

From: Trustee Walker-Peddakotla
Sent: Friday, November 1, 2019 10:19 AM
To: Pavlicek, Cara
Subject: Re: November 4 Agenda

Hi Cara, (Board Bcc)

Can you give some more background on the Housing Center agreement change? What were the conversations that happened that caused a delay in the current year's funding for the housing center? This isn't about the 2020 budget, but rather the current fiscal year's payment. What is the timeline of the conversations that happened that resulted in the Housing Center not being able to receive their 2019 payment?

Thanks,

Trustee Arti Walker-Peddakotla

On Oct 31, 2019, at 3:04 PM, Pavlicek, Cara <cpavlicek@oak-park.us> wrote:

Dear Board (bcc):

The agenda will be posted to the web by the end of the day. We have removed the recommended first reading of an ordinance to tax ridesharing. This decision was made in light of the litigation filed by Uber yesterday against Skokie for a similar tax. Based upon discussions with the Village Attorney, additional time is warranted to review the legal argument presented to Uber and determine how they may inform our recommendation to the Village Board.

We have also added commission appointments and a motion to waive the audit requirement in the 2019 OP Regional Housing Center funding agreement and allow release of current payments as this is a time sensitive matter which has developed in the last two days.

Cara

Staff Response: Director Grossman, Development Customer Services

On December 3, 2018, during the Village Board's discussion of the 2019 Grant Funding Agreement with the Oak Park Regional Housing Center, Interim Executive Director Michele Rodriguez Taylor (and Deputy Director), agreed to provide the Village Board with a strategic plan and present a revised scope of work to the Village Board for their 2019 contract sometime in the first quarter of 2019. On December 10, 2018, the Village Board approved the contract with new language stating:

"A. The Housing Center will complete a strategic plan for the organization by June 30, 2019. The current Scope of Services, Program Goals and Measures will control until a new Scope of Services, Program Goals and Measures can be prepared to submit to the Village Board for review and approval. "

In late 2018 and early 2019, Director Grossman met several times with Interim Executive Director Michelle Rodriguez-Taylor and her staff to discuss the quarterly reports and the timing of the strategic plan. On January 18, 2019, Village Manager Pavlicek received a group email from Ms. Rodriguez Taylor advising that she was ending her employment with the Housing Center that same date. Additionally, on or about that same time, Ms. Rodriguez-Taylor called Director Grossman to inform of the same and advise that the Housing Center Board member would contact the Village when an Interim Executive Director would be taking her place.

The Village Manager received an email notice of the engagement of Mission + Strategies and Jay Readey as the new Interim Executive Director on January 30, 2019 along with Mr. Readey's resume. On February, 15, 2019, the Board of Directors of the Oak Park Regional Housing Center announced on its website the engagement of Mission + Strategies and Jay Readey, J.D., as consultants to help the organization move to the next phase of its organizational development.

Director Grossman did not hear from the Housing Center in the coming months and made multiple attempts to set up a meeting with Mr. Readey. The first Quarter 1 report was received on April 26, 2019. A meeting was scheduled on May 16, 2019. Director Grossman reviewed in detail the board's prior direction about a 2019 contract scope revision and the need for complete reports. Mr. Readey informed Director Grossman that the strategic plan was nearing completion.

On June 12, 2019, Manager Pavlicek and Director Grossman met with Mr. Readey. The prior Village Board direction was reviewed again in detail and the upcoming process for 2020 funding was also described as it related to the Village Board's budget process. Reporting requirements were again reviewed. In addition, he was provided a letter with that same date (consistent with the letter sent to all partner agencies) asking for their 2020 budget proposal on August 1, 2019.

On August 1, 2020, Director Grossman met with Mr. Readey and Interim Executive Director Athena Williams to discuss the 2019 contract reports and the 2020 budget process. That day, Mr. Readey also emailed a draft of the strategic plan and asked to have until August 5, 2019 to submit the budget requests (a two week extension). Director Grossman approved the extension. On August 5, 2019, the Housing Center submitted its 2020 request. The budget request contained a letter from Mr. Readey stating that the 2018 audit was not ready and was expected to be ready soon.

On September 19, 2019, Mr. Readey emailed Director Grossman the final strategic plan and an updated grant proposal narrative but it did not change the goals for registrations and affirmative moves. On September 20, 2019, Deputy Village Manager Lisa Shelley, CFO Drazner and Director Grossman met with

Mr. Readey and Ms. Williams to discuss their 2020 Budget request. Mr. Readey informed the Village that they would not meet their 2019 goals and stated that the Housing Center was proposing the same goals for 2020. At that meeting delinquent reporting requirements were reviewed.

On October 1, 2019, Village Manager Pavlicek spoke with Ms. Williams regarding a formal notice being issued regarding the delinquent reports which placed the Housing Center in default of its Grant Funding Agreement with the Village and the suspension of payments in accordance with the Agreement and staff's willingness to work with her in correcting this matter. The formal notice letter was sent on that same date as well as email notification to the Village Board of Trustees.

On October 14, 2019, the Quarter 2 & 3 reports were received. On October 25, 2019, Director Grossman emailed Ms. Williams for the 2018 Audit. Ms. Williams replied it was not available and on October 28, 2019, Ms. Williams provided a letter from the Housing Center's auditor that the audit would be available on November 30, 2019.

On October 29, 2019, Village Manager Pavlicek and Director Grossman met with Executive Director Athena Williams, Board President Tracey Wik and past Interim Executive Director Jay Readey to discuss the status of suspended payments and outstanding audit for 2018.

On October 31, 2019, Village Manager Pavlicek spoke with Athena Williams and sent a letter noting that she was seeking Village Board opine on a waiver of the Audit requirement in the Agreement as part of the November 4, 2019 Village Board meeting.