

**WINNEBAGO COUNTY HOUSING AUTHORITY  
MINUTES OF THE MAY 16, 2024  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**Call to Order, Roll Call, Pledge of Allegiance**

Chairman Getty called the meeting to order at 5:02 p.m. Following the call to order, roll call was taken.

The following Board Members were present:

Present: Chairman Dina M. Getty  
Commissioner Ronald E. Ballard (arrived at 5:18 p.m.)  
Commissioner Elsie Brown  
Commissioner Danielle J.A. Potter

Absent: Vice Chairman Alanna D. Conard  
Commissioner Frank Gambino

Also present were the following: Executive Director Alan Zais; Deputy Director Deb Alfredson; Finance Director Vickie Huwe; Rental Housing Support Program Manager and Re-Entry Coordinator Jilly Graciana; and James R. Pirages of AGHL Law.

Chairman Getty led the Board of Commissioners in reciting the Pledge of Allegiance.

**Introduction of Guests**

Executive Director Alan Zais introduced Lorraine Smith, the Executive Assistant for the Winnebago County Housing Authority (WCHA).

**Changes to Agenda**

Executive Director Alan Zais suggested that given the current lack of a quorum (with Commissioner Ballard in transit to the meeting), that the Consent Agenda be placed at the end of the Agenda prior to the Executive Session. The consensus of the Board was to agree to that Agenda change.

**Public Comments**

None.

**Executive Director's Report**

Executive Director Alan Zais noted that his written report had accompanied the Board packet.

Alan introduced Lorraine Smith, the Executive Assistant for the WCHA. Alan discussed the fact that Lorraine is the “face” of the WCHA to a lot of people as she staffs the front desk and in that capacity performs administrative work, intake assignments, manages the wait list and many other things. Alan asked Lorraine to talk about her job tasks. Lorraine indicated that Alan had covered much of what she does, that she very much likes what she does for the WCHA and that she believes that she is genuine, honest and enjoys talking to other people.

Executive Director Alan Zais played a voicemail message from Carmella Jackson that spoke about the significant assistance that Lorraine had provided to Ms. Jackson with her housing and other needs. The Commissioners expressed their appreciation to Lorraine for her services. Lorraine left the meeting at 5:09 p.m.

Alan also noted that the Agenda talked about the Rental Housing Support Program (RHSP) award received from the Illinois Housing Development Authority (IHDA) and asked Jilly Graciana to address the award. Jilly noted that the award is for \$806,827.00. She noted that her goal is to get more units on RHSP funds, but that IHDA is cautious about being over budget with those funds. She provided the numbers of individuals on the RHSP wait list as well as those under actual contracts at various facilities, including Skyrise Apartments, Valley View Apartments and Trinity House. She noted that her goal is to increase the number of units and to do so by increasing the amount of money received through the RHSP Program.

Deb Alfredson discussed the item on the Agenda involving balcony repairs and roof repairs at Collier Gardens. She noted that the issues with the balconies had led to the hiring of an engineer that found that fifty-three (53) of the balconies at Collier Gardens were in need of repair with fifteen (15) of the fifty-three (53) in serious or severe condition. She discussed the difficulty with receiving proposals from interested bidders and noted that she had become involved in a program that she learned of through Lake County Housing Authority which has opened up opportunities to find additional bidders through that program. She also discussed the roof repairs at Collier Gardens. She said that this is the first of a five (5) year plan to repair the roofs at Collier Gardens and that the repair on the Agenda for this meeting is for roof repair of only a part of one (1) wing.

Executive Director Alan Zais noted that Getty Gardens program continues to progress and that the next step is to have a program representative assigned to Getty Gardens by IHDA. He also discussed the fact that while he had suggested to the Village of Rockton officials that they have public meetings so that residents could be informed and educated about the redevelopment of the site, the Village had resisted such meetings. Perhaps as a result, once the Getty Gardens redevelopment program was announced, there was a lot of negativity in the remarks that were posted on social media. It was noted that the press coverage since has helped allay some of the negative publicity that had been previously experienced and that hopefully the project is being better accepted by those in the community.

(Commissioner Ballard joined the meeting at 5:18 p.m.).

Alan also noted that Deputy Director Deb Alfredson had met with HUD officials for several days at the Jo Daviess County Housing Authority site. Deb indicated that the meeting went well and that they are making progress.

### **Financial Report**

Finance Director Vickie Huwe noted that the financial reports were included with the Board packet. Executive Director Alan Zais said that there is going to be approximately an approximately \$500,000 shortfall with the Section 8 Program. He noted that this is largely a national problem resulting from HUD prompting housing authorities to use every available Section 8 dollar; however, when the fair market rents are increased there is no money to fund those increases. He said that the WCHA is working with the shortfall team at HUD and that he will keep the Board advised of further developments with regard to the shortfall.

Deputy Director Deb Alfredson also noted that advertisements will soon be placed in the Rockford and Freeport newspapers geared at increasing the diversity of residents participating in programs through the Jo Daviess County Housing Authority.

**Old Business**

None.

**New Business**

None.

**Commissioner Comments**

None.

**Consent Agenda**

Chairman Getty noted that there were four (4) items on the Consent Agenda. Commissioner Potter made a motion to approve the items on the Consent Agenda. That motion was seconded by Commissioner Brown. The items on the Consent Agenda were as follows:

- A. Resolution No. 24 R 21 *“Resolution Approving the Minutes of the April 18, 2024 Annual Meeting of the Board of Commissioners”*
- B. Resolution No. 24 R 22 *“Resolution Ratifying the Actions Previously Taken by the Executive Director in Securing Balcony Repair Services from Leopardo Companies, Inc. for Collier Garden Apartments in the Amount of \$130,621.52”*
- C. Resolution No. 24 R 23 *“Resolution Approving Obtaining Roof Repair Services from Leopardo Companies, Inc. for Collier Garden Apartments in the Amount of \$100,493.29”*
- D. Resolution No. 24 R 24 *“Resolution Approving the Conditional Commitment Letter with the Illinois Housing Development Authority in the Second Round of the Rental Housing Support Program in the Amount of \$806,827.00”*

The motion to approve the items on the Consent Agenda as noted above was approved by unanimous roll call vote of the four (4) Commissioners present with none against and two (2) Commissioners absent.

**Executive Session**

A motion to go into Executive Session pursuant to Section 2(c)(11) of the Open Meetings Act for purposes of discussing “[l]itigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting” was made by Commissioner Potter; that motion was seconded by Commissioner Brown. The motion to go into Executive Session pursuant to the Section noted above was approved by unanimous roll call vote of the four (4) Commissioners present with none against and two (2) Commissioners absent. The Executive Session commenced at 5:31 p.m.

A motion to come out of Executive Session was made by Commissioner Brown; that motion was seconded by Commissioner Potter. The motion to come out of Executive Session was approved by unanimous roll call vote of the four (4) Commissioners present with none against and two (2) Commissioners absent. The Executive Session ended at 5:44 p.m.

**Action Taken from Executive Session**

None.

**Adjournment**

A motion to adjourn the meeting was made by Commissioner Brown and that motion was seconded by Commissioner Potter. That motion was approved by unanimous voice vote of the four (4) Commissioners present with none against and two (2) Commissioners absent. The meeting adjourned at 5:44 p.m.

Respectfully submitted,

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Danielle J.A. Potter, Recording Secretary