

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, JANUARY 17, 2017**

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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. 6th Street, DeKalb, IL at 2:34 PM on Tuesday, January 17, 2017.

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

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

**Others Present**  
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 Wahlstrom 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. 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 Smith seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

**Absent**  
None

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**Financial Report:** Commissioners reviewed the financials and Sauter noted that all programs are doing well, nine months in to FY17. Sauter noted that year-to-date Agency net operating earnings are well above budget. Sauter noted that all programs are expected to finish FY17 with earnings above budget. Sauter distributed the quarterly reports and discussed with the Board. Sauter will provide Commissioners with preliminary FY18 agency budget information at the February meeting and provided the Board with wage budget information prior to the closed session section of the January meeting.

**Executive Director Report:** *Legal.* Horning reviewed the outstanding legal cases noting that the lingering 504 HUD Complaint is most likely dismissed. The two HUD complaints are outstanding waiting on further information and additional review. One Public Housing termination is set for 1/31/17 possession date, no HCV terminations and one Dresser Court 30 Day Notice served.

*Public Housing Occupancy.* The Public Housing program has had a record breaking year for Unit Rehab. The waiting list pulls for the Voucher program have affected occupancy rates along with low responses and or acceptance for family units. Lewis Court had 36% of its units (5) turn over in five months. The Public Housing Program alone had 69 rehabs in 2016 which is a 5% increase over 2015.

*Safe Passage Transitional Housing Grant.* Safe Passage is the recipient of the VOCA grant which will house three families through rental assistance and supportive services. HACD will partner with Safe Passage by entering in to lease agreements with them for three units at Briarwood. Safe Passage will then house three families and provide supportive services to improve self-sufficiency. Perkins confirmed with IHDA regarding maintaining LITCH compliance while participating in the VOCA program and Safe Passage reaffirmed that tenants will be complaint with the 60% AMI income restriction.

*CoC Rapid Re-housing grant.* Grant awards were announced by HUD and our CoC lost its Tier 2 funding which consisted of \$42,795 for the Rapid Re-housing program administered by Hope Haven. Perkins will be working with CoC members to discuss contingency plans and possible merge.

*Project Based Vouchers.* HACD received HUD approval to project base 20 of our Housing Choice Vouchers at qualified projects. On January 2, 2017 a competitive RFP was released with restrictions that state we will not consider properties in the North West Corridor and to be considered project must be supportive of HACD's deconcentration efforts. Proposals are to be submitted by January 31, 2017.

*Marketing & PR.* To address public perception of HACD's programs and to help educate our community on the benefits that HACD provides to DeKalb County, staff has selected a marketing firm through competitive proposals to conduct marketing and public relations. Morningstar Media Group was the firm selected.

ED Perkins confirmed attendance for the Nelrod Conference March 8-10, 2017. Perkins informed the Commissioners that the 4<sup>th</sup> quarter DCRDC meeting will be held on January 26, 2017.

**Resolutions:** There were no Resolutions to present at this meeting.

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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 Wahlstrom 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 3:05 PM.

Closed Session discussion ensued (see closed session minutes). Commissioner Smith made a motion to exit closed session and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried and closed session ended at 3:45 PM.

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 Bemis made a motion to adjourn. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried. The meeting was adjourned at 3:46 PM until the regular meeting scheduled to take place on Tuesday, February 21, 2017 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 Meeting was held