Minutes

REGULAR MEETING OF THE BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON
Tuesday, July 28, 2026, 4:00 PM
104 E. Wood Street, Bloomington, Illinois

1. **Call to Order** - The regular meeting of the Board of Commissioners of the Housing Authority of the City of Bloomington, Illinois was held at 104 E. Wood Street, Bloomington, Illinois. The meeting was called to order at 4:00 pm by Acting Chair Ben Muncy, and upon a roll call, the members answered as follows:

2. **Roll Call; Selection of Acting Chairperson**
   Commissioner Brown, present
   Commissioner Muncy, present
   Commissioner Csecinovits, present
   Commissioner Trunell, present
   Commissioner Middleton, absent

   Also present were:
   Jeremy Hayes, Executive Director
   Jorge Ovalle, Section 8 Director
   Ashley Short, Director of Public Housing
   Tim Margherio, Director of Maintenance
   Aaron Blevins, Maintenance Supervisor
   Alton Shelvin, Resident Services Director
   Krystal Donovan, Administrative Assistant (via Zoom)
   Janet Winters, Accounting Specialist
   Aaron Harris, BDO (via Zoom)
   Laura Kantorzyk, resident
   Cathy Zaklan, resident

3. **Approval of Minutes**
   Approval of the minutes of June 23, 2026, regular meeting. A motion was made by Commissioner Csecinovits to approve the minutes of the June 23, 2026, meeting. Commissioner Trunell seconded the motion. Upon a voice vote, all commissioners present stated "aye." Motion carried.

4. **Public Comments** – There were none.

5. **New Business**
   5.1 Review of Bills – Jeremy reviewed the bills, calling out a payment to the McLean County Collector. He explained the payment was in lieu of taxes for AMP's 1, 2, 3 and 4,

which are essentially an alternative to property taxes. He said many of the items are recurring. After a brief discussion, a motion was made by Commissioner Csecinovits to approve the bills. Commissioner Brown seconded the motion. Upon a voice vote, all Commissioners present stated "aye."

5.2 May financial report – Jeremy and Aaron revisited the 2024 payment in lieu of taxes, which was identified after the fact and required a $57,000 payment to McLean County. They reported that the May public housing financial report showed an unfavorable variance of $229,000, primarily due to lower operating subsidy, higher security costs, and reduced rental income related to lower occupancy. They also discussed budget adjustments, utility cost fluctuations, maintenance equipment, and depreciation practices. Jeremy agreed to provide additional information by email regarding the categorization of "supplies" versus "equipment". It was confirmed that depreciation is recorded annually as a non-operating expense. Aaron explained that, despite the net loss, the program remains financially stable, with reserves of nearly $7 million (including the value of real estate improvements), and approximately $3 million in cash available to cover program expenses.

5.3 Resolution 1543 accepting a proposal and authorizing a contract for Capital Fund Program administration and facility modernization consulting. Jeremy explained that the Capital Fund Program funds major facility improvements and extraordinary expenses, not routine operating costs.

He noted that recent Capital Fund resources have been directed primarily to major Towers projects, including elevators, replacement of the emergency generator, the fire alarm system, and fire doors. These projects total more than $3 million and have consumed multiple grant years.

Jeremy stated that Capital Fund Program administration was previously handled by an in-house staff position, but after difficulty finding a qualified full-time candidate, staff determined that hiring a consultant was the best option. Peak Six Solutions, LLC was selected by staff from three responding firms. The one-person firm, led by former HUD official Jeff Evans, will assist with managing the agency's $1.8 million Capital Fund Program over a one- to three-year period, with the goals of restructuring the program and returning units to leasable condition.

After brief discussion, Commissioner Trunell moved to approve the resolution accepting the proposal and authorizing the contract for Capital Fund Program administration and facility modernization consulting. Commissioner Csecinovits seconded the motion. The Chair then called for a roll call vote:

Commissioner Brown Aye

Commissioner Csecinovits Aye
Commissioner Trunell Aye
Commissioner Muncie Aye

Motion carried. The resolution was approved as follows:

RESOLUTION NO. 1543

WHEREAS, the Housing Authority receives Capital Fund Program (CFP) grants from the US Department of Housing and Urban Development (HUD), which provides essential funding to the Housing Authority for the modernization and improvement of its public housing facilities; and

WHEREAS, HUD requires that Public Housing Agencies receiving CFP grants must conduct various planning and administrative tasks, including the development and submittal of 5-Year Action Plans outlining the intended use of CFP funds, preparation of annual statements, development of scopes of work and contract documents for CFP-funded projects, and monitoring of contracted construction work; and

WHEREAS, the Housing Authority has issued a request for proposals (RFP) dated May 6, 2026, to solicit proposals from firms with the capability to provide technical services related to facility modernization consulting, particularly services related to the administration of the Capital Fund Program; and

WHEREAS, in accordance with sound procurement practices, the Housing Authority evaluated the three competitive proposals received from qualified firms, evaluating them in accordance with the factors stated in the RFP; and

WHEREAS the Housing Authority staff committee's due diligence included interviewing the principals of the two (2) finalist firms and investigated their experience and capabilities; and

WHEREAS, the Housing Authority staff committee evaluated the competing proposals in terms of technical capabilities, availability of key staff, depth and breadth of experience, responsiveness, pricing, and other factors, including overall value and risk considerations, and based thereon recommends the selection of Peak Six Solutions, LLC.

NOW, THEREFORE, BE IT RESOLVED that the Housing Authority Board of Commissioners accepts the recommendation of staff to accept the Peak Six Solutions, LLC proposal for Capital Fund Program (CFP) administration and facility modernization consulting.

BE IT FURTHER RESOLVED that the Executive Director is authorized to enter into a consulting services agreement with Peak Six Solutions, LLC for Capital Fund Program (CFP) administration and facility modernization consulting in accordance with the terms of the proposal submitted to the Housing Authority (attached hereto as EXHIBIT A),

which shall be in substantially the same form as the sample consulting services agreement included in said proposal.

5.4 Study topic: Public housing rent calculation and managing tenant accounts. Ashley Short presented a detailed presentation on the rent calculation process using HUD regulations, including income verification methods, total tenant payment calculations, and assistance programs for residents experiencing financial hardship. Ashley will email the presentation on rent calculation to the commissioners.

6. Administration Reports

6.1 Executive Director Report

- PHAS score and designation status for FY2024. Jeremy explained that PHAS (public housing assessment system) designations include high performer, standard performer, substandard, and troubled. He reported that HUD issued the Authority a substandard designation, which has remained unchanged since the end of the COVID waivers. Jeremy will prepare a written corrective action statement in response to HUD's letter.
- Parking lot/yard lighting at public housing sites. Jeremy met with a representative from Ameren at Holton Homes and discussed outdoor lighting at our public housing sites.
- Project-Based Vouchers for Sue's Landing. Jeremy said the Center for Human Services, a mental health provider in McLean County, is developing a supportive housing facility. The Authority can allocate some vouchers to the project, which would provide an ongoing rent subsidy to help keep the housing affordable for the tenants residing there.
- City of Bloomington fire inspection compliance order at Towers – Jeremy noted that we're making good progress with the fire door installation and hopefully it will be completed within 2 to 4 weeks.
- Comcast/Xfinity installation at Towers. This is an ongoing project that when completed will be a nice amenity for residents.
- Towers renaming. New signs were recently installed.

6.2 Public Housing Occupancy Report

6.3 Section 8 Housing Choice Voucher Report

6.4 Maintenance & Capital Improvement Report

6.5 Resident Services Report

7. Selection of Acting Chairperson – Commissioner Muncie stated that at the June board meeting the Board agreed to rotate the acting chair role until officers are elected. Commissioner Muncie asked for a volunteer to serve as acting chair for the August meeting. There were no volunteers, and several Commissioners noted that Commissioner Muncie had done a good job chairing the current meeting. Commissioner Muncy offered to continue serving and moved to nominated himself to serve as Acting Chair through the August Bord meeting. Commissioner Csecinovits seconded the motion. Upon a voice vote, all Commissioners present stated "aye." Motion carried.

He noted that if the Board agrees, an election for permanent officers could be held at the August meeting.

8. **Adjournment** - Commissioner Brown moved to adjourn the meeting, and Commissioner Trunell seconded the motion. The motion carried on a unanimous vote; the meeting adjourned at 5:52 p.m.

This is to certify this is a true and correct copy of the minutes of the regular meeting of the Board of Commissioners of the Housing Authority of the City of Bloomington, Illinois held July 28, 2026, at 104 East Wood Street, Bloomington, Illinois, and to further certify that said meeting was held pursuant to written notice and sent to all Commissioners of said Authority in accordance with by-laws, and that there was a quorum present at said meeting.

Respectfully submitted,

_____

Jeremy Hayes, Secretary-Treasurer