. The department had a 90% completion rate for our documented applications.

The **LIWHAP Program** The program is closed. We helped 618 families with a total funding amount of \$214,638.03 entered 32 water/sewer applications for April. We have less than \$1000 in the grant.

Weatherization- The department had four intakes, seven audits, and six jobs out. For May, the department is working on Market Analysis for the upcoming program year. We are prepping for the procurement process and trying to bring on new contractors as we expect one of our long-time contractors not to apply this year.

Owner-Occupied Rehab Program- No Report.

CSBG- The monitoring and budget modification is complete. Staff is participating in several trainings. There have been several fraudulent inquiries, and the agency reported the incidents to the police.

Senior/disabled Housing – Contracts were awarded for the cleaning bids for Silvertrees and Greentrees. The contractor will clean the laundry and community rooms. MCHA is exploring options for landscape improvements.

Administrative Business- Commissioner Reid motioned to approve the RHS Contract with IHDA. Commissioner Orphal seconded the motion, and all voted aye.

Commissioner Myers motioned to accept the recommendations of the compensation committee. Commissioner Reid seconded the motion, and a roll call was taken. The motion passed.

Commissioner Reid motioned to change the Annual Meeting to the August Meeting on August 21st. Commissioner Orphal seconded the meeting, and all voted to approve.

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Commissioner Comments –.

Adjourn: Commissioner Reid motioned to adjourn the meeting at 2:13 P.M. Commissioner Orphal seconded the motion. All voted aye, and the motion carried.

Kim Ulbrich, Executive Director

Keith Leathers, Chairman