



HOUSING COMMISSION MEETING MINUTES

WHEATON CITY HALL, 303 W WESLEY STREET, WHEATON, ILLINOIS 60187

Regular Meeting
Thursday, October 14, 2021
7:00PM

A Zoom option was provided for remote attendance, but all attendees were present in person.

I. Call to Order

The regular meeting of the Wheaton Housing Commission was held on Thursday, October 14th, 2021. Housing Commission Vice Chair Stu Johnson called the meeting to order at 7:05pm.

Present:

Jonathan "Jack" Brown	Jan Kay
Bill Gilbertson	Suzanne Memmeke
Frank Hudetz	Mike Rybinski
Stu Johnson	Russ Stock

Absent:

Kristine Eisenmann
David Horton

II. Public Comment

None

III. Approval of Minutes

Commissioner Kay indicated that she was present (via Zoom) at the August meeting. Commissioner Kay moved, and Commissioner Brown seconded, a motion to accept the minutes of the **August 12, 2021** meeting as corrected. **The motion was unanimously approved by a voice vote.**

Commissioner Kay moved, and Commissioner Stock seconded, a motion to accept the minutes of the **September 9, 2021** meeting. **The motion was unanimously approved by a voice vote.**

IV. Correspondence

A. 2021 Housing Assistance Program Summary

Group was presented with and reviewed data regarding the total number of applicants, those who are no longer in the program, and those who are on the waiting list. Commissioner Johnson pointed out and other long-term commissioners agreed that the 15 who have dropped from the program this year is the greatest any can remember. Various situations contributed to the loss: death, moving outside of Wheaton and other changes in living situation that cause loss of eligibility, all in the midst of a global pandemic.

B. Thank you note

Commissioner Johnson read a thank you note received at City Hall from a couple expressing thanks to the City for "checks we have received in the past. They were so helpful. Things have changed and we will no longer need the checks."

V. Old Business

A. Election of Secretary

The position remains vacant, so Chairman Eisenmann and Vice-Chair Johnson will split note taking until the position is filled.

VI. New Business

A. CY2022 Application Summary

Group was presented with and reviewed data regarding the applicants for 2022 (this is similar to the Housing Assistance Program Summary spreadsheet)

B. CY2022 Applications and Assignments

Before the meeting started, Andrea Rosedale distributed application packets to the 8 Commissioners present. The contents of the packets were reviewed, along with discussion of the interview process. Commissioner Gilbertson offered to assist any of the new commissioners who have not engaged in this process before.

Because of the ongoing pandemic, Commissioners will once again conduct interviews by telephone. Interview summaries must be returned to Sheri Racine no later than Friday, November 19. (Sheri is the new liaison with the Housing Commission for the City now that Andrea has been appointed City Clerk.)

C. Promotion of Housing Assistance Program

In response to the earlier observation that a far larger-than-normal number of recipients have dropped from the program this year and the number of new applications is also down, the Commission discussed additional ways to promote the program. This included the following ideas, which can be used to see further discussion:

- Commissioner Kay asked whether there are any issues of equity in the program. It was not felt there were in terms of administration, but perhaps more outreach can be aimed at particular segments of potential applicants.
- We should consider who “opinion leaders” are for various segments of the population likely to qualify for the program and attempt to utilize them to help spread the word.
- Distribute flyers, particularly to areas where people are not exposed to notes on water bills, the city newsletter, and other traditional forms of promotion. Rather than start from scratch, it was suggested that good material that can be repurposed already exists on the city website.
- Timing of promotion ideas is critical because the Commission does not resume meetings following the break in its schedule until close to the time that applications must be solicited.

VII. Adjournment

The meeting was adjourned at 8:05pm

The next regular meeting of this commission will be held on Thursday, November 11, 2021 at 7pm in the Gamon Room at Wheaton City Hall.

Prepared and submitted by Stu Johnson