

MINUTES OF THE  
McHENRY COUNTY HOUSING AUTHORITY  
December 18, 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 p.m. on December 18, 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 (via phone)  
Kevin Myers  
Victor Oswald  
Randall Zaleski  
Sue Miller

**Commissioners Absent:**

**Also Present:**           Kim Ulbrich, Executive Director  
                                  Holly Lyons, Deputy Director  
                                  Katalina Sumano, Fiscal Officer  
                                  Greg Waggoner

**Public Comment:**

**Swearing in of New Commissioner-** Chairman Leathers led the swearing in of Sue Miller

**Minutes:** Commissioner Reid moved to approve the November 20, 2023, minutes. Commissioner Oswald seconded the motion, and all voted, aye.

**Financials:** Commissioner Reid moved to approve the November Financial report as presented, and Commissioner Zaleski seconded the motion. All voted, aye.

Ms. Ulbrich presented the November financials.

Section 8 had a gain in Admin of \$23,454.54 and a gain in HAP expenses of \$8,739.50. The agency has \$873,772.73 in Admin reserves and \$43,182.69 in HAP reserves. The development account has a balance of \$671,394.76.

Public Housing has a loss of \$861.44 and \$444,557.56 in Reserves for November.

The Cost Allocation shows the overhead expenses of \$34,442.29 among the programs for November.

SilverTrees 1 has a gain of \$1,120.06 with one vacancy this month. SilverTrees II had a loss of \$3,060.11. The development had three vacancies this month.

GreenTrees had a gain of \$4212.42. However this does not include the Rural Development payment. The development has five vacancies.

LIHEAP- 23-224002 is 93% spent, and 23-274002 is 59% spent). 24-254002 is our new state grant, for which we have obligated 97%, and 24-224002 we will spend down once 23-224002 is expended.

Weatherization- 40% of the HHS and 12% of DOE grants are spent. 83% of the Utility grant is spent. 23-251002 is 25% spent, 37% of the BIL grant, and zero on DOE-Ready.

The CSBG 2023 grant is 73% spent. This has changed due to moving some payroll costs from CSBG to LIHEAP. We have spent 99% of Senior Dental, which is completely spent.

Renaissance is showing a gain of \$1,951.45.

The RHS program had \$ 1,068.60 in admin fees this month.

**Bills Due:** The following bills were presented for payment:  
Waggoner Law Firm for \$437.50

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

**Legal Status Report:** Attorney Waggoner reported that the Illinois Supreme Court turned down the Section 8 Case.

**Executive Director's Report:** - A couple of significant items are on the agenda for discussion this month, starting with introducing the new Administrative Plan for Section 8 and the ACOP for Public Housing. HUD has had a lot of back and forth on the implementation timeline over the past year. Karen Seager, Kim Ulbrich, and Noel Delaurentis attended all-day training for the updated Admin and ACOP Plans and other training for the changes. Karen Seager has taken the lead on creating our new plans. We expect additional tweaking with the Admin Plan to include NSPIRE language and other updates before the board adopts the plan in January. The following explains the implementation timeline for PHA policies related to the Housing Opportunity through Modernization Act of 2016 (HOTMA).

On July 29, 2016, HOTMA was signed into law. HOTMA made numerous changes to statutes governing HUD programs, including Sections 3, 8, and 16 of the United States Housing Act of 1937, which governs the public housing and housing choice voucher (HCV) programs.

- On February 14, 2023, HUD issued a final rule in the *Federal Register* amending regulations for HUD's public housing and Section 8 programs to implement Sections 102, 103, and 104 of HOTMA. Except for certain sections related to public housing for over-income families, which were effective on March 16, 2023, the final rule's effective date is January 1, 2024.
- However, HUD emailed executive directors in July stating that PHAs must bring their programs into compliance with HOTMA as quickly as possible but no later than January 1, 2025. At the time, HUD required PHA policies to be updated no later than January 1, 2024.

- On Friday, September 29, 2023, HUD issued Notice PIH 2023-27 to provide guidance to PHAs on how to implement HOTMA. **With the publication of the implementation guidance, PHA policies are no longer required to be completed by 1/1/24.**
- MCHA’s updated policy dates are based on our fiscal year.

FY Start Date	PHA Plan Submission Date	PHA Policy Completed	Draft PHA policy available for Public Comment	Announce Public Hearing
7/1/2024	4/17/2024	4/17/2024	3/3/2024	Mid-Feb
	Required: 75 days before the FY Start Date		Required 45 Day Public comment period	

- HUD is replacing the Inventory Management System/PIH Information Center (IMS/PIC) with the Housing Information Portal (HIP). This means a PHA cannot transition to HOTMA until the HIP system is operational and accepting certifications and the PHA’s software has transitioned to HIP. PHAs must work with their software vendors to begin submitting new 50058s to the HIP system once it is ready.
- Although the PHA will not implement HOTMA until October 2024, the PHA is required by HUD to update the ACOP and administrative plan by a specific date (as noted above). This also means that the PHA’s policies will likely be completed and approved well before the PHA implements HOTMA.
- ***During the transition period between when the PHA adopts its new HOTMA-compliant policies and the date the PHA fully implements HOTMA, the PHA will have two policies in place – one that is updated for HOTMA and their pre-HOTMA policy. The PHA will adopt but not follow its HOTMA policy during this transition period. The PHA will instead continue to follow its current policies until the PHA-selected implementation. Pre-HOTMA policies will remain fully effective during the transition period. MCHA’s client files will have a sheet referencing which policy the agency was following during the certifications and recertifications.***

**Additional offices and staff for Section 8-** The Section 8 department has always had a heavy client caseload. It has increased significantly in the past year due to all the waitlist pulls we have done this year. Our Section 8 clerk anticipates getting through the rest of the list in 2024. Section 8 has several time-sensitive procedures that are difficult for staff to stay on top of with the additional new clients. Additionally, we will most likely be required to develop an FSS program, and we will need an FSS Coordinator. We propose hiring one new staff person and finishing the building out of the remaining three offices on the Section 8 side of the office. We are estimating \$70,000 for the offices plus office

furniture for the additional three offices.

The Section 8 program has significant admin reserves. There are a couple of reasons why they have built up. Back in 2019, the agency had \$404,527 in Section 8 Reserves. In 2020, we received \$199,400 in additional administrative fees to assist with COVID-19 expenditures. We used a small part of that funding to upgrade the air filtration, move lighting, ductwork, drywall, and paint to close off all of the section 8 offices. The balance of the funds covered regular staff costs, which saved us funding in the annual budget. Additionally, we were short an inspector position for at least a year. For the past several years, HUD has increased our administrative fees. In 2019, we earned 70.93% proration for each voucher; for 2023, it is 97.5%. In September, we received a check for \$27,000 for the year's first six months to adjust for the increased proration rate.

Currently, we have \$873,772.73 in admin reserves. This is after paying \$382,500 for the building and incorporating a change in how we pay ourselves administratively (made in 2022). We cannot use it for general agency purposes. It can only be used for the Section 8 program costs (think silos). It makes sense to use some of this funding to complete the offices and hire an additional staff person to process cases and possibly administer the FSS Program.

**Public Housing-** We have included the updated HUD Policy (Notice PIH 2023-03) concerning over-income public housing tenants. We are required to update our current policy with these changes. Please see the attached changes. Over-income tenants have not been an issue for us to date. These changes will be made under Calculating Income 4-E of our current ACOP Plan.

**Fiscal Policy-** We are updating our Fiscal Policy to reflect changes made in the last couple of years. Several items were old and outdated, and we have changed many procedures. There is a clear separation of duties, and we have ensured a second person has to review and approve.

**CDBG/HOME Grants-** We will apply for funding to rehabilitate our GreenTrees development.

**Security Cameras-** We received six proposals and evaluated them. Your packet includes the bid sheet, and we have provided the lowest responsible proposal. We want to apply for a grant from Wintrust for part of the cost. Last year, they awarded us \$1500, and we would like to ask for the same to offset the expenses.

