

Not Yet Approved Minutes of  
Regular Meeting  
**HOUSING PROGRAMS ADVISORY COMMITTEE**  
Village of Oak Park  
February 18, 2015  
7:00 pm – Room 215

**CALL TO ORDER:** The meeting was called to order by Chair Steven Glass at 7:10 p.m.

**ROLL CALL:**

PRESENT: Steven Glass, Meg Herman, Mina Gerall, Matt Rogina

ABSENT: None

STAFF PRESENT: Kristine Giornalista, Neighborhood Services Manager

GUESTS: Catharine Schutzius

**REVIEW AND APPROVAL OF MEETING AGENDA:** Chair Glass asked if there were any changes to the Agenda. Noting no changes, the agenda passed by unanimous voice vote.

**NON-AGENDA PUBLIC COMMENT:** None.

**APPROVAL OF MINUTES:** Chair Glass asked if there were any changes to the minutes of the January 21, 2014 meeting. Noting no changes, a motion to approve the agenda was made by Ms. Gerall and seconded by Mr. Rogina.

**Request for a Small Rental Rehabilitation Program Loan, SRP-028:** Ms. Giornalista presented an overview of the loan request. A motion to recommend approval of the loan request was made by Mr. Rogina and seconded by Ms. Gerall.

ROLL CALL VOTE:	Meg Herman	Aye
	Mina Gerall	Aye
	Matthew Rogina	Aye
	Chair Glass	Aye

**Multifamily Incentives Program Guidelines Discussion:** Chair Glass and Ms. Giornalista presented draft changes to the guidelines reflecting the discussion at the January 21 meeting. Ms. Giornalista recommended that the maximum grant amount be kept at the lesser of \$10,000 or \$1,000 per unit to maximize the number of buildings that could benefit from the program. Ms. Giornalista recommended that the rental reimbursement component remain in the guidelines, regardless of whether this

component is funded in a particular budget year. This would allow flexibility for administering this program component in future years without having to amend the guidelines again.

Ms. Giornalista sought feedback on guidelines for the grant component consisting of a stand-alone Marketing Services Agreement (MSA-only) (i.e. no grant or rental reimbursement). The benefit of the MSA-only program is that it enables property owners to receive free affirmative marketing services from the Oak Park Regional Housing Center (OPRHC), which is funded separately in a contract between the Village and OPRHC. Currently, HPAC and the Village Board must approve the Marketing Services Agreement though no funds are transferring between the building owner and the Village. Ms. Giornalista asked whether HPAC would be comfortable removing HPAC approval of these MSA-only commitments from the process. If this change were to occur, Chair Glass suggested the following provisions: (1) OPRHC, in concert with Village staff, would need to provide reports on their MSA-only activities at least twice a year, and (2) HPAC would have the ability to offer MSA-only commitments to owners. The reports would need to report on turn-over building data and placements over time. Village staff will meet with OPRHC to discuss these changes, and will investigate whether modifications to the current OPRHC contract would be necessary.

A vote will be taken on the proposed changes at the March 18 meeting. If Village staff determine that the changes need to be presented to the Village Board on March 16, a special HPAC meeting may be scheduled.

**Other Business:** None

**ADJOURNMENT:** Meeting adjourned at 8:35 p.m.

Respectfully submitted,  
Kristine Giornalista  
Staff Liaison