

**WHEATON HOUSING COMMISSION
MEETING MINUTES
REGULAR MEETING
April 12, 2018**

I. Call to Order and Roll Call

The regular meeting of the Wheaton Housing Commission was held in the Gamon Room, Wheaton City Hall, at 303 W. Wesley Street, Wheaton, Illinois. Housing Commission Chair, Bob Barger, called the meeting to order at 7:05 pm, on Thursday, April 12, 2018.

Present:	Bob Barger, Chair Bill Gilbertson Stu Johnson Jan Kay Steve Limp Andrea Petti, Secretary Mike Rybinski Tom Zullo Joe Kreidl – City of Wheaton	Absent:	David Horton
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II. Public Comment

None.

III. Approval of Minutes

Commissioner Kay moved, and Commissioner Gilbertson seconded, a motion to accept the minutes of the March 8, 2018 meeting, as corrected. The motion was unanimously approved by a voice vote.

IV. Correspondence

2017/2018 Housing Assistance Program Final Summary

V. Old Business

VI. New Business

- a. **Approve/Disapprove SFY 2018 & CY 2019 Applications** - Upon reviewing the Program Summary, it was noted that applicant #38's income is above this year's ceiling. Mrs. Qualkenbush will check their income and review their paperwork. If the income shown is correct, this applicant will be removed from the program. Then, the next person on the wait list will be added. A motion to approve all applicants was made by Commissioner Limp and seconded by Commissioner Rybinski. The motion was unanimously approved by a voice vote.
- b. **Discussion on Election of Officers** - Officers will be voted on at the May meeting. The following seats are available: chair, vice chair, and secretary. The Commissioners who currently hold these positions are willing to continue for the following year, respectively: Barger, Johnson & Petti.

VII. Commissioner Comments & Discussions

- a. Wheaton Public Library - The Library is willing to display a senior housing pamphlet, provided by the Housing Commission, at the main service desk. Mrs. Qualkenbush will make a simple, low cost/zero cost pamphlet announcing the commission's webpage for area resources, and access to the library's computers.

- b. YMCA Senior Resource Fair - The next senior resource fair at the Glen Ellyn YMCA is on April 27. Its hours will be 7:00am to 1:00 pm. During the fair the facility will be open for visitors to test the swimming pool and fitness classes. Visitors are encouraged to register ahead of time. This resource fair is a semi-annual event. www.brriallymca.org
- c. SALT October Newsletter - Commissioner Gilbertson will schedule interview in the summer, for consideration of being included in their October issue.
- d. 2018 Budget - The 2018 budget is for the months May 1 through December 31. It is based on the Commissions average monthly expenditures. Commission Chair Barger had coffee with the Council – Prendeville, Rutledge, Suess, & Fitch (via email). In response to the 2018 budget, if the Commission finds people on the waiting list, they will find the funds to cover the additional stipends. If we even get 10 to 12 new qualified people, they will find the additional funds.
- e. Housing Commission Website - The links listed in the proposed website draft have been confirmed. Mrs. Qualkenbush will arrange to have the Communications Department post the information on the new website. Commissioner Barger will plan to shoot the informational videos this summer.
- f. Interviews Discussion
 - i. City of Wheaton Newsletter – During the interviews, it was learned some of the seniors do not receive the City’s newsletter in the mail. Mrs. Qualkenbush to ensure all program recipients receive the monthly City newsletter.
 - ii. Computers – some of the residents use computers at home, at the library, or at a friend’s home. Some do not use computers at all. One person obtained their computer from the People’s Resource Center. It appears that less than half the seniors in our program use or have access to computers. This reinforces the need to continue sending them printed materials.
 - iii. Internet access - One item to research: do any internet providers provide senior rates?
 - iv. Carbon Monoxide / Smoke Alarms – a few people did not have one of the alarms/detectors. It is valuable to continue to ask this question, particularly since the fire department will install them.
 - v. Interview questions - Commissioners Gilbertson & Zullo shared the interview questions they based their conversations on. Commissioner Chair Barger will combine their list with the base questions on the interview form, in preparation for next year’s interviews. The Commissioners may add/change questions, to aid in their understanding of specific issues at that time. Having a few prepared questions is helpful to the commissioners, to help begin their conversations, as well as help them learn trends within this group. The new interview question sheet will also offer guidelines on what to ask and not to ask, so as to ensure the senior’s privacy is respected, and to ensure boundaries are set to that the senior is not put in an uncomfortable position. The interview list of questions will be finalized at the next meeting, while the interviews are still fresh in the Commissioners’ memories.
- g. Affordable Housing – Are there any open land parcels in town, and are they suitable for affordable housing?
 - i. DuPage County Fairgrounds – current lease expires 2020.
 - ii. Theosophical Society – Commissioner Barger to talk with the Society and a developer regarding possible opportunities and partnerships.
- h. Senior residents living in Wheaton – mailing list contains 5,000 names. Discussion on how to effectively communicate with a selection of the group, how to narrow the list, and what it is that we want to communicate with them.

VIII. Discussion Items for Future Meetings

- a. Airbnb - Are there Airbnb homes in Wheaton? Are they allowed per Zoning? Not permitted.
- b. Inquire about businesses and organizations that work with low-income residents: transport companies, and Health & Human Services.
- c. Film a Q & A discussion related to the housing assistance program with the mayor, and broadcast on the City of Wheaton's Public Access television station, Channel 10. Coordinate with Arin Thrower, Public Information Officer. Housing videos – various topics; consider working on these after webpage is set-up and running.
- d. Invite CHAD to come talk to the Commission in January. Can they rent a home or apartment for less than \$1000, per month? Commissioner Limp to contact them.
- e. DuPage County Senior Services - Find out the scope of services provided and who qualifies.

- IX. Adjournment:** A motion was made by Commissioner Gilbertson and seconded by Commissioner Rybinski, to adjourn the meeting at 8:35 pm. The motion was unanimously approved by a voice vote.

Next regular meeting of this commission will be held on Thursday, May 10, 2018.