

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, APRIL 18, 2017**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority's central office, 310 N. Sixth Street, DeKalb, IL at 2:40 PM on Tuesday, April 18, 2017.

The meeting was called to order by Vice Chair Wahlstrom and upon roll call, those present and absent were as follows:

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan Ron Bemis Ging Smith Jerry Wahlstrom	None

Others Present
Michelle Perkins, Executive Director
Christine Sauter, CFO
Vivian Bright, DO
Tim Horning, Attorney

There being a quorum present, the meeting duly convened opening with the hearing of any public comments. *No one from the public was present.*

Approval of the Agenda. Commissioner Wahlstrom asked for changes to the Agenda. There being no changes Commissioner Bemis made a Motion to approve the agenda. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of the Minutes. Commissioner Wahlstrom asked for changes to the meeting minutes. Corrections were noted and Commissioner Bemis made a Motion to approve the minutes as amended with the corrections. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of Bills and Payroll. The bills and payroll were submitted to the Commissioners for approval of payment. Commissioner Adjegan moved that the bills and payroll be approved as submitted. Commissioner Bemis seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Herodote Hounsrou Adjegan Ron Bemis Ging Smith Jerry Wahlstrom	None
<u>Absent</u> – None	

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, APRIL 18, 2017**

Financial Report: Commissioners reviewed the YTD financials and Sauter noted that financials include the FY17 budget revisions approved at the March meeting. Sauter also noted that final payroll and payable year end accruals still need to be posted to the March financials. Sauter will review the revised March YTD financials with the Commissioners at the May meeting. Sauter distributed the quarterly reports for review. Sauter noted that at year end an additional review is done to determine if a transfer of funds among the PH AMPs is needed for optimal PHAS ratio scoring. AMP 1 transferred \$100K to AMP 3 for FY17. Sauter also noted that due to the extra projects completed by AMP 3 it was determined that Briarwood would provide an equity/cash transfer of \$50K to AMP 3 in March 2017 to provide additional operating cash reserves. Commissioners reviewed the capital fund and contract reports.

Executive Director Report: *Legal.* Legal activity has been minimal, however Attorney Horning has been working with staff on three Public Housing evictions that are currently in court. Several lease terminations have been issued and staff is waiting on tenant responses.

Briarwood HVAC Units. U of I has agreed to reduce the grant from 48 new HVAC units to 24 and only the second story furnaces with venting through the roof, as opposed to lower level furnaces that would vent through the brick, will be replaced. Bids for labor installation were received and Briarwood will pay approximately \$33,400 (30% of total project cost) towards 24 new HVAC units. U of I will contribute \$77,880 for an approximate total project cost of \$111,288.00. Comparing recent replacement costs for an HVAC unit, utilizing grant funds would result in over \$55K in savings. Briarwood furnaces are 18 years old and nearing end of life. Staff plans to move forward with project.

Continuum of Care. Perkins met with the CoC on April 4, 2017. Todd Kisner from Rockford presented information to the CoC regarding their operations and fielded questions from the members. After much discussion and in consideration of the timeline the CoC agreed to postpone a merge for at least one more grant cycle. The CoC will move forward understanding that we are vulnerable to additional funding cuts. Discussions will continue as the year progresses about merging, CoC improvements, etc.

ED Perkins gave a general overview and update of items: Perkins has reached out to HUD for comparison information that demonstrates percent of subsidy by jurisdiction as compared to population. As of this time data has not be located. Perkins followed up on a few outstanding details from last meeting. Due to schedule conflicts with the regularly scheduled May 16, 2017 meeting and due to the Audit being scheduled for the week of the June 20, 2017 meeting it was agreed upon to move the May meeting to May 23, 2017 and the June meeting to June 27, 2017. Commissioners briefly discussed the recent board vacancy and the process of replacement.

Resolutions: The Board was presented with **Resolution 18-01 SEMAP for FYE 3/31/17.** Approval of the resolution would maintain HUD compliance and allow for the submission to HUD of the SEMAP for the FYE 3/31/2017. Commissioner Adjegan made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, APRIL 18, 2017**

With no further discussion to come before the meeting, Commissioner Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Smith made a motion to adjourn. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

Annual Meeting of the Municipal Corporation. Commissioner Wahlstrom asked for a Motion to open the Annual Meeting. Commissioner Adjegan made a motion and Commissioner Bemis seconded the Motion. All were in favor, none opposed. The Annual Meeting was held from 3:45 P.M. to 3:55 P.M. Roll call was conducted.

Commissioner Wahlstrom reviewed the Commissioners attendance records, noting the high attendance rates. Commissioner Wahlstrom reviewed the remaining terms of Commissioner appointments. ED Perkins asked for nominations for Chairperson and Vice-Chairperson.

Commissioner Bemis nominated Jerry Wahlstrom for appointment to Chairperson and Jerry Wahlstrom nominated Ron Bemis for Vice-Chairperson. With no other nominations being offered, Commissioner Wahlstrom made a Motion that nominations be closed. The Motion for nominations to be closed was seconded by Commissioner Smith. All were in favor and with none opposed the nominations were closed. The Motion for Jerry Wahlstrom as Chairperson was seconded by Commissioner Adjegan and the Motion for Ron Bemis as Vice Chairperson was seconded by Commissioner Smith. All were in favor and none opposed. Motion then carried. Upon roll call the Ayes and Nays were as follows:

AYES: Jerry Wahlstrom
 Herodote Hounsrou Adjegan
 Ging Smith
 Ron Bemis

NAYS: None

ABSENT: None

Voting for the slate of officers of Jerry Wahlstrom to the position of Chairperson and Ron Bemis to the position of Vice-Chairperson was as follows:

AYES: Jerry Wahlstrom
 Herodote Hounsrou Adjegan
 Ging Smith
 Ron Bemis

NAYS: None

ABSENT: None

Motion then carried.

There being no further business to come before the Annual Meeting, Commissioner Bemis made a Motion to Adjourn the Annual Meeting. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried and the Annual Meeting was closed.

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, APRIL 18, 2017**

The meeting was adjourned until the regular meeting scheduled to take place on Tuesday, May 23, 2017 at 2:30 PM to be held at the Authority's main office of 310 N. 6th Street, DeKalb, Illinois.

CHAIRMAN

(SEAL)

ATTEST:

SECRETARY-TREASURER

CERTIFICATE

I, MICHELLE PERKINS, the duly appointed, qualified and acting Secretary of the HOUSING AUTHORITY OF THE COUNTY OF DEKALB, ILLINOIS, and Keeper of the records thereof, do hereby certify that I have compared the annexed complete unapproved Minutes as recorded by me and retained in the Records of said Authority, and certify that it is a true, complete and correct presentation of said Minutes, including attachments or exhibits made a part of these Minutes.

I further certify that if the Minutes are subsequently corrected or amended, I shall forward promptly such correction or amendment and a copy of the attachments or exhibits made a part of these Minutes.

I further certify that the said Regular Meeting was held on April 18, 2017 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan Ron Bemis Ging Smith Jerry Wahlstrom	None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this May 1, 2017.

ACTING SECRETARY