#### **Programs:**

**Section 8-** Commissioner Reid motioned to approve the additional office build-out and hiring of an additional staff person. Commissioner Zaleski seconded the motion. A vote was taken, and all voted aye.

The program continues to assist 790 families in McHenry County as of the end of November. MCHA has 135 Project-based vouchers in 11 scattered-site developments throughout the county. There are currently 7 PBV vacancies.

**Public Housing and Renaissance-** Commissioner Reid motioned to approve the ACOP changes as presented. Commissioner Miller seconded the motion, and all voted in favor. We currently have four vacant units. Work on Hayes is complete, and the other three properties are out for bid.

Renaissance had no lease-ups or inspections in November and is 100% occupied.

**LIHEAP-** In November, the department entered 507 applications for 995. That is the highest number of

applications the department has entered. The closest year was 2012 with 907. We continue to assist customers with disconnection notices; however, reconnection assistance requests are down. The utilities are looking for 20% coverage, which will severely hurt customers in the spring.

**Weatherization-** The department completed three intakes, scheduled 4 final inspections, and has two jobs in the field. For November, the department is focused on sending out more jobs and keeping a steady flow of jobs for the contractors before the holiday season slows down.

**CSBG-** Megan and Kayla have done a great job sending out our Resource Directory and guiding clients who do not qualify or are in cases where our funding is depleted to other sources. The 2024 grant budget is approved. However, we anticipate having 25-35% of our funding to start the year.

**Senior/disabled Housing** – Maintenance is moving forward with apartment turnovers. All the units that required new flooring have been completed. We have been busy qualifying and showing the apartments to prospective tenants. We are continuing to struggle with the follow-through on signing a lease. Currently, we are working with 17 applicants. Silvertrees I has zero vacancies, Silvertrees II has 3, and Greentrees has 6.

**Administrative Business-** Commissioner Reid motioned to approve the executive director to sign and submit grant documents for CDBG and HOME. Commissioner Miller seconded the motion, and all voted aye.

Commissioner Reid motioned to approve the Fiscal Policy, and Commissioner Miller seconded the motion. All voted yes.

The motion to approve the security camera purchase was tabled until next month.

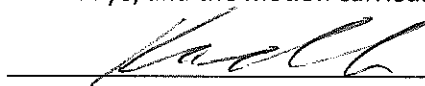
At 2:45 pm, Reid made a motion to enter a closed session for the purposes as allowed by ILCS 120/2 (c) (1) personnel issue. Zaleski seconded the motion.

At 2:55 pm, Commissioner Reid motioned to exit the closed session, and Miller seconded the motion. No action was taken during the closed session.

#### **Commissioner Comments –**

**Adjourn:** Commissioner Reid motioned to adjourn the meeting at 3:00 P.M. Commissioner Zaleski seconded the motion. All voted aye, and the motion carried.

  
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Kim Ulbrich, Executive Director

  
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Keith Leathers, Chairman

MINUTES OF THE  
McHENRY COUNTY HOUSING AUTHORITY  
January 22, 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 p.m. on January 22, 2024, at the offices of the Housing Authority, 1125 Mitchell Court, Crystal Lake, Illinois.

**ROLL CALL:**

**Commissioners Present:**

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

**Commissioners Absent:**

Mary Reid, Vice Chairwoman  
Sue Miller

**Also Present:**

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

**Public Comment:**

**Minutes:** Commissioner Zaleski moved to approve the December 18, 2023, minutes. Commissioner Blake seconded the motion, and all voted, aye.

**Financials:** Commissioner Blake moved to approve the December Financial report as presented, and Commissioner Zaleski seconded the motion. All voted, aye.

Ms. Ulbrich presented the December financials with the new format. Commissioner Blake suggested adding columns to show the percentages, comments to explain anomalies, and the grant length of time. Commissioner Myers pointed out budgets are needed for Renaissance and Rino. Section 8 had a loss in Admin of \$5,066.03 and a gain in HAP expenses of \$18,216.50. The agency has \$868,706.70 in Admin reserves and \$61,755.19 in HAP reserves. The development account has a balance of \$671,674.42.

Public Housing has a gain of \$2,208.06 and \$415,991.78 in Reserves for December.

The Cost Allocation shows the overhead expenses of \$41,106.88 among the programs for December.

SilverTrees 1 has a gain of \$5,061.39 with one vacancy this month. SilverTrees II had a gain of \$3,301.88. The development had two vacancies this month. GreenTrees had a loss of \$1,425.63. The development has five vacancies.

LIHEAP- 23-224002 is 88% spent, and 23-274002 is 51% spent). 24-254002 is our new state grant, for which we have obligated 97%, and 24-224002 we will spend down once 23-224002 is expended.

Weatherization- 39% of the HHS and 18% of DOE grants are spent. . 23-251002 is 21% spent, 37% of the BIL grant, and zero on DOE-Ready. 99% of the Utility grant is spent

The CSBG 2023 grant is 92% spent. We have spent 2% of Senior Dental in its first month.

Renaissance is showing a gain of \$3,349.03.

The RHS program had \$ 1,068.60 in admin fees this month and \$33,405 in Landlord payments.

**Bills Due:** The following bills were presented for payment:  
Waggoner Law Firm for \$507.50

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

**Legal Status Report:** Attorney Waggoner reported that the Section 8 case was formally dismissed at the circuit court level.

HOTMA Presentation: Karen Seager presented the discretionary changes to HOTMA that MCHA adopted.

**Executive Director's Report: - Section 8-** Karen Seager will do a short presentation on the changes to the Admin/ACOP Plan for HOTMA. She will discuss where we had choices to make and why we chose to make some changes.

**ERA II & HOME grants-** We presented for both our ERA II grant and HOME grant for GreenTrees on Wednesday, January 17. We requested \$615,620 for ERA II and \$272,710 for HOME. The \$272,710 is for the roof and gutters, also included in the \$615,620 ask for the ERA grant. Not knowing if we would receive any funding, we applied for all three grants (ERA II, HOME, CDBG) for the work at GreenTrees. Fortunately, the commission chose to fund the entire grant with ERA II funding. This funding is available immediately, so we do not have to wait for funding from the federal government. This is excellent news for GreenTrees!

**Staff Musical Chairs-** We are excited to announce that Julie Keferlis has been promoted to **Section 8 Assistant Coordinator**. Julie has several years of Section 8 experience and will be an excellent asset to the department. She will be responsible for working with all the new applicants. This will relieve the caseworkers of the long process of getting clients into the program. Julie will continue coordinating RHS and be trained on Section 8 regulations for administering the program. As our Fiscal Assistant, we will miss her terribly, but this is a good move for her and the agency. We have a few other staff members applying for positions in the organization, and we anticipate a few more changes.

**Section 8 Office Construction-** We received a quote from the architect for the additional offices. It seems high, and we are contacting the city to determine what we need. Once we know what is required for the city, we will bid.

**Transformational Grant-** The Community Foundation has an opportunity to submit an LOI for a Transformation Grant. Transformational Grants are designed to support a work in progress or a bold idea that will result in measurable solutions to identified community problems. Transformational Grants must be consistent with the mission, values, and priorities of the applicant and The Foundation.

- Up to three Transformational Grants will be awarded per year.
- Organizations must apply annually and are eligible to receive up to \$75,000 per year.
- Organizations can win up to three years in a row for up to \$225,000.
- Collaboration among agencies is required and will be considered during the review process

**Security Cameras-** We received an update on the camera proposal with the information the board requested at our last meeting. The update is attached to your email. We have applied for grants from Crystal Lake Bank and Home State Bank to help cover the costs. Thank you, Kevin and Keith!

**Annual Plan and Five-year Capital Plan-** It's that time of year again. The RAB meeting took place on Thursday at GreenTrees. We are only having you review the plan and bring us any questions or concerns.

**Programs:**

**Section 8-** Section 8 will partner with an outside company to complete a utility review for our annual utility allowance.

