

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, FEBRUARY 23, 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. Sixth Street, DeKalb, IL at 2:34 PM on Tuesday, February 23, 2016.

The meeting was called to order by Commissioner 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	Donna Moulton

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 Adjegan 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. With no changes being requested, Commissioner Bemis 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 Smith 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

Absent – Donna Moulton

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Financial Report: CFO Sauter noted that Agency year-to-date net earnings are well above budget ten months into the fiscal year. Sauter noted that all programs/projects are performing better than budget with the exception of Garden Estates and Shabbona Apartments due to a significant collection loss write off for Garden and excavation project landscape costs at Shabbona. Sauter also noted that HUD reported the CY2016 HCV admin fee proration to be 80% rather than the initial 73% projected. The significant impact this increase will have on the HCV final FY16 and upcoming FY17 budgets was discussed. Sauter distributed revised FY17 agency budgets for review to the board noting the only change from the version emailed in the board packet related to the HCV admin fee revenue due to increase proration. The FY17 budget summary and detail sheets were reviewed and discussed. Sauter noted that the CY2016 capital fund grant awarded to the Public Housing Program is \$410,268 which increased 3.88% from CY2015. Sauter noted several resolutions would be presented at the March meeting including: equip write offs; collection loss write offs; FY16 budget revisions; and FY17 proposed budget.

Executive Director Report: *Legal.* Attorney Horning has been working with staff on Public Housing evictions. Horning has been working with staff in efforts to respond to an applicant's allegation of discrimination based upon race and marital status. Response will be submitted to the Illinois Department of Human Rights.

HCV Utilization & Occupancy. Public Housing occupancy has improved and we are on target to fill some lingering vacancies. Staff will continue to aggressively process applications and facilitate lease-up to maintain occupancy rates.

Supportive Service Agencies. Perkins was introduced to the Association for Individual Development (AID) via the Mental Health Board Executive Director. AID will have a presence at Taylor Street Plaza to assist in Supportive Services Case Management for tenants seeking assistance. AID works with Aurora Housing Authority and comes highly recommended.

Continuum of Care. ED Perkins is working with the IHDA driven Supportive housing Work Group to collect data on the supportive housing stock and need in the State of Illinois. Perkins also attended the HUD Regional Workshop on Homelessness on February 8, 2016. Perkins discussed current duties in regards to the Continuum of Care and the amount of time it consumes. Perkins continues to act as Collaborative Applicant, Lead Contact, HMIS Lead Contact, PITC Lead and performing many administrative duties. More time is continued to be demanded as HUD has changed the CoC Program rules. Perkins discussed with Commissioners the concern with ongoing demands, meeting needs, the time needed to support the CoC and the cost being absorbed by HACD. Perkins discussed with the Commissioners the need for change of CoC administrative duties.

RAMP. ED Perkins met with RAMP representatives to discuss difficulties that some of their clients have had in finding housing. Difficulties ranged from landlords not accepting the voucher program to clients not wanting to live on campus. Perkins reviewed many of the options available and coordinated to have Admissions Manager Yochem do monthly on site meetings to help facilitate housing needs. RAMP staff did express interest in a possible supportive living facility and or a market rate multi-family unit off campus, sponsored by HACD that would accept the voucher.

ED Perkins gave a general overview and update of items: Briarwood will begin its final phase of window & door replacement. For buildings A& B roofs are complete, building C will begin this spring/summer and D, E & F to come. The contractor for the Civic Window project has been notified and

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securing product is underway. Start date will be set once details on product availability are known. Hinckley Deck replacement bids are due by February 25, 2016. Coming in the next few months, Central Office will be getting security camera installation and an un-lockable remote door for the reception desk allowing visitors access to the briefing room. Taylor Street Plaza continues to have issues with the land lines for the '02 stack". Staff is working with Frontier for rewiring options. HACD will conduct its first Public Housing Orientation on March 2, 2016. HUD REAC inspections will take place for AMP 2 on March 4 and for AMP 1 on March 21, 2016.

Resolutions: The Board was presented with **Resolution 16-16 Maintenance Wage Rate Determination.** Approval of the resolution would maintain HUD compliance and approval for submission of HACD's Maintenance Wage Rates. Commissioner Bemis made a motion to approve. 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 Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried and closed session began at 4:20 PM.

Closed Session discussion ensued however in lieu of Commissioner Moulton's absence; Commissioners will continue the closed session discussion next meeting. Commissioner Bemis 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 4:30 PM.

Commissioners re-opened the meeting to the public, with no further discussion to come before the meeting, Commissioner Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Adjegan made a motion to adjourn. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried. The meeting was adjourned at 4:32 PM until the regular meeting scheduled to take place on Tuesday, March 22, 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 February 23, 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

Commissioners Absent
Donna Moulton

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this February 7, 2016.

ACTING SECRETARY
