

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, AUGUST 15, 2015**

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 2:33 PM on Tuesday, August 18, 2015.

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

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan Donna Moulton Ging Smith Jerry Wahlstrom Ron Bemis	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. Jeff Campbell from Taylor Street Plaza was present and conveyed to the Commissioners and staff that he and other tenants are dissatisfied with the recent TV System outages and small elevator outages.

Approval of the Agenda. Commissioner Moulton asked for changes to the Agenda. There being no changes, Commissioner Adjegan 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 Moulton asked for changes to the July regular session meeting minutes. ED Perkins noted a miss type to be corrected and with that correction, Commissioner Wahlstrom made a Motion to approve the meeting minutes. Commissioner Adjegan 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 Donna Moulton Ging Smith Jerry Wahlstrom Ron Bemis	None

Absent – None

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, AUGUST 15, 2015**

Financial Report: CFO Sauter referred the Commissioners to the Funds Distribution Overview noting the negative HCV HAP reserve. Sauter requested \$50,000 HUD held HAP reserves and expects to receive those funds on September 1st. Sauter also noted the reduction in Central Office reserves due to transfer of \$125,000 to Hinckley for loan payoff. Sauter then discussed a reallocation of maintenance and administrative wages from Central Office and AMP 3 to the Shabbona program which stemmed from Shabbona's contract renewal process. Sauter noted that total agency wages will remain the same. Sauter briefly discussed the upcoming audit and contract renewals for property and health insurance plans.

Executive Director Report: *Legal.* Attorney Horning is assisting with the sale of the DCRDC 1.77 acre parcel of railroad property and reviewing the draft Hinckley lease for the new program. ED Perkins and Attorney Horning briefly reviewed the termination cases in progress.

HUD. ED Perkins gave an overview of the HUD Technical Review conducted on July 23 & 24. The review went very well. Commissioner Wahlstrom was part of the closing meeting and was able to speak directly with HUD personnel. Perkins will forward the closing letter once received from HUD.

State Funding. No updates on state funding cuts and its affect on HACD, DCRDC or the CoC programs. Perkins has continued to reach out to Supportive Service providers for updates but no information has been provided. Perkins will be meeting with a representative from KishHealth Systems to discuss the current supportive housing environment and possible impact on Gurler Street Apartments.

Sunset View Apartments. Final payment in the amount of \$78,278.27 has been paid to USDA and HACD is full owner of Sunset View Apartments. Final close out documentation is still underway along with drafting a new lease and working with tenants to help facilitate the change of programs.

Briarwood. The dishwashers at Briarwood are original to the property. Several are malfunctioning, four of which cannot be used. Staff as procured a good price for the purchase and installation of new ones and removal of the old ones. Over the next few months new dishwashers will be phased in for 47 units.

Mental Health Coordinating Council. ED Perkins and OD Bright will be participating in the Mental Health Coordinating Council in September. The council is coordinated by Deanna Cada of the Mental Health board and Judge Robin Stuckert.

HCV Utilization & Occupancy. Staff continues to diligently process applicants from the HCV waiting list to adjust for the 26 participants that will be absorbed by DuPage Housing Authority on October 1 and the natural monthly attrition. The HCV "pulls" have hand an effect on Public Housing by pulling the tenants from that program. As a result of efforts to maintain high occupancy, in a combined total of over 1,400 families and individuals have been pulled from the HCV & Public Housing wait list since January 1, 2015. It is anticipated that September will have a dip in Public Housing occupancy resulting from 11 Public Housing scheduled vacancies. Staff will continue to utilize temporary help to fill in the administrative and maintenance gap during the vacancy "bubble". HUD has asked all HA's to be at 100% occupancy by September 30 for the end of the Federal Fiscal Year, however HACD will not be able to meet that goal this year.

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, AUGUST 15, 2015**

ED Perkins gave a general overview of items of interest: Perkins continues participation with Safe Passage as a member of their Capital Planning Task Force. In compliance with the IKE grant, IHDA will be doing its annual inspection of Taylor Street Plaza for 30 units on August 26. Staff has begun the Annual Planning Cycle including tenant meetings.

Resolutions: The Board was presented with **Resolution 16-06 Modification of FYE for Shelter Plus Care Program.** Per the recommendation of the Auditor HACD should change the SPC program year end to match the agency's fiscal year end. Commissioner Bemis made a motion to approve. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried.

As there was no further discussion to come before the meeting, Commissioner Moulton asked for a Motion to adjourn the regular meeting. Commissioner Wahlstrom made a motion to adjourn. Commissioner Smith seconded the Motion. Motion then carried. The regular meeting was adjourned at 3:15 PM until the regular meeting scheduled to take place on Tuesday, September 15, 2015 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 18, 2015 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 Donna Moulton Ging Smith Jerry Wahlstrom Ron Bemis	None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this August 24, 2015.

ACTING SECRETARY