The program continues to assist 781 families in McHenry County as of the end of December. MCHA has 135 Project-based vouchers in 11 scattered-site developments throughout the county. There are currently 10 PBV vacancies.

**Public Housing and Renaissance-** We continue working on the three vacant units. One family is ready to lease up for our Crystal Lake house.

Renaissance had no lease-ups or inspections in November and is 100% occupied.

**LIHEAP-** In December, the department entered 306 applications for 1301 for the year. We did hire two additional intake staff.

**Weatherization-** The department completed five intakes, scheduled three final inspections, and has two jobs in the field. For December, the focus has been on our Monitoring visit from the State.

**CSBG-** The department spent most of the funds for the year and is now focusing on programs going forward with short-term government funding.

**Senior/disabled Housing** –We have been busy qualifying and showing the apartments to prospective tenants. We are continuing to struggle with the follow-through on signing a lease. Currently, we are working with 17 applicants. Silvertrees I has zero vacancies, Silvertrees II has 3, and Greentrees has 6.



**Administrative Business-** Commissioner Myer motioned to approve the executive director to sign and submit grant documents for the Community Foundation Transformational Grant to help support an FSS Program. Commissioner Zaleski seconded the motion, and all voted aye.

Commissioner Blake motioned to approve the Camera purchase as presented for \$10,262.73. Commissioner Myers seconded the motion. A roll call was taken, and all voted yes.

**Commissioner Comments –**

**Adjourn:** Commissioner Myers motioned to adjourn the meeting at 2:45 P.M. Commissioner Zaleski seconded the motion. All voted aye, and the motion carried.

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Kim Ulbrich, Executive Director

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Keith Leathers, Chairman

MINUTES OF THE  
McHENRY COUNTY HOUSING AUTHORITY  
February 26, 2024

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 p.m. on February 26, 2024, at the offices of the Housing Authority, 1125 Mitchell Court, Crystal Lake, Illinois.

**ROLL CALL:**

**Commissioners Present:**

Keith Leathers, Chairman  
Leslie Blake  
Sue Miller  
Randall Zaleski

**Commissioners Absent:**

Mary Reid, Vice Chairwoman  
Kevin Myers  
Victor Oswald

**Also Present:**

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

**Public Comment:**

2023 Audit Presentation: Justin Peterson with HawkinsAsh Accounting presented the audit to the board.

**Minutes:** Commissioner Zaleski moved to approve the January 22, 2024, minutes. Commissioner Blake seconded the motion, and all voted, aye.

**Financials:** Commissioner Blake moved to approve the January Financial report as presented, and Commissioner Miller seconded the motion. All voted, aye.

Ms. Ulbrich presented the January financials with the updated format. Section 8 had a gain in Admin of \$4,514.96 and a gain in HAP expenses of \$25,484.50. The agency has \$873,221.66 in Admin reserves and \$86,160.19 in HAP reserves. The development account has a balance of \$675,481.42.

Public Housing has a loss of \$9,407.96 and \$408,773.23 in Reserves for January.

The Cost Allocation shows the overhead expenses of \$47,340.43 among the programs for January.

SilverTrees 1 has a gain of \$437.08 with no vacancies. SilverTrees II had a loss of \$3,788.18. It has two vacancies, #22 and #23. Both are complete and ready to be leased up.

GreenTrees has a gain of \$653.23. The development has five vacancies for January. # 12 is ready for lease-up, and maintenance is working on # 6. Two units are leased for 2/1, and one is set for 3/1 occupancy.

LIHEAP- 23-224002 is 92% spent, and 23-274002 is 55% spent). 24-254002 is our state grant, for which we have obligated 34%, and 24-224002 is not started. We will spend down once 23-224002 is expended.

Weatherization- 48% of the HHS and 40% of DOE grants are spent. 23-251002 is 31% spent, 37% of the BIL grant, and we have not started on DOE-Ready. 99% of the Utility grant is spent

The CSBG 2024 grant is 5% spent. We have spent 8% of Senior Dental.

Renaissance is showing a gain of \$1,308.58.

The RHS program had \$ 1,068.60 in admin fees this month and no Landlord payments.

**Bills Due:** The following bills were presented for payment:  
Waggoner Law Firm for \$821.25

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

**Legal Status Report:** Attorney Waggoner reported that there are no legal matters to discuss.

**Executive Director's Report: Section 8- PBV Proposals** MCHA has two projects that applied for PBVs for our 2024 RFP. Both have received their PPA from IHDA and may move forward with the 9% tax credit application.

Alden's Cary Horizon Senior Living Community will serve seniors 62 and older. This 45-unit development is on the southwest corner of Cary-Algonquin Rd and Harper Ave. The development will have a community room with a kitchen, an outdoor patio, an exercise room, a game room, a computer lab, and a library. It just received zoning approval and has the full support of the Cary Village Board.

The second project is Bear Development McHenry Senior Commons, which will serve seniors 62 and older. The 40-unit building is located at the Northeast corner of Bank Drive and Bull Valley Road in McHenry. The development will have a community room, fitness center, and management office. Each unit will have a balcony or patio. The applications and scoring sheets will be included in the board packet.

Currently, MCHA has 135 PBV vouchers scattered among 11 developments. Two additional developments approved from the 2022 RFP for PBVs will open sometime in late 2024 or early 2025, adding 20 more PBV vouchers. The maximum number we can have is 200 without using any exceptions. We have six senior developments, including one in Cary. The applications and scoring sheets will be

included in the board packet.

**Administrative-** Part of our Succession Plan is to have an annual meeting with all MCHA coordinators and update the plan in January. The coordinators met in January, and each has completed their succession plan. There are no changes to the Executive Director's portion of the plan you approved a few months ago. This is required for the CSBG Program.

**Fiscal**—Ten days ago, we were notified that DCEO is conducting a fiscal audit for all the DCEO programs (LIHEAP, CSBG, WX). They will be with an outside auditing firm from February 27 to March 1. The audit will cover three years of grants. This is significant monitoring and requires a lot of documentation, so we will delay our quarterly financial report until April and start with the first quarter of 2024.

We have included the corporate budget in the financials. The budget consists of expenses that cover a few months of the old building, so a few items might be high. There will be some tweaks, but this will give us a good idea of expenses when we create the budget for 7/1/2024-6/30/2025. Yikes, that sounds so far into the future.

In April, DCEO requires Fiscal to attend a few required trainings, so we want to postpone the board meeting to the following week. This will give us enough time to complete the quarterly report.

**Staff** – Nancy Galindo will be moving from LIHEAP intake to the Fiscal Assistant position, and Shamuer Smith has shifted from the Front desk to the intake position for LIHEAP, CSBG, and WX. We are excited to have Brittany Rendant join our team as the Front Desk Intake person. She comes to us from Prairie State Legal. She has already received a glowing review on the Facebook site NextDoor.

#### **Programs:**

**Section 8**—Ms. Ulbrich discussed each development and reviewed the scoring. The commissioners discussed the percentage of allowable PBVs. Commissioner Blake motioned to approve 12 PBVs for Aiden Development and 10 PBVs for Bear Development. Commissioner Miller seconded the motion. A roll call was taken, and all voted yes. Section 8 is partnering with Nelrod to complete a utility review for our annual utility allowance. While MCHA does a yearly review, an outside agency will provide a comprehensive review.

The agency entered an AHAP contract with GenCap Johnsbury Workforce Housing. Construction on these townhomes is set to start soon.

As of the end of January, the program continues to assist 774 families in McHenry County. MCHA has 135 Project-based vouchers in 11 scattered-site developments throughout the county. There are currently 10 PBV vacancies.

**Public Housing and Renaissance-** 86 % vacancy rate. Two rehab units are complete, and one family is ready to lease. The second family, which was set to lease, ended up over income due to a job change. There was one inspection and one lease signing this month.

Renaissance – The basement flooded and needed clean up. We replaced the sump pump. The development had one inspection in January and is 100% occupied.

**LIHEAP-** In January, the department entered 421 applications for 1722 for the year. Applications were up 14% from last January. We continue to experience a large call volume and waitlist.

