

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, AUGUST 16, 2016**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority's Central Office, 310 N. 6th Street, DeKalb, IL at 2:34 PM on Tuesday, August 16, 2016.

The meeting was called to order by Chairperson Moulton 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 Donna Moulton	None
<u>Others Present</u>	
Michelle Perkins, Executive Director Vivian Bright, DO Christine Sauter, CFO Tim Horning, Attorney	

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

Approval of the Agenda. Chairperson Moulton 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. Chairperson Moulton asked for changes to the regular session meeting minutes. With no changes being requested, Commissioner Wahlstrom made a Motion to approve the 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:

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

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Financial Report: CFO Sauter reviewed the funds distribution sheet with the Commissioners noting that the Central Office account balance fell below the operating reserve threshold in July. Sauter noted that \$20K Housing Choice Voucher funds owed to the CO were transferred in August and balance is now above the required reserve balance. Sauter also noted that the balance of the funds owed by the Voucher program to the CO will be transferred in August.

Commissioners reviewed the financials and Sauter noted that all programs are doing well, four months in to FY17. Sauter noted that the final Audit report will be distributed at the September meeting. Sauter also noted that year 9 of the U of I grant is underway. Staff is hoping to replace furnaces at Briarwood, but need to work with U of I staff to determine what expenditures are allowed.

Executive Director Report: *Legal.* Horning reviewed the outstanding legal cases noting that we are waiting on replies from the various agencies. Three Public Housing notices have been served and waiting tenant response. No HCV terminations however one administrative court review for a previously terminated tenant is in process.

University Village Phase II Conversion. Staff continues to work with HUD on the housing conversion vouchers with no major updates or changes.

Continuum of Care. Staff continues to work on the Collaborative Application for submission due by 9/14/2016. The new HMIS software is proving to be a challenge. HUD's data demands are challenging and will be part of the grant scoring system going forward as HUD will be monitoring project performance in regards to first time homelessness, increases in income, length of stay, recidivism and moving to permanent housing.

ED Perkins gave a general overview of items. The Central Office Air Conditioning system is not functioning properly. Three units control the climate one of which is 24 years old. Staff will monitor performance and plan to replace necessary components in the spring of 2017. Estimated cost for repair/replacement is approximately \$4,000.

Staff continues to evaluate data and potential needs in the community in regards to possible new and or modified projects along with the evaluation of a neighboring property next to the Central Office. No recommendation has been made to Commissioners. The Civic Ground Level Flooring project has begun starting with abatement and painting. Family Site Surveillance System installation continues without issue and the Lead Based Paint clearance survey performed on Civic Apartments and Taylor Street Plaza resulted in both properties being 100% lead based paint free.

Perkins discussed recent staffing change and noted the loss of a FTE coupled with voucher absorption by Cook county staff will be placing an emphasis on leasing up to maintain HCV utilization. Perkins made special note of the High Performer SEMAP designation and commended staff for their diligent work and dedication to HACD. Commissioners also commended staff and made special note of Briarwood Apartments continued success.

Resolutions: The Board was presented with **Resolution 17-05 Sunset View Apartment Utility Allowance.** In compliance with the Rural Development Restrictive Use Agreement and HUD regulations 24 CFR 982.517 to evaluate and update utility allowances, approval of the resolution would maintain HUD compliance and adopt the recommended allowances. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

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As there was no further discussion to come before the meeting, Chairperson Moulton asked for a Motion to adjourn the regular meeting. Commissioner Adjegan made a motion to adjourn. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried. The regular meeting was adjourned at 3:10 PM until the regular meeting scheduled to take place on Tuesday, September 20, 2016 at 2:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6th Street, DeKalb, IL.

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 August 16, 2016 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Ron Bemis
Ging Smith
Jerry Wahlstrom
Donna Moulton

Commissioners Absent
None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this September 12, 2016.

ACTING SECRETARY
