



The Village of Oak Park
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February 16, 2024

Ms. Athena Williams
Executive Director
Oak Park Regional Housing Center
1041 South Boulevard
Oak Park, Illinois 60302
Email: awilliams@oprhc.org

Dear Ms. Williams:

Village staff conducted their annual financial monitoring of the Oak Park Regional Housing Center (“Housing Center”) on August 23, 2023. The financial records reviewed reflected that the Housing Center staff had not been paid for multiple pay periods. At the time of the Village financial monitoring, Housing Center staff were still waiting for their wages for the months of July and August. Village staff were also concerned about the list of outstanding aging payables of the Housing Center. These concerns ultimately lead to an external performance review.

On January 25, 2024, staff members from the Housing Center and the Village of Oak Park met with the auditors from Kolnicki, Peterson & Wirth to discuss the results of the external performance review. KPW’s performance review was inconclusive because the auditors did not receive complete financial documentation from the Housing Center. As a result, all Village funding to the Housing Center will remain paused.

At the conclusion of the January 25, 2024 meeting, Housing Center staff formally requested a 45-day extension period to allow staff to reconcile the financial records submitted during the performance review and provide the Village with proper and complete documentation. The extension would ultimately result in a second performance review of the newly provided documentation. Village staff have shared this request with the Village Board. The Village Board has considered this request and believe it would be in the Housing Center’s best interest to focus on strengthening the organization’s operations and financial oversight, moving forward, rather than conducting a second external performance review. We are, therefore, unable to authorize the requested extension.

The Village is requesting that the Housing Center restructure the organization’s operations and financial oversight to comply with the Village expectations set forth in the general funding grant agreement. The Housing Center must formulate a corrective action plan to address the financial and administrative operations for the Live in Oak Park program. This plan must include the items listed below.

- Housing Center must identify a clear plan for their Board of Directors financial oversight,

- Housing Center must identify immediate cooperation and responsiveness with Village. This includes its intent for the Housing Center's participation with the Homes for a Changing Region Study and the Diversity, Equity Inclusion Assessment at the completion of the studies,
- Housing Center must identify their racial integration plan and how it concurs with the Village's goal for affordability,
- Housing Center must identify Village involvement with the Center's operations,
- Housing Center must restructure their financial management system to provide accurate, current and complete disclosure of the expenditure of all funds provided by the Village,
- Housing Center must develop a new reporting template to detail their expenditures related to their funding agreement,
- Housing Center must ensure Housing Center staff are paid their wages at the time they are due,
- Housing Center must identify all funding sources and identify if any Live in Oak Park staff salaries or programmatic expenses are reimbursed through other funding sources,
- Housing Center must submit their 2023 unaudited financial statements, including state of income and expenses. These financial statements must breakdown expenses by administration, program and capital expenditures.

The above list is not exhaustive. Thus, the Housing Center can take any other necessary corrective actions. This corrective action plan must address how the mission of the Housing Center complies with the Village Board Goals, adopted on January 23, 2024. It is your organization's responsibility to ensure the corrective action plan will be effective in strengthening the operations at the Housing Center, and that all information presented is current and accurate.

When the Housing Center submits its corrective action plan to the Village, Village staff will schedule a meeting to discuss the plan submitted and the next steps. Should you have any questions or concerns, please do not hesitate to contact Ahmad Zayyad, Interim Director of Neighborhood Services / Deputy Village Manager.

Respectfully,

VILLAGE OF OAK PARK



Kevin J. Jackson
Village Manager

cc: Village of Oak Park Board
Oak Park Regional Housing Center Board