



TIMELINE OF EVENTS WITH THE OAK PARK REGIONAL HOUSING CENTER

- **August 4, 2023** - Village staff learned of the inactive status with the United States Department of Housing and Urban Development (HUD) for the West Cook Homeownership Program.
 - Village funding is paused internally until next steps are decided, both CDBG and general funds, per contractual language in Village agreements.
- **August 7, 2023** - Village Staff Ahmad Zayyad, Paul Stephanides, Jeff Prior, Noemy Diaz, and Vanessa Matheny met with Housing Center Executive Director Athena Williams and Housing Center consultant Rob Breymaier to discuss compliance with HUD.
- **August 23, 2023** - Village Staff began annual monitoring performance of the Oak Park Regional Housing Center. During this time, staff interviews were conducted as well as review of financial records. Not all documents were available during the monitoring.
- **August 29, 2023** - Village Staff met with Monica Roberts-Wilkins and Bhaveshri Patel, Housing Center's financial team, to review financial reports. At this meeting, the Housing Center's financial team confirmed that Housing Center staff received payment for their June 2nd and June 30th wages in early August.
- **September 15, 2023** - Village Staff contacted Athena Williams to inform her the Village Board of Trustees will not include the PY23 CDBG Administration Agreement on the Board Agenda due to the current inactive status with HUD.
- **October 11, 2023** - Village staff received the letter of reinstatement from HUD with the probationary conditions.
- **October 26, 2023** – Village staff met with Athena Williams and Tracey Wik to review monitoring findings. At this meeting it was discussed that Housing Center staff did not receive payment at the time their wages were due. There was a total of three consecutive pay periods missed (total of 7 weeks), beginning March 2023. Housing Center staff did not receive payment until August 2023. Director Williams confirmed an HR consultant gave the Housing Center staff options to continue work without payment, or to be furloughed. At this meeting, next steps were discussed for a third-party external review.
- **October 31, 2023**- Village staff provided 10/26 minutes, financial monitoring report and timeline of next steps, including required documentation for performance review and a copy of letter from HUD to the Athena Williams and Tracy Wik via email.

- **November 10, 2023-** Village deadline for audit documentation.
- **November 13, 2023-** KPW performance review began at the Housing Center. The following extensions were granted to the Housing Center for documentation.
 - **November 14-** Did not comply with deadline, requested additional time.
 - **November 17-** Did not comply with deadline, requested additional time.
 - **November 21-** Did not comply with deadline, requested additional time.
 - **November 27-** Did not comply with deadline, requested additional time.
 - **November 30-** Did not comply with deadline, requested additional time.
 - **December 1-** Did not comply with deadline, requested additional time.
 - **December 4-** Did not comply with deadline, submitted partial documentation.
- **January 12, 2024-** Meeting to discuss the KPW Performance Review. This meeting was canceled by Village Staff due to extreme weather conditions.
- **January 25, 2024-** KPW presented their report, which was inconclusive due to missing documentation at the time of the review. Housing Center staff present at the meeting were Athena Williams, Tracy Wik, Bhaveshri Patel, Kimberly Augustin. Village staff present at the meeting were Kevin Jackson, Ahmad Zayyad, Noemy Diaz, Vanessa Matheny, Jeff Prior, Rasheda Jackson and Cameron Davis. President Vicki Scaman was also present at this meeting. The Housing Center made a formal request at this meeting for a 45-day extension to correct their 2023 financials for KPW to review.
- **February 16, 2024-** Manager Kevin Jackson sent a letter to the Oak Park Regional Housing Center addressing the 45-day extension request. Manager Jackson stated, "The Village Board has considered this request and believe it would be in the Housing Center's best interest to focus on strengthening their organization's operations and financial oversight, moving forward, rather than conducting a second external performance review." Manager Jackson requested a corrective action plan from the Housing Center to address the financial and administrative operations for the Live in Oak Park program.
- **March 4, 2024-** Athena Williams submitted a corrective action plan via email.
- **April 5, 2024-** Village staff met with the Housing Center to discuss the corrective action plan submitted. It was a collaborative meeting where Village staff were able to provide feedback on the plan and the Housing Center was able to clarify any concerns staff had.
- **April 30, 2024-** A follow-up meeting to discuss the corrective action plan was canceled by Village staff, due to unforeseen circumstances.
- **May 15, 2024-** Village staff sent the Housing Center a document with all of staff's feedback on the corrective action plan in preparation for the next meeting.

- **May 23, 2024-** Village staff met with the Housing Center as a follow-up to the previous meeting. Next steps were decided for the Housing Center to finalize a revised plan by May 28th and to present the plan to the Village Board at the June 4th board meeting.