**Weatherization**—The department completed seven intakes, scheduled six audits, and conducted seven final inspections. The department did very well when the state tech inspected the files and jobs last

month. Now, we are preparing for the OCA monitoring. We continue to assist Lake County with its Weatherization program.

**CSBG-** The department has been processing applications. We continue to monitor our spending due to the lack of full grant approval (awaiting government action). We have processed seven Senior Dental Vouchers and one CSBG dental. Kayla and Pepper continue to assess the programs and have precise requirements.

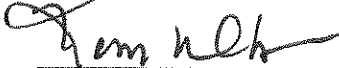
**Senior/disabled Housing** –A winter blizzard hit both developments hard. The snow removal costs were very high. We have made much progress in getting the units ready for occupancy and leasing up clients.

**Administrative Business-** Commissioner Blake motioned to approve the Succession Plan as presented. Commissioner Miller seconded the motion, and all voted in favor.

Ms. Ulbrich discussed the April training conflicts as the reason for moving the April meeting back one week. Commissioner Miller motioned to change the meeting date to April 22. Commissioner Zaleski seconded the motion, and all voted yes.

**Commissioner Comments –**

**Adjourn:** Commissioner Miller motioned to adjourn the meeting at 2:37 P.M. Commissioner Zaleski seconded the motion. All voted aye, and the motion carried.

  
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Kim Ulbrich, Executive Director

  
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Keith Leathers, Chairman

MINUTES OF THE  
McHENRY COUNTY HOUSING AUTHORITY  
March 18, 2024

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 p.m. on March 18, 2024, at the offices of the Housing Authority, 1125 Mitchell Court, Crystal Lake, Illinois.

ROLL CALL:

Commissioners Present:

Keith Leathers, Chairman  
Leslie Blake  
Kevin Myers  
Victor Oswald  
Sue Miller

Commissioners Absent:

Mary Reid, Vice Chairwoman  
Randall Zaleski

Also Present:

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

**Public Comment:** Lou Ness discussed wrapping up the first year of the Workforce Housing Workgroup and presenting the plan to the county board.

**Minutes:** Commissioner Miller moved to approve the February 26, 2024, minutes. Commissioner Blake seconded the motion, and all voted, aye.

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

Ms. Ulbrich presented the February financials with the updated format.

Corporate had a gain of \$275.51 for the month.

Section 8 had a gain in Admin of \$17,798.56 and a loss in HAP expenses of \$7,129.50. The agency has \$8890,959.16 in Admin reserves and \$76,882.69 in HAP reserves. The development account has a balance of \$677,459.21.

Public Housing has a loss of \$5,301.92 and \$451,958.11 in Reserves for February.

The Cost Allocation shows the overhead expenses of \$40,375.28 among the programs for February.

SilverTrees 1 has a loss of \$262.99 with no vacancies. SilverTrees II had a loss of \$1,101.01. It has two vacancies, #22 and #23.

GreenTrees has a loss of \$10,066.29. The development has two vacancies.

LIHEAP- 23-224002 is 97% spent, and 23-274002 is 65% spent). 24-254002 is our state grant, for which we have obligated 36%, and 24-224002 is not started. We will spend down once 23-224002 is expended.

Weatherization- 60% of the HHS and 50% of DOE grants are spent. 23-251002 is 36% spent, 37% of the BIL grant, and we have not started on DOE-Ready. 99% of the Utility grant is spent

The CSBG 2024 grant is 11% spent. We have spent 16% of Senior Dental.

Renaissance is showing a loss of \$2,130.69.

The RHS program had \$ 1,670.60 in monthly costs and no Landlord payments.

**Bills Due:** The following bills were presented for payment:  
Waggoner Law Firm for \$551.25

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

**Legal Status Report:** No update on the three Public Housing evictions.

**Executive Director's Report: Public Housing**—Keith and I usually attend the Maintenance and Management training for housing authorities annually. It lasts three days, and this year, we will learn more about INSPIRE and public housing inspections. Several agencies have already had their inspections and are scoring very low or failing. The cost is for fuel and hotel, and most of the meals will be provided. HUD now requires housing authorities to submit their public housing waitlist information yearly at the end of March. Noel completed the yearly purge, which has given us 127 families on the waiting list. We have submitted the required information to HUD. Two of the units going through extensive rehab are now complete and rented. Benjamin has encountered some complications with the beam repair recommended by the structural engineer. We must install a steel beam in the crawl, delaying our project completion date. We have spent all our capital funds and most of the betterments and additions funds for 2024.

**LIHEAP & Weatherization-** We have requested an additional \$215,436 in WX funding for the year. This funding will be used for work at Greentrees, allowing us to complete more jobs. We attended the two-day grant workshop online and received our grant applications for 2025 this week. Weatherization has an increase of \$123,197 more funding than last year (this does not include the additional funds we received to purchase two new cars). The department is doing a great job of increasing production and spending the grant funds. Any energy improvements for the trees will save our residents money on their

utility bills and save us money on maintenance repairs.

Our allocation for the 2025 LIHEAP grants is \$2,389,271, compared to \$3,734,617 for 2024. However, we still have funding from 2024 that may roll over to 2025.

**Greentrees & Silvertrees budgets with rent increases**—The 2025 budgets are included in the board packet. The budgets include a \$35 increase for each development. We did not increase the rents last year because it had only been six months since the previous increase (due to RD delay). These budgets continue to be very tight, and it is getting difficult to keep up with the aging buildings and increase in costs for water, refuge, and staff costs. Unfortunately, rent increases will be the norm in the future. For Greentrees, we will be completing a landscape plan for part of our match of the county's \$615,520 grant from the county. Silvertrees reserves, we will be completing the parking lot for \$90,000. The county DBG funds will repair and replace cracking sidewalks and patios for \$42,000.

**Administration**—The resident advisory board met on Thursday and recommended that the board approve the attached annual and five-year plans.

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, planned uses of its financial resources, long-term goals, and proposed new policies. It must be updated each year. We are required to publish the plans and have a 45-day comment period. We generally include everything we can in the plan and keep it general to avoid the need to make amendments.

Our new cameras were installed last week, and we are pleased with the contractor and the software. Thank you again to Kevin and Keith for helping us with the grant funds to pay for much of the project!

Last week, the Community Foundation notified us that we were approved to move forward with the grant application for our family self-sufficiency program. We will work with several partner agencies to develop a plan in the next month.

#### **Programs:**

**Section 8**—Section 8 will work with the HUD technical assistance provider (FirstPic) to discuss our HCV utilization and the use of HUD tools, such as the Two-Year Tool. As of February 29<sup>th</sup>, the program served 786 families with vouchers, and we have 125 of our 135 PBV vouchers in use. Nine families stopped receiving vouchers in February.

**Public Housing and Renaissance**—Commissioner Blake motioned to approve the Maintenance and Management Training up to \$1500. Commissioner Miller seconded the motion. A roll call was taken, and all voted aye. We have a 95 % vacancy rate. We welcomed a new family to our Crystal Lake unit and just leased another family to the newly rehabbed unit in Woodstock. We purged our waitlist and now have 127 families on the list.



Renaissance – One tenant is moving out in April, and we had one lease signing and inspection for the month.

**LIHEAP-** Commissioner Miller motioned to approve the submittal of the LIHEAP 2025 grants, and Commissioner Blake seconded the motions. All voted in favor. Although we entered 363 applications in February, most are still pending due to ComEd's communications software shutdown. It has been a month since we have been able to communicate with them. We have narrowed the application gap in 2024 compared to last year to 6%. Currently, we are booked out for four weeks. The furnace program has been active, and we have helped ten families with either replacement or repairs. January.

**Weatherization-** Commissioner Miller motioned to approve the submittal of the Weatherization, and Commissioner Myers seconded the motion. All voted in favor. The department assisted the Community Action Partnership of Lake County with five inspections this month. We prepared for this month's OCA fiscal audit by going through last year's files and updating the equipment inventory. The department has requested an increase in funds for 2024. This month, we completed four intakes, five audits scheduled, and six final inspections.

**CSBG**—The 2024 grant amount that we can obligate has increased from 20% to 35%. We continue to monitor the funds until the grant is approved in its entirety. Kayla continues to be a huge asset and has assisted with amending some of the program requirements. We have added some limits and deadlines for paperwork to stay on top of the limited funding. Mauree, our new intake specialist, has started and is eager to understand the program.

**Senior/disabled Housing** – Commissioner Blake motioned to approve the budgets for Greentrees with the present rent increase. Commissioner Miller seconded the motion and all voted aye.

Commissioner Blake motioned to approve the budgets for Silvertrees 1 with the rent increase as presented. Commissioner Miller seconded the motion and all voted aye.

Commissioner Blake motioned to approve the budgets for Silvertrees 2 with the rent increase as presented. Commissioner Miller seconded the motion and all voted aye.

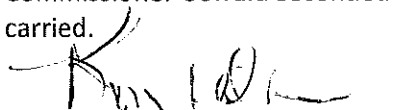
We expect a delay in our utility allowance determination due to ComEd's software issue. We have reached out to Rural Development to inform them of the issue and ask for guidance. Orkin has completed its termite inspection, and no termite activity was discovered.

**Administrative Business-** Commissioner Miller motioned to adopt Resolution 2024-1 for the Annual Plan. Commissioner Myers seconded the motion, and all voted aye.

Commissioner Blake motioned to approve the five-year Capital Plan. Commissioner Miller seconded the motion, and all voted in favor.

**Commissioner Comments –**

**Adjourn:** Commissioner Miller motioned to adjourn the meeting at 2:10 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 22, 2024

Chairman Leathers called the regularly scheduled meeting of the Board of Commissioners of the McHenry County Housing Authority to order at 1:30 p.m. on April 22, 2024, at the Housing Authority's offices, 1125 Mitchell Court, Crystal Lake, Illinois.

**ROLL CALL:**

**Commissioners Present:**

Keith Leathers, Chairman  
Leslie Blake  
Kevin Myers  
Victor Oswald  
Sue Miller via phone- left the meeting at 2:00  
Randy Zaleski

**Commissioners Absent:**

Mary Reid, Vice Chairwoman

**Also Present:**

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

**Public Comment:**

**Minutes:** Commissioner Oswald moved to approve the March 18, 2024, minutes. Commissioner Miller seconded the motion, and all voted, aye.

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

Ms. Ulbrich presented the March financials, including the corporate standing for the first three quarters. Corporate 2024. Corporate had a gain of \$2554.61 for the month, which includes the interest. Cost Allocation shows overhead expense at \$37,478.61. The development account has a balance of \$677,459.21. Commissioner Myers asked for the associated balance sheet to be reviewed.

Section 8 had a gain in Admin of \$10,883.99 and a loss in HAP expenses of \$6953.50. The agency has \$901,843.15 in Admin reserves and \$68,356.19 in HAP reserves.

Public Housing has a loss of \$9,655.67. This is due to the rehab work that is being done on the three units. There is a total of \$412,356.96 in Reserves for March.

SilverTrees 1 has a gain of \$3723.95 with no vacancies. SilverTrees II had a gain of \$2108.73. It has two vacancies, #22 and #23, both of which are ready for occupancy.

GreenTrees has a gain of \$7851.30. The development has two vacancies, 12 and 8. Twelve is ready, and we are currently working with a tenant. Maintenance is working on 8.

LIHEAP- 23-224002 is 97% spent same as last month, and 23-274002 is 73% spent). 24-254002 is our state grant, for which we have obligated 36%, and 24-224002 is less than 1%. There is almost no spending on client services. This is because we have not been able to process applications in nearly two months due to ComEd's software change. It has been a struggle, but we are finally getting some files through.

Weatherization- 71% of the HHS and 67% of DOE grants are spent. 23-251002 is 36% spent, 33% of the BIL grant, and we have yet to start on DOE-Ready. 26% of the utility grant was spent.

The CSBG 2024 grant is 16% spent. We have spent 24% of Senior Dental.

Renaissance is showing a gain of \$2,101.81.

The RHS program had \$ 1,670.60 in monthly costs and no Landlord payments.

**Bills Due:** The following bills were presented for payment:  
Waggoner Law Firm for \$306.25

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

#### **Legal Status Report:**

**Executive Director Report: Section 8-** The department is processing the most recent pull (467 names) from the waitlist. We have enough applicants for one more pull this year (450), and then we can open the waiting list. The last time the waiting list was opened was in 2018. We used PHA Web for the opening, and people signed up online. It was open from Tuesday to Tuesday. Then, PHA randomly numbered the applications. It doesn't matter if you sign up at 7 am on Monday or 11:30 pm on Sunday. Everyone has the same opportunity. We want to open the list using the same process (pending board approval). We are looking to open the list Wednesday, June 5th through Wednesday, June 12<sup>th</sup>. The agency will start advertising in the first week of May. We will contact the Continuum of Care agencies, county officials, school officials, and other housing authorities. We will advertise in the paper and online. Section 8 staff have continued to have their biweekly training on the HOTMA changes that will be effective January 1. The inspectors and the maintenance staff have scheduled training in May for NSPIRE, the new REAC (inspection regulations). They will go out into the field, do several mock inspections together, and process them on our new Surface Pro Laptops. The laptops will assist the staff in the field with inspections.

As a side note- Keith and I attended the Maintenance and Management training two weeks ago in Peoria. At the conference's opening, a group of housing authority staff at the table looked at the

schedule of classes and asked me if I knew what "HOTMA " was. **I'm so grateful our staff is on top of all the changes. Thank you to Karen, Keith, and our Section 8 department!**

Lisa, our Section 8 clerk, will attend the Friday Homeless Outreach events at Willowcreek church in Crystal Lake with Maureen from CSBG. MCHA has not participated in these since Megan left at the end of the year. We will be there one Friday a month. Lisa and Maureen will be taking applications for all the open waiting lists and LIHEAP. They will work with clients on getting IDs, social security cards, birth certificates, and other items they will need once their name is pulled from a list. We are excited to be back involved in the great work at Willowcreek.

**Public Housing**—Under the HOTMA regulations, HUD requires us to make a policy concerning over-income Public Housing tenants. Most of our PH tenants are extremely low-income, so this will not be a factor. If the tenant's income is more than 2.4 times the 50% income limit, they will go to Flat Rent and have up to 24 months to find a new unit. We will not continue to serve them after 24 months.

**Greentrees & Silvertrees budgets with rent increases**—We had a phone call with Rural Development and discussed the finances of both developments. They advised us that we needed a more considerable rent increase and assured us that tenant rental assistance was available. They also reiterated that tenants will only pay 30% of the income. We will be working with Melissa in notifying all the tenants. We have several higher-income tenants in Greentrees who will pay more rent but not more than 30% of their income. This will cause an issue with Silvertrees because Silvertrees II does not have rental assistance. We recommend staying with the approved \$35 increase for Silvertrees II. Silvertrees, I mostly have tenants receiving rental assistance.

**LIHEAP**- We are still having issues with ComEd processing client applications. ComEd did a software conversion in February that could have gone better. We have been at a standstill since February. We have been taking appointments and completing applications as we would normally. However, we have been unable to process them in the system. This is why you see very little in client benefits in terms of financials. We have had more success this week with processing, but it has been slow going and is a nightmare. ComEd has agreed to process shutoffs only after these issues are resolved. Nicor will proceed with shutoffs, which puts our clients in a precarious situation as their assistance has been held up for months.

**Administration—Health Insurance renewal.** We have researched other plans/deductibles and copays and included the most competitive options. Blue Cross Blue Shield is still the plan with the most coverage for McHenry County. The breakdown of different plan costs and our recommendations for next year are attached to your packet.

**Accounting Services**—We have completed our second year with Mike Bainbridge. Our contract was initially \$33,000; in the second year, it was \$20,000. We have done a substantial cleanup in the past two years and have had two outstanding audits. Mike has estimated \$4,500 to assist us with our soft quarterly closings, journal entry questions, and audit preparations this year. We recommend continuing to use his services on a limited basis.

**FYI- Phone Contract**- Our contract expired, and we are on a month-to-month basis with First Com. Our current monthly costs are \$900.74. We did a demo with Spectrum VoIP, which has a few features we like. The monthly fees include internet, phone, and a regular phone for each user. With that comes the ability to use the intercom, which staff has missed. It consists of all the taxes and fees for the length of the contract (2.5 years). The taxes and fees increased significantly with First Com shortly after we agreed to the switch. While we were impressed with Spectrum's features, we have reservations about their contract and some concerns about some reviews. We will be reaching out to get additional quotes from other companies.

## **Programs:**

**Section 8-** Commissioner Blake motioned to approve opening the Section 8 waiting list from Wednesday, June 5th through Wednesday, June 12<sup>th</sup>. Commissioner Oswald seconded the motion, and everyone voted. Section 8 will focus on processing the current waiting list pulls and opening the waitlist. Julie moved into her new Assistant Section 8 Coordinator position on April 1<sup>st</sup>. She has taken over all the new applicants and got them through the system. As of March 30, 29th, the program served 788 families with vouchers, and we have 129 of our 135 PBV vouchers in use. Eight families stopped receiving vouchers in February.

**Public Housing and Renaissance-** Commissioner Myer motioned to approve the over-income policy as presented, and Commissioner Blake seconded the motion. All voted in favor. We had two lease signings and four inspections this month. Maintenance and Management Training up to \$1500. Commissioner \_\_\_ seconded the motion. A roll call was taken, and everyone voted—95% vacancy rate. We welcomed a new family at our Crystal Lake unit, and another family was just leased for the newly rehabbed unit in Woodstock. We purged our waitlist and now have 127 families on the list.

Renaissance – One tenant is moving out in April, and we had one lease signing and inspection for the month.

**LIHEAP-** Although we entered 249 applications in March and 2341 to date. We have been unable to process many of our applications from January to February. Eleven households have received emergency furnace assistance.

**Weatherization**—The department has been working on the Greentrees project and adjusting some items due to the changes in how we classify the project. We continue to assist Lake County and are in the process of closing out our jobs.

**CSBG**—The 2024 full grant amount is now approved. This month, we have assisted with one scholarship grant, security deposit, and past-due mortgage assistance.

**Senior/disabled Housing** – Commissioner Blake motioned to approve the revised budget for Greentrees with the \$100 rent increase as presented. Commissioner Myer seconded the motion, and all voted aye.

Commissioner Blake motioned to approve the revised budgets for Silvertrees 1 with the \$100 rent increase as presented. Commissioner Myer seconded the motion, and all voted aye.

**Administrative Business-** Commissioner Blake motioned to approve the contract with Jett & Bainbridge for \$4,500. Commissioner Meyer seconded the motion. A roll call was taken, and the motion passed.


At 2:29 p.m., Blake moved to enter a closed session as allowed by ILCS 120/2 (c) (1) personnel issue and (5) property purchase. Blake seconded the motion.


At 2:35 p.m., Commissioner Blake motioned to exit the closed session, and Oswald seconded the motion. No action was taken during the closed session.

Commissioner Blake motioned to approve the recommendation for Health Insurance with the composite rates. Commissioner Oswald seconded the motion, and a roll call was taken. The motion passed.

**Commissioner Comments –**

**Adjourn:** Commissioner Zaleski motioned to adjourn the meeting at 2:42 P.M. Commissioner Oswald seconded the motion. All voted aye, and the motion carried.

  
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Kim Ulbrich, Executive Director

  
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Keith Leathers, Chairman

MINUTES OF THE  
McHENRY COUNTY HOUSING AUTHORITY  
May 20, 2024

Chairman Leathers called the regularly scheduled meeting of the Board of Commissioners of the McHenry County Housing Authority to order at 1:32 p.m. on May 20, 2024, at the Housing Authority's offices, 1125 Mitchell Court, Crystal Lake, Illinois.

**ROLL CALL:**

**Commissioners Present:**

Keith Leathers, Chairman  
Mary Reid, Vice Chairwoman via phone  
Leslie Blake  
Kevin Myers  
Victor Oswald  
Sue Miller  
Randy Zaleski-Entered at 1:34 p.m.

**Commissioners Absent:**

**Also Present:** Kim Ulbrich, Executive Director  
Holly Lyons, Deputy Director  
Katalina Sumano, Fiscal Officer  
Greg Waggoner

**Public Comment:**

**Minutes:** Commissioner Miller moved to approve the April 22, 2024, minutes. Commissioner Oswald seconded the motion, and all voted, aye.

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

Ms. Ulbrich presented the April financials.

Corporate's gain for the month, including interest, was \$3628.94. Cost Allocation shows overhead expense at \$41,791.98. The development account has a balance of \$677,459.21. Commissioner Myers asked for the associated balance sheet to be reviewed.

Section 8 had a gain in Administrative Expenses of \$6,621.28 and a loss in HAP expenses of \$8,284.50. The agency has \$832,137 in Administrative reserves and \$68,356.19 in HAP reserves.

Public Housing has a gain of \$17,168.04. There is a total of \$376,630.31 in savings for April.

SilverTrees 1 has a gain of \$4487.80 with no vacancies. SilverTrees II had a gain of \$1,962.75. It has two vacancies, #22 and #23, both of which are ready for occupancy.

GreenTrees has a gain of \$4,037.76. The development has two vacancies, 12 and 6. Twelve was leased for May 1, and maintenance is working on 6.

LIHEAP- 23-224002 is 96% spent same as last month, and 23-274002 is 91% spent). 24-254002 is our state grant, for which we have obligated 48%, and 24-224002 is less than 1%.

Weatherization- 49% of the HHS and 70% of DOE grants are spent. 23-251002 is 36% spent, 37% of the BIL grant, and we have yet to start on DOE-Ready. 31% of the utility grant was spent.

The CSBG 2024 grant is 23% spent. We have spent 38% of Senior Dental.

Renaissance is showing a gain of \$1,917.71.

The RHS program had \$ 1,074.62 monthly costs and \$46,352 in Landlord payments.

**Bills Due:** No Bills this month.

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

**Legal Status Report:** The Attorney General's complaint against a Section 8 tenant was based on HUD regulations. She was evicted for not paying her portion of the rent.

**Executive Director Report: Section 8-** This year, we undertook a crucial step by conducting a comprehensive utility study. Our suspicion that our utility allowance was high and not in line with other housing authorities was confirmed. The study revealed that we had significantly high heat costs for gas, electricity, and other electricity costs. Utility allowances are crucial for families paying income-based rent when the cost of utilities is not included in the rent. MCHA must use the utility allowance applicable to the type of dwelling unit leased by the family when determining a family's rent. The tenant pays 30% of their income towards rent and utility costs. The current and new utility allowances are detailed in the board packet.

We have started the promotion of the opening of our Section 8 Waiting List. An announcement was made last Thursday at the CoC meeting, and all flyers have been distributed to public agencies. In a proactive move towards inclusivity, we provide information in English, Spanish, and Polish. During the open application week, Lisa and Karen from the department will be available to answer questions and assist clients with the application. Nancy, our Fiscal Assistant, will be helping our Spanish-speaking clients, and we have a Polish-speaking helper available for the week to assist our Polish-speaking clients with the application.

MCHA is currently reaping the benefits of technical assistance provided by HUD to boost our voucher utilization rate. We had our first meeting with the consultants last Friday. After thoroughly reviewing our processes, they admired our procedures and how we effectively managed them. They will guide us using the HUD two-year tool and provide the new PBV notice, further enhancing our operations.

**Public Housing**—The new utility allowance will go into effect 60 days after board approval. These latest numbers will significantly change our tenants as they are considerably lower than the current allowance. For public housing tenants with zero income, MCHA sends them a monthly check for the utility allowance to pay for their utilities.



**CSBG-** The department will be losing Kayla this month. She has been with MCHA for seven years and will be missed. We are currently looking for two intake positions. The department is completing the Community Needs Assessment for its CAP Plan, due June 30<sup>th</sup>. This very in-depth plan is required every three years and will shape our programs in the future. Pepper and I went to a training in Springfield on the needs assessment survey. MCHA management attended Springfield's Community Action Agency conference (IACAA).

**Administration—Audit MOU.** The MOU from Hawkins Ash is included in the board packet. We are using the proposal requests from last year. Last year's audit costs were \$30,700.

**Community Foundation Grant-** We are not moving forward with the grant application this year because we do not have the answer from HUD on the FSS Program. We have been working with HUD reps from Washington. It doesn't mean we won't proceed with the program, but we will not be using the Community Foundation funds for client services this year. In retrospect, it is probably better to get the program up and running, and then we will know who our clients are and their specific needs.

**Affordable Housing Discussion-** Pedcore would like to explore the possibility of a partnership between Pedcor and the McHenry County Housing Authority in a new construction 4% LIHTC development.

### **Programs:**

**Section 8-** Commissioner Miller motioned to approve the 2024 Utility Allowance. Commissioner Blake seconded the motion, and everyone voted yes. Section 8 has been preparing for the opening of the waitlist. The waitlist will be open from June 5 through June 12 and done by lottery. Resident Life Utility Allowance Studies provided our new utility allowance, which includes air conditioning.

**Public Housing and Renaissance—**Commissioner Blake motioned to approve the utility allowance and Flat Rent as presented, and Commissioner Myers seconded the motion. All voted in favor. This month, we had two lease signings and four inspections. The Benjamin unit is almost complete, and a tenant is lined up to occupy it.

**Renaissance—**Maintenance is working on the vacant unit, which is getting an updated kitchen. With all the rain, we had a minor basement flood and a faulty water heater. Everything has been fixed.

**LIHEAP—**We continue to struggle with ComEd issues, but things are improving. The number of applications entered is down compared with last year. We were monitored in April and received no findings—emergency furnace assistance. Shameur received a wonderful message from a grateful client. We appreciate it when clients take the time to let us know how we are doing.

**Weatherization—**The department has been completing certifications and reassessments for jobs that are over a year old. Several of the homes qualify for additional improvements through the WX Plus grant. We continue to assist Lake County while they are getting their staff certified.


**CSBG—**The department approved a scholarship for a mom of five. She will earn a certificate to work with disabled students at school. We received an additional \$26,000 through our modification. The extra funding will go towards mortgage assistance, past-due rent, and beds.

**Senior/disabled Housing –** The process of switching software has started. We have sent our data and await approval to begin processing recertifications.

**Administrative Business-** Commissioner Blake motioned to approve the HawkinsAsh MOU for 2024-2026. Commissioner Miller seconded the motion, and a roll call was taken. All voted in favor.

**Commissioner Comments** – A discussion took place about the compensation committee meeting and the availability of commissioners.

**Adjourn:** Commissioner Miller motioned to adjourn the meeting at 2:40 P.M. Commissioner Myers seconded the motion. All voted aye, and the motion carried.

  
\_\_\_\_\_  
Kim Ulbrich, Executive Director

  
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Keith Leathers, Chairman

MINUTES OF THE  
McHENRY COUNTY HOUSING AUTHORITY  
June 17, 2024

Chairman Leathers called the regularly scheduled meeting of the Board of Commissioners of the McHenry County Housing Authority to order at 1:40 p.m. on June 17, 2024, at the Housing Authority's offices, 1125 Mitchell Court, Crystal Lake, Illinois.

**ROLL CALL:**

**Commissioners Present:**

Keith Leathers, Chairman  
Mary Reid, Vice Chairwoman via phone  
Leslie Blake  
Sue Miller

**Commissioners Absent:** Oswald, Myers, Zaleski

**Also Present:** Kim Ulbrich, Executive Director  
Holly Lyons, Deputy Director  
Katalina Sumano, Fiscal Officer  
Greg Waggoner

**Public Comment:**

**Minutes:** Commissioner Reid moved to approve the May 20, 2024, minutes. Commissioner Blake seconded the motion, and all voted, aye.

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

Ms. Ulbrich presented the May financials.

Corporate's gain for the month, including interest, was \$5021.69. Cost Allocation shows overhead expense at \$38,090.52. The development account has a balance of \$679,635.22.

Section 8 had a gain in Administrative Expenses of \$143.66 and a gain in HAP expenses of \$8,707.50. The agency has \$822,279.83 in Administrative reserves and \$32,787.19 in HAP reserves.

Public Housing has a loss of \$31,784.62. There is a total of \$3310,485.78 in savings for May.

SilverTrees 1 has a gain of \$662.85 with one vacancy. SilverTrees II had a loss of \$1002.04. It has two vacancies, #22 and #23, both of which are ready for occupancy.

GreenTrees has a gain of \$6304.01. The development has two vacancies, 6 and 22

LIHEAP- 23-224002 is 98%, a slight increase from last month, and 23-274002 is 97% spent). 24-254002 is

our state grant, for which we have obligated 54%, and 24-224002 is less than 1%.

Weatherization- 56% of the HHS and 75% of DOE grants are spent. 23-251002 is 51% spent, 38% of the BIL grant, and 38% of the utility grant was spent.

The CSBG 2024 grant is 28% spent. We have spent 39% of Senior Dental.

Renaissance is showing a gain of \$4525.67.

The RHS program had \$1,068.60 monthly staff costs, \$602.00 in cost allocation costs, and \$3921.00 in Landlord payments.

**Bills Due:** Waggoner Law Firm \$ 463.75.

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

**Legal Status Report:** None.

**Executive Director Report: Section 8-** The budget for this year is showing a deficit. However, our voucher utilization should increase with Julie returning to the department and processing all new clients. We earn an administrative fee for every monthly voucher paid out. We have been under our monthly costs for several years vs. the admin fee we earn, giving us substantial admin reserves. We are okay with using some funds to cover the budget shortfall. Additionally, we have been asked to take over the RHS program for Tower Lakes. This will happen in October and provide additional income to the Section 8 budget. The Section 8 opening of the waiting list week went smoothly, and we added 2375 names to the list. We are good with it being a smaller number of applicants because we ideally do not want to have an eight-year list. The information becomes old, and it is very costly to mail out packets several times to find applicants who applied years ago.

We currently have 32 vouchers on the street (these are new clients looking for a unit to rent). We are watching this closely to see if they successfully found a unit. The last thing we want is a client to lose a voucher because they can't find a unit.

**Public Housing-**In our ongoing budget year, we are once again utilizing all of our capital funds. This time, we are taking a proactive approach by including betterments and improvements for the units. We anticipate a few units will be vacated in the next couple of months due to evictions. However, we are well-prepared for this, as the funding will be used for the turnover costs and upgraded electrical work on a couple of the homes to comply with NSPIRE regulations.

**Senior and Disabled Housing-** We have the official rent approval for GreenTrees, and Melissa is processing the new rent and getting the information out to the residents. We are still waiting on the approval for Silvertrees. Every year, it is down to the wire with Rural Development. It is a lot of work for Melissa to process these in the system; this year, we have a new system.

**Silvertrees-** The concrete repair for the sidewalks, porches, and patios is scheduled for next week. Then, the parking lot will be paved.

**Greentrees—**We are waiting for the county to finish the needs assessment. Once that is done, we

will receive our contracts for the improvements there. We have a picnic scheduled for the tenants at Greentrees on Tuesday.

**Administration— Senior Services Grant**—Our funding request from last year remains unchanged. We are confident that once our new CSBG staff member assumes her role on July 1, she will seamlessly take over Kayla's responsibilities with the program, ensuring its smooth continuation.

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The office was thoroughly cleaned last week, and the carpets are scheduled to be cleaned on Juneteenth. The staff organized and removed unused items in the warehouse, storage area, kitchen, and file room.

The parking lot will be repaved and stripped in July.

#### **Programs:**

**Section 8-** Commissioner Reid motioned to approve the 2025 budget. Commissioner Blake seconded the motion, and everyone voted yes. Section 8 has been preparing for the opening of the waitlist. The waitlist will be open from June 5 through June 12 and will be done by lottery. Resident Life Utility Allowance Studies provided our new utility allowance, which includes air conditioning.

**Public Housing and Renaissance**—Commissioner Reid motioned to approve Resolution 2024-02, the 2025 Public housing budget as presented, and Commissioner Blake seconded the motion. All voted in favor. Commissioner Blake motioned to approve Resolution 2024-03, the Bad Dept write-off. Commissioner Reid Seconded the motion, and all voted yes.

**Renaissance** Commissioner Blake motioned to approve the 2025 budget. Commissioner Reid seconded the motion. All voted aye.

**LIHEAP**—We continue to struggle with ComEd issues, but things are improving. The number of applications entered is down compared with last year. We were monitored in April and received no findings—emergency furnace assistance. Shameur received a wonderful message from a grateful client. We appreciate it when clients take the time to let us know how we are doing.

**Weatherization**—The department has been completing certifications and reassessments for jobs that are over a year old. Several of the homes qualify for additional improvements through the WX Plus grant. We continue to assist Lake County while they are getting their staff certified.

**CSBG**—The department approved a scholarship for a mom of five. She will earn a certificate to work with disabled students at school. We received an additional \$26,000 through our modification. The extra funding will go towards mortgage assistance, past-due rent, and beds.

**Senior/disabled Housing** – Commissioner Reid motioned to approve Resolution 2024-4 GreenTrees write-offs. Commissioner Blake seconded the motion, and everyone voted.

Commissioner Blake motioned to approve Resolution 2024-5 Silvertrees I write-offs. Commissioner Reid made the second motion, and all voted in favor. Commissioner Reid also voted to approve Resolution 2024-6 SilverTrees II write-offs. Commissioner Blake made the second motion, and all voted yes.

The process of switching software has started. We have sent our data and await approval to begin processing recertifications.

### **Administrative Business**

Commissioner Reid motioned to approve the ED's signing and submission of the LOI and Application for Senior Services Grant. Commissioner Blake seconded the motion, and all voted in favor.

Commissioner Blake motioned to move the annual meeting to August and Commissioner Reid seconded it. All voted in favor. Approve the HawkinsAsh MOU for 2024-2026. Commissioner Miller seconded the motion, and a roll call was taken. All voted in favor.

Ms. Ulbrich discussed the Cyber insurance quote with the board. The board determined that more details about the coverage should be provided and that additional quotes should be sought.

**Executive Session- Commissioner Reid motioned to enter into closed session at 2:35 pm, as allowed by ILCS 120/2(c)(i) personnel issue.** Commissioner Blake seconded the motion. A roll call was taken, and all voted, aye.

Commissioner Reid motioned to exit the closed session at 2:45 p.m., and Blake seconded the motion. A roll call was taken, and all voted aye.

Commissioner Reid motioned to approve the 2025 Corporate budget with the amended compensation directives from the board. Commissioner Blake seconded the motion, and all voted to approve.

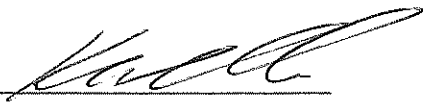
Commissioner Reid motioned to approve the recommendations presented by the ED with additional compensation directives. Commissioner Blake seconded the motion and a roll call was taken. The motion passed.

**Adjourn:** Commissioner Blake motioned to adjourn the meeting at 2:45 P.M. Commissioner Reid seconded the motion. All voted aye, and the motion carried.



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Kim Ulbrich, Executive Director



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Keith Leathers, Chairman

MINUTES OF THE  
McHENRY COUNTY HOUSING AUTHORITY  
June 17, 2024

Chairman Leathers called the regularly scheduled meeting of the Board of Commissioners of the McHenry County Housing Authority to order at 1:40 p.m. on June 17, 2024, at the Housing Authority's offices, 1125 Mitchell Court, Crystal Lake, Illinois.

**ROLL CALL:**

**Commissioners Present:**

Keith Leathers, Chairman  
Mary Reid, Vice Chairwoman via phone  
Leslie Blake  
Sue Miller

**Commissioners Absent:** Oswald, Myers, Zaleski

**Also Present:** Kim Ulbrich, Executive Director  
Holly Lyons, Deputy Director  
Katalina Sumano, Fiscal Officer  
Greg Waggoner

**Public Comment:**

**Minutes:** Commissioner Reid moved to approve the May 20, 2024, minutes. Commissioner Blake seconded the motion, and all voted, aye.

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

Ms. Ulbrich presented the May financials.

Corporate's gain for the month, including interest, was \$5,021.69. Cost Allocation shows overhead expense at \$38,090.52. The development account has a balance of \$679,635.22.

Section 8 had a gain in Administrative Expenses of \$143.66 and a gain in HAP expenses of \$8,707.50. The agency has \$822,279.83 in Administrative reserves and \$32,787.19 in HAP reserves.

Public Housing has a loss of \$31,784.62. There is a total of \$3310,485.78 in savings for May.

SilverTrees 1 has a gain of \$662.85 with one vacancy. SilverTrees II had a loss of \$1002.04. It has two vacancies, #22 and #23, both of which are ready for occupancy.

GreenTrees has a gain of \$6304.01. The development has two vacancies, 6 and 22

LIHEAP- 23-224002 is 98%, a slight increase from last month, and 23-274002 is 97% spent). 24-254002 is



our state grant, for which we have obligated 54%, and 24-224002 is less than 1%.

Weatherization- 56% of the HHS and 75% of DOE grants are spent. 23-251002 is 51% spent, 38% of the BIL grant, and 38% of the utility grant was spent.

The CSBG 2024 grant is 28% spent. We have spent 39% of Senior Dental.

Renaissance is showing a gain of \$4,525.67.

The RHS program had \$1,068.60 monthly staff costs, \$602.00 in cost allocation costs, and \$3,921.00 in Landlord payments.

**Bills Due:** Waggoner Law Firm \$ 463.75.

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

**Legal Status Report:** None.

**Executive Director Report: Section 8-** The budget for this year is showing a deficit. However, our voucher utilization should increase with Julie returning to the department and processing all new clients. We earn an administrative fee for every monthly voucher paid out. We have been under our monthly costs for several years vs. the admin fee we earn, giving us substantial admin reserves. We are okay with using some funds to cover the budget shortfall. Additionally, we have been asked to take over the RHS program for Tower Lakes. This will happen in October and provide additional income to the Section 8 budget. The Section 8 opening of the waiting list week went smoothly, and we added 2375 names to the list. We are good with it being a smaller number of applicants because we ideally do not want to have an eight-year list. The information becomes old, and it is very costly to mail out packets several times to find applicants who applied years ago.

We currently have 32 vouchers on the street (these are new clients looking for a unit to rent). We are watching this closely to see if they successfully found a unit. The last thing we want is a client to lose a voucher because they can't find a unit.

**Public Housing-**In our ongoing budget year, we are once again utilizing all of our capital funds. This time, we are taking a proactive approach by including betterments and improvements for the units. We anticipate a few units will be vacated in the next couple of months due to evictions. However, we are well-prepared for this, as the funding will be used for the turnover costs and upgraded electrical work on a couple of the homes to comply with NSPIRE regulations.

**Senior and Disabled Housing-** We have the official rent approval for GreenTrees, and Melissa is processing the new rent and getting the information out to the residents. We are still waiting on the approval for Silvertrees. Every year, it is down to the wire with Rural Development. It is a lot of work for Melissa to process these in the system; this year, we have a new system.

Silvertrees- The concrete repair for the sidewalks, porches, and patios is scheduled for next week. Then, the parking lot will be paved.

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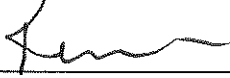
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