

# MINUTES OF THE REGULAR MEETING

## OF THE

### COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY

**February 19, 2008**

The Commissioners of the Chicago Housing Authority held its Regular Meeting on Tuesday, February 19, 2008, at 8:30 a.m. at the Fosco Park Fieldhouse, Chicago, Illinois.

Chairperson Nesbitt called the meeting to order, and upon roll call, those present and absent were as follows:

Present:                    Martin Nesbitt  
                                 Hallie Amey  
                                 Dr. Mildred Harris  
                                 Samuel Mendenhall  
                                 Bridget O’Keefe  
                                 Mary Wiggins  
                                 Sandra Young

Absent:                     Michael Ivers  
                                 Carlos Ponce

Also present were Lewis Jordan, Chief Executive Officer, Adrienne Minley, Chief-of-Staff; Jorge Cazares, General Counsel; Chicago Housing Authority Staff Members and the General Public.

There being a quorum present, the meeting duly convened and business was transacted as follows:

Lewis Jordan, Chief Executive Officer, then presented his monthly report. Mr. Jordan commenced his report by reporting on activities covering his first 30 days as CEO, which included visits with Resident Leadership organizations, visiting of CHA developments formally and informally, meeting with all CHA employees and reiterating his vision for moving the Plan for Transformation forward; and the launching of All Clear, a partnership program with ComEd to assist residents with payment of their utility bills. Mr. Jordan concluded his report by announcing that 125 calls had been received and 95 had been responded to.

The Chairperson then convened the Public Hearing portion of the meeting by inviting residents and the public at large to address the Board.

Commissioner Ivers joined the meeting at approximately 9:10 a.m.

Immediately following the Public Hearing portion of the meeting, a Motion was introduced and seconded to adjourn to Executive Session. The Chairperson announced that pursuant to the Open Meetings Act, 5 ILCS 120/2, the Board would adjourn for approximately one (1) hour to discuss pending, probable or imminent litigation, collective negotiating matters, security and personnel matters.

The Commissioners subsequently reconvened in Open Session and Chairman Nesbitt, thereupon, introduced the Resolution discussed in Executive Session. Commissioner Young presented a motion to approve the resolution for Executive Session Item 1.

**Executive Session Item 1**

**RESOLUTION NO. 2008-CHA-10**

**WHEREAS**, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated February 7, 2008, requesting that the Board of Commissioners approves the Personnel Actions Report for January 2008.

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT**, the Board of Commissioners hereby approves the Personnel Actions Report for January 2008.

The Motion to adopt resolution for Executive Session Item 1 was seconded by Commissioner Wiggins and the voting was as follows:

Ayes:           Martin Nesbitt  
                  Hallie Amey  
                  Dr. Mildred Harris  
                  Michael Ivers  
                  Samuel Mendenhall  
                  Bridget O’Keefe  
                  Mary Wiggins  
                  Sandra Young

Nays:           None

The Chairperson, thereupon, declared said Motion carried and said Resolution adopted.

In the absence of Acting Committee Chair Ponce, Commissioner Wiggins, then presented the monthly report for the Operations and Facilities Committee. Per Commissioner Wiggins, the Operations and Facilities Committee Meeting was held on Wednesday, February 13, 2009 at approximately 1:00 p.m. at the 60 East Van Buren Corporate offices.

Commissioner Wiggins then introduced a Motion for the adoption of the Resolution for Item A1 discussed, voted and recommended for Board approval by the Operations and Facilities Committee.

**(Item A1)**

The CHA advertised a Request for Proposal (RFP) in October 2007 for a Prime Design Consultant (PDC) for the Capital Maintenance Program at various Senior, Scattered-Site, Family, and Non-Dwelling properties. The CHA advertised the RFP in area newspapers and on the CHA website. The CHA also directly solicited one hundred sixty-three firms, including twenty-seven MBE/WBE/DBE firms, and thirteen assist agencies. From the eight proposals received, a five person committee, consisting of members chosen from the Capital Construction and Asset Management Departments, evaluated the proposals. The Evaluation Committee reviewed and scored the proposals and it was determined that four Respondents were within the Competitive Range. Upon further consideration of each Respondent following oral presentation, the Evaluation Committee recommended that CSA Great Lakes, Inc. be awarded the contract. The PDC services to be furnished under this contract will be issued via Task Orders, for which the CSA Great Lakes, Inc. will submit a proposal to perform the Task Order work on a Lump Sum Basis. The CHA reserves the right to negotiate the Lump Sum prior to its acceptance of the proposal and issuance of a Task Order. The contract shall take effect on the date designated in the Notice to Proceed, and shall continue until the end date indicated in the contract for a base contract period of not more than three years in duration, with two one-year options, but not to exceed five years in length or until the assigned jobs are completed.

**RESOLUTION NO. 2008-CHA-11**

**WHEREAS**, the Board of Commissioners has reviewed Board Letter dated February 13, 2008, entitled "AUTHORIZATION TO EXECUTE A ANNUAL REQUIREMENTS TASK ORDER CONTRACT WITH CSA GREAT LAKES, INC. FOR PRIME DESIGN CONSULTANT SERVICES FOR THE CAPITAL MAINTENANCE PROGRAM AT VARIOUS SENIOR, SCATTERED-SITE, FAMILY AND NON-DWELLING PROPERTIES";

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** the Board of Commissioners authorizes the Chief Executive Officer or his designee to execute an annual requirements, Task Order contract with CSA Great Lakes, Inc., in an amount not-to-exceed \$4,750,000.00 for Prime Design Consultant services for the Capital Maintenance Program at various Senior, Scattered-Site, Family, and Non-Dwelling properties for a period of three (3) years with two (2) one-year options, or until the assigned jobs are completed. This award is subject to the Contractor's compliance with the CHA's MBE/WBE/DBE, Section 3 resident hiring, and bonding and insurance requirements.

The Motion to adopt the resolution for Item A1 was seconded by Commissioner Amey and the voting was as follows:

Ayes:           Martin Nesbitt  
                  Hallie Amey  
                  Dr. Mildred Harris  
                  Michael Ivers  
                  Samuel Mendenhall  
                  Bridget O'Keefe  
                  Mary Wiggins  
                  Sandra Young

Nays:           None

There being no questions or discussion, the Chairperson, thereupon, declared said Motion carried and said resolution adopted. The Operations and Facilities Committee report was also accepted in total.

Commissioner O'Keefe, Chairperson of the Finance and Audit Committee then presented her monthly report. Per Commissioner O'Keefe the Finance & Audit Committee held its regular meeting on Wednesday, February 13 at 1:30 p.m. at the 60 East Van Buren Corporate offices. Miroslava Mejia-Krug, Chief Financial Officer, and staff presented the Committee with the Treasury and Cash Flow Report for the month of January 2008 and the 2008 Annual Cash Flow Forecast.

Commissioner O'Keefe then introduced an Omnibus Motion for the adoption of the Resolutions for Items B1 thru B5, discussed, voted and recommended for Board approval by the Finance and Audit Committee.

**(Item B1)**

The resolution for Item B1 approves the Moving To Work (MTW) FY2007 Annual Report. The Plan for Transformation was approved by HUD and incorporated into the MTW Agreement that was executed on February 6, 2000. The MTW Agreement provides guidelines on the content and submission requirements for the CHA. Under the MTW Agreement, the CHA is required to produce and submit an Annual Report to HUD outlining the progress toward commitments made in the original Plan for Transformation and each Annual Plan. The Moving to Work FY2007 Annual Report provides information necessary for HUD to assess the CHA's performance in both day-to-day operations and activities authorized by the MTW Demonstration Program. HUD requires this report to be submitted annually, along with a Board of Commissioners' resolution approving this report, no later than 60 days after the end of the CHA's fiscal year. Included with this resolution is the Moving to Work FY2007 Annual Report for the Board of Commissioners' review and approval. The Moving to Work FY2007 Annual Report will be submitted to HUD on February 29, 2008.

**RESOLUTION NO. 2008-CHA-12**

**WHEREAS**, the Board of Commissioners has reviewed the Board Letter dated February 13, 2008, requesting approval of the Moving to Work FY2007 Annual Report, attached hereto:

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT**, the Board of Commissioners hereby approves the attached Moving to Work FY2007 Annual Report and grants authorization to the Chief Executive Officer, the Board Chairperson, or their designee to make any final changes as they may deem necessary; approve final changes, including changes based on HUD requirements; and submit the report to the U.S. Department of Housing and Urban Development on February 29, 2008. Such approval shall constitute conclusive evidence of the Board's approval of any and all such changes.

**(Item B2)**

In 1998, HUD published a final Rule establishing the Section Eight Management Assessment Program (SEMAP). SEMAP is intended to measure objectively each Housing Agency's (HA) performance in fourteen key Housing Choice Voucher program areas. The 14 key areas include inspections, waitlist, leasing, rent and income determinations, and annual re-certifications to name a few. SEMAP enables HUD to ensure program integrity and accountability by identifying management capabilities and deficiencies and targeting program assistance. The CHA, due to its Moving to Work (MTW) Demonstration Program status, has not submitted a SEMAP rating to HUD in prior years. Therefore, while the CHA's Housing Choice Voucher Program administrator has annually certified to the CHA its SEMAP scores since first established in 1999, the CHA has not forwarded the forms to HUD. A recent decision by HUD requires that the CHA submit its SEMAP certifications annually, beginning with FY2007. In the future, HUD will independently assess the CHA's performance after receipt of the annual SEMAP certification. For Fiscal Year 2007, the CHA scored as "High Performer" with a score of 140 or 97%. The HCV Administrator has certified to the CHA that the information is correct and accurate. The HCV Administrator has performed analysis and quality control activities to ensure that the SEMAP submittal was in compliance with HUD regulations. The CHA has performed quality assurance reviews and tests of the submittal. Accordingly, the resolution for Item B2 approves submittal of SEMAP scores to HUD.

**RESOLUTION NO. 2008-CHA-13**

**WHEREAS**, the Board of Commissioners has reviewed the Board Letter dated February 13, 2008 entitled "RECOMMENDATION TO APPROVE THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM FY2007 CERTIFICATION";

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT**, the Board of Commissioners hereby approves the attached Section Eight Management Assessment Program ("SEMAP") FY2007 Certification and authorizes the Chairperson, Chief Executive Officer or their designees to submit the SEMAP FY2007 Certification to the United States Department of Housing and Urban Development for approval by February 28, 2008.

**(Item B3)**

The resolution for Item B3 approves contract extension with Nan McKay & Associates, Inc. to continue providing consulting services for CHA's Section 8 Housing Choice Voucher Program (HCVP) for an additional six month term. In December 2005, the CHA issued a Request for Proposal soliciting qualified firms and organizations that could provide consulting services to create a statement(s) of work for the administration of the Chicago Housing Authority's Section 8 Housing Choice Voucher Program (HCVP). Nan McKay was awarded the contract for a base term of eighteen months with no option period. NMA has successfully worked with the CHA HCVP project team over the past 17 months to accomplish its objectives. At the beginning of the project, neither the CHA nor NMA knew what future operating model would be selected. Now that the CHA has determined the future operating model and is requesting board approval to implement this new operating model, continued assistance and consulting support will be necessary to implement the changes successfully and to meet overall program objectives. These changes will impact people, processes and technology and will require significant coordination

and project management leadership. This extension is the most effective approach to obtain support for vendors and the CHA during the transition period. NMA is familiar with the CHA situation, the existing operational environment, and the strengths and personnel of the selected vendors. In addition, NMA has acknowledged industry experts with program credibility to facilitate the coordination and collaboration of CHA and its vendors during the transition period.

**RESOLUTION NO. 2008-CHA-14**

**WHEREAS**, the Board of Commissioners has reviewed the Board Letter dated February 13, 2008, entitled “AUTHORIZATION TO AMEND CONTRACT NO. 6045 WITH NAN MCKAY & ASSOCIATES, INC. FOR CONSULTING SERVICES”;

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT**, the Board of Commissioners authorizes the Chief Executive Officer or his authorized designee(s) to amend and extend Contract No. 6045 with Nan McKay & Associates, Inc. to provide consulting services for CHA’s Section 8 Housing Choice Voucher Program (“HCVP”) for an additional six (6) month term not to exceed \$356,022.00, with one six (6) month option.

**(Item B4)**

The CHA privatized its Section 8 program in 1995 which served approximately 15,000 families. Today, the program services approximately 35,000 families and 15,000 landlords and continues to grow. In April 2007, the CHA released a new Request for Proposal for a private administrator of its Housing Choice Voucher/Section 8 (HCV) Programs, evaluated submitted proposals and is in the process of negotiating with potential contractors. Also, in April 2007, the Board authorized the CHA to amend the Contract to add an extension option for a term up to six months (January 1, 2008 up to June 30, 2008) to be exercised within the CHA’s sole discretion in the event the procurement process for a new HCV private administrator was prolonged. In December 2007, the Board authorized the CHA to exercise three months of the approved six month-option period for January 1, 2008 through March 31, 2008. The resolution for Item B4 approves exercising the two additional option months for the period of April 1, 2008 to May 31, 2008 to allow the CHA sufficient time to review the recommendations for the new HCV private administrators and to allow the CHA to continue to mitigate potential risks associated with possible discontinuity of its HCV Program operations. The CHA expects to execute new contracts for the administration of its Housing Choice Voucher/Section 8 Programs during the early part of 2008.

**RESOLUTION NO. 2008-CHA-15**

**WHEREAS**, the Board of Commissioners of the Chicago Housing Authority has reviewed memorandum dated February 13, 2008, entitled “AUTHORIZATION TO EXERCISE AN ADDITIONAL TWO MONTHS OF THE OPTION OF CONTRACT NO. 0370 BETWEEN QUADEL CONSULTING CORPORATION AND THE CHICAGO HOUSING AUTHORITY FOR THE ADMINISTRATION OF THE SECTION 8 PROGRAMS”;

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** The Board of Commissioners authorizes Board Chairperson, the Chief Executive Officer or their designee to exercise an additional two months of the available option to extend Contract No. 0370 (“Contract”) with Quadel Consulting Corporation for the period of April 1, 2008 through May 31, 2008 in an amount not-to-exceed \$4,100,000.00 for the administration of the Chicago Housing Authority’s Housing Choice Voucher/Section 8 Programs. The Contract’s aggregate not-to-exceed compensation amount will be \$134,404,543.28.

**(Item B5)**

In November 2007, the CHA received official written notice of an award of \$100,000.00 from the MacArthur Foundation to hire qualified consultants to support the efforts of Resident Services staff to address key concerns related to CHA’s workforce development and data management strategies. As the CHA further refines its resident service delivery strategy, it has identified the following key areas that require further improvement: define operational performance for the FamilyWorks agencies and create resident outcome measures for the new program model to ensure efficient service delivery and optimal resident outcomes; identify key

performance indicators from workforce development and social service programs that truly indicate progress or success to key stakeholders; develop solutions to integrate data across multiple reporting systems for internal reporting. With a twelve month grant of \$100,000 from the MacArthur Foundation, the CHA will hire the Corporation for a Skilled Workforce, the Chicago Jobs Council and Project Match to support the research, planning, and implementation needed to impact these key areas that require improvement. Accordingly, the resolution for Item B5 approves acceptance of the award from MacArthur Foundation.

**RESOLUTION NO. 2008-CHA-16**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated February 13, 2008, entitled “RECOMMENDATION TO ACCEPT A GRANT AWARD FROM THE JOHN D. AND CATHERINE T. MACARTHUR FOUNDATION, ENTER INTO SUB-GRANTEE AGREEMENTS WITH CORPORATION FOR A SKILLED WORKFORCE, CHICAGO JOBS COUNCIL, AND PROJECT MATCH AND INCREASE THE FY2008 COMPREHENSIVE BUDGET”

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** the Board of Commissioners authorizes the Chairperson, Chief Executive Officer or their designees to accept a grant award from the John D. and Catherine T. MacArthur Foundation in the amount of \$100,000.00, increase the FY2008 comprehensive budget by \$100,000, and enter into sub-grant agreements with Corporation For A Skilled Workforce, Chicago Jobs Council, and Project Match for an aggregate amount not-to-exceed \$100,000.00 to improve CHA’s workforce development and social service delivery systems.

The Omnibus Motion to adopt resolutions for Items B1 thru B5 was seconded by Commissioner Young and the voting was as follows:

Ayes:           Martin Nesbitt  
                    Hallie Amey  
                    Dr. Mildred Harris  
                    Michael Ivers  
                    Samuel Mendenhall  
                    Bridget O’Keefe  
                    Mary Wiggins  
                    Sandra Young

Nays:           None

There being no questions or discussion, the Chairperson, thereupon, declared said Motion carried and said resolutions adopted. The Finance and Audit Committee report was also accepted in total.

There being no further business to come before the Commissioners, upon Motion made, seconded and carried, the meeting of the Board of Commissioners was adjourned.

s/b:   Martin Nesbitt  
          Chairperson

s/b:   Lee Gill, Custodian and  
          Keeper of Records