

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, APRIL 21, 2015**

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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 2:34 PM on Tuesday, April 21, 2015.

The meeting was called to order by Chairwoman Moulton and upon roll call, those present and absent were as follows:

**Commissioners Present**

Ron Bemis  
Donna Moulton  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**

Herodote Hounsrou Adjegan

**Others Present**

Michelle Perkins, Executive Director  
Christine Sauter, CFO  
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, however Commissioner Moulton shared a positive letter from a landlord.*

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

**Approval of the Minutes.** Commissioner Moulton asked for changes to the March regular session meeting minutes. There being no changes, Commissioner Bemis made a Motion to approve the meeting minutes. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried. Commissioner Moulton asked for changes to the March closed session minutes. There being no changes, Commissioner Wahlstrom made a Motion to approve the closed meeting minutes. 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 Bemis moved that the bills and payroll be approved as submitted. Commissioner Wahlstrom seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

**Ayes**

Ron Bemis  
Donna Moulton  
Ging Smith  
Jerry Wahlstrom

**Nays**

None

**Absent** – Herodote Hounsrou Adjegan

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**Financial Report:** CFO Sauter referred the Commissioners to the Financial Summary page noting that the FY15 approved budget revisions were reflected in the YTD financials. Sauter noted that year-end expense accruals would be posted to the financials in the next couple weeks in conjunction with the REAC financial reporting process. There was discussion on year-end earnings and the affect of those earnings on cash balances. Sauter will provide the Commissioners with an agency wide balance sheet after the preliminary REAC financial submission has been submitted later in May. Sauter noted that the FY15 audit date is set for August 31, 2015. Sauter reviewed the quarterly grant and public housing reserve reports with the Commissioners. Sauter also provided Commissioners with a list of all agency contracts for their review.

**Executive Director Report:** *Legal.* Attorney Horning provided ED Perkins a memo regarding medical marijuana and the need for HACD to begin policy discussion. ED Perkins shared some comments and will work with Horning to draft a policy for the Commissioners. ED Perkins provided the Commissioners with a draft Employee Handbook policy that would replace the current Personnel Policy. Perkins noted the addition of a Paid Time Off system as the biggest change. Horning will review and provide comments. Attorney Horning continues to work with staff to update cellular leases that are coming due. ED Perkins informed the board that there were two pending HCV terminations, one pending Public Housing termination and one eviction in process for Briarwood.

*HUD.* No additional information or discussion from HUD regarding “refederalization” of the CoCC funds. Industry advocacy groups are discussing the new Omni-Super Circular and a few outstanding issues that need clarity. HUD has released a new HCV Administrative Fee Study that supports the fact that the current Admin Fee is not sufficient to fund the HCV program.

*State Funding.* The proposed state budget cuts may pose a concern for HACD, DCRDC and the Continuum of Care Homeless Assistance Grant. The impact will not be known until final budget numbers are complete and supportive service agencies have a better understanding of the funding cuts they will be facing.

*Sunset View Apartments Pre-payment of Loan.* All pre-payment paperwork has been submitted to Rural Development. Staff is now waiting for a response from Rural Development.

*Staff Turnover.* Staff turnover has resulted in two internal promotions leaving a part-time Admissions Assistant position open. Temp services have been contacted.

*Colleague Feedback Form.* Staff utilized a “Colleague Feedback Form” this year which allowed co-workers (up or down) to provide feedback anonymously on “*strengths*” and “*What do I need from this colleague to do my job better*”. About 25 feedback forms were received for various staff members. Commissioners were provided with an upward evaluation form specific to the ED. CFO Sauter will be administering this in January of 2016 for Commissioners to receive feedback from the staff on the performance of ED Perkins.

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HACD Policies. Staff continues to work on policies. As they become updated or adopted by the Commissioners they will be placed on the HACD website ([www.dekcohousing.com/Resources/Policies](http://www.dekcohousing.com/Resources/Policies)). Commissioners will review the proposed Employee Handbook.

Strategic Plan Update. ED Perkins reviewed the status of action steps under the strategic plan. Most significantly we are awaiting update from Rural Development and the loan prepayment for Sunset View Apartments. Staff continues to work on the technology upgrade.

ED Perkins shared success stories that included voluntary program drops due to increased household income, tenants transferring out of the program to be closer with family and take advantage of other upward opportunities and noted that the DCRDC first quarter board meeting will be held on April 29, 2015.

**Resolutions:** The Board was presented with **Resolution 16-01 Utility Allowance Public Housing.** Resolution approval authorizes the implementation of the new Public Housing utility allowance. Commissioner Smith made a motion to approve. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 16-02 Utility Allowance Housing Choice Voucher.** Resolution approval authorizes the implementation of the new Housing Choice Voucher utility allowance. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 16-03 FY15 SEMAP Certification.** Resolution approval authorizes submission to HUD for the Section Eight Management Assessment Program self certifying HACD's compliance for FY Ending March 31, 2015. Commissioner Bemis made a motion to approve. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried.

With no further discussion to come before the meeting, Commissioner Moulton asked for a Motion to adjourn the regular meeting and commence with the Annual Meeting of the Municipal Corporation. Commissioner Wahlstrom made a motion and Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried. The regular meeting was adjourned at 3:50PM.

**Annual Meeting of the Municipal Corporation.** The Annual Meeting was held from 3:51 P.M. to 4:05 P.M. Roll call was conducted. Commissioner Moulton reviewed the Commissioners attendance records, noting the high attendance rates. Commissioner Moulton reviewed the remaining terms of Commissioner appointments. ED Perkins asked for nominations for Chairman. Chairman Wahlstrom nominated Donna Moulton for appointment to Chairman and Commissioner Smith seconded the Motion. There being no further nominations, Commissioner Wahlstrom made a Motion that nominations be closed. The Motion was seconded by Commissioner Smith. Upon roll call the Ayes and Nays were as follows:

AYES: Donna Moulton  
Ging Smith  
Jerry Wahlstrom  
Ron Bemis

NAYS: None

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ABSENT: Herodote Hounsrou Adjegan

Voting for Commissioner Moulton to the position of Chairman was as follows:

AYES: Ron Bemis  
Ging Smith  
Jerry Wahlstrom

NAYS: None

ABSENT: Herodote Hounsrou Adjegan

Motion then carried.

ED Perkins asked for nominations for Vice-Chairman. Commissioner Bemis nominated Commissioner Wahlstrom and Commissioner Moulton seconded the Motion. There being no further nominations, Commissioner Bemis made a Motion that nominations be closed. The Motion was seconded by Commissioner Moulton. Upon roll call the Ayes and Nays were as follows:

AYES: Ron Bemis  
Ging Smith  
Donna Moulton

NAYS: None

ABSENT: Herodote Hounsrou Adjegan

Voting for Commissioner Wahlstrom for the position of Vice-Chairman was as follows:

AYES: Ging Smith  
Donna Moulton  
Ron Bemis

NAYS: None

ABSENT: Herodote Hounsrou Adjegan

Motion then carried.

There being no further business to come before the Annual Meeting, Commissioner Wahlstrom made a Motion to Adjourn the Annual Meeting. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

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The next regular meeting is scheduled to take place on Tuesday, May 19, 2015 at 2:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6<sup>th</sup> Street, DeKalb, IL.

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CHAIRMAN

(SEAL)

ATTEST:

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SECRETARY-TREASURER

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## CERTIFICATE

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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 21, 2015 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

**Commissioners Present**

Ron Bemis  
Donna Moulton  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**

Herodote Hounsrou Adjegan

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this May 11, 2015.

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ACTING SECRETARY

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