

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, FEBRUARY 17, 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 2:36 PM on Tuesday, February 17, 2015.

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

<u><b>Commissioners Present</b></u>	<u><b>Commissioners Absent</b></u>
Herodote Hounsrou Adjegan Ron Bemis (2:48) Donna Moulton Ging Smith Jerry Wahlstrom	None

**Others Present**

Michelle Perkins, Executive Director  
Christine Sauter, CFO  
Vivian Bright, Director of Operations  
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 Moulton asked for changes to the Agenda. There being no changes, Commissioner Smith made a Motion to approve the Agenda. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

**Approval of the Minutes.** Commissioner Moulton asked for changes to the January meeting minutes. There being no changes, 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 Wahlstrom moved that the bills and payroll be approved as submitted. Commissioner Smith seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

<u><b>Ayes</b></u>	<u><b>Nays</b></u>
Herodote Hounsrou Adjegan Donna Moulton Ging Smith Jerry Wahlstrom	None

**Absent** – Ron Bemis (2:48)

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**Financial Report:** CFO Sauter distributed the preliminary proposed FY16 budget information. Sauter reviewed the summary and detailed budget information noting that proposed FY16 Agency net operating revenue is projected to be higher than the FY15 budget due to an increase in CY15 public housing operating subsidy. Sauter noted that all other program revenue remains constant and agency wide operating expense increase is minimal. CFO Sauter and ED Perkins discussed that a FY15 budget revision may be required based on information Perkins received at her EDEP class. It was noted that only expense items exceeding initial budget amounts would need to be revised, not revenue line items. Sauter and Perkins will email Commissioners with final determination after their conference call with Brian Alten, HUD consultant. Sauter provided the Commissioners with historical wage % information for use in determining overall average wage % increase for FY16 budget.

**Legal:** Attorney Horning and ED Perkins continue to work with the HUD office to complete compliance documentation for cellular antennas, Briarwood and not-for-profit affiliate. ED Perkins informed the board that there were two pending HCV terminations and one pending Public Housing termination. Attorney Horning informed the board that he continues to stay informed on the medical marijuana issue and will provide updates and recommendations as the situation progresses.

**Executive Director Report:** *Sunset View Apartments Pre-payment of Loan.* Preliminary pre-payment application paperwork has been submitted to Rural Development. Tenants have been notified and directed to apply for the HCV program to begin the transition from the Rural Development program. Staff is now waiting for a response from Rural Development.

*Evergreen Village Park Management.* As of January 5, 2015 the park is vacant and staff is no longer providing hours and support. Project outcome was hugely successful and beneficial to the residents, community, county and HACD staff.

*PHADA Conference.* The conference was excellent. EDEP graduation was a success. Some of the key points learned would be the confirmation of the necessity to do a year end budget revision when expense exceed budget along with the benefit of providing commissioners a quarterly summation of all current contracts that HACD has executed. Overall take away was that HACD is on par with its operations.

*Continuum of Care.* The Grant Inventory Worksheet for grant year 2015 has been submitted. The annual Point-In-Time-County has been completed with only two unsheltered homeless persons reported. Release of NOFA is expected sometime in the spring.

*IHDA Inspection at TSP.* IHDA performed its initial inspection (after official grant close out). Going forward it will be an annual inspection which includes tenant file review and building inspection. Results of the inspection resulted in additional file documentation and gathering finance and insurance policy data. IHDA is requiring the IHDA specific Tax Credit form to be completed for all TSP tenants. ED Perkins will follow-up with IHDA.

*DARA.* The quarterly meeting of the DeKalb Area Rental Association was held at TSP on January 19, 2015. City Manager Gaura presented along with the Rockford Rental Association president.

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DCRDC. The DCRDC board meeting was held on February 4, 2015. Board members are happy with the board packet, operational updates and financials.

HCV 75% ELI. Staff is working diligently to “income target” new admissions to the HCV program to meet the 75% requirement that all new admissions to the HCV program in a fiscal year are at the extremely low income level. More than 150 names have been pulled from the HCV waiting list.

Special Use Units. Perkins is working with HUD to get reapproved for continued special use of three public housing units which include two police units and a resident activities unit. Units have been special use for 15+ years; however now require additional supporting documentation to receive and or maintain special use status.

Commissioner Training. Perkins provided options for Commissioners to consider for trainings. Options include Nelrod, NAHRO, Nan McKay, Leo Dauwer and PHADA.

**Resolutions:** The Board was presented with **Resolution 15-11 Maintenance Wage Determination.** This resolution is an annual resolution per the Office of Labor Relations that states the Authority’s minimum wage rate for maintenance performed within the Public Housing program. Commissioners requested modifications to the wording of the resolution and with said changes Commissioner Wahlstrom made a Motion to approve and Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 15-12 Approval to Pre-Pay Mortgage for Sunset View Apartments.** Approval of this resolution will authorize the Executive Director to pre-pay the Rural Development loan for the Sunset View Apartments in Hinckley Illinois. Commissioners requested modifications to the wording of the resolution to more accurately reflect that the loan reserve account funds will be fully expended and the remaining balance will be paid from the un-restricted, non-federal central office funds. Commissioner Bemis made a Motion to approve and Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The next item on the agenda was discussion of employees and their performance. Per allowable closed session topics in section 2 (c) (1) of the Open Meetings Act, Commissioner Bemis made a motion to enter closed session and Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried and closed session began at 4:04PM.

Closed Session discussion ensued (see closed session minutes). Commissioner Adjegan made a motion to exit closed session and Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried and closed session ended at 4:23PM.

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Commissioners re-opened the meeting to the public, with 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. All were in favor, none opposed. Motion then carried. The meeting was adjourned at 4:23PM until the regular meeting scheduled to take place on Tuesday, March 17, 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 February 17, 2015 at 310 N. 6<sup>th</sup> 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 Donna Moulton Ging Smith Jerry Wahlstrom	None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this March 3, 2015.

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ACTING SECRETARY

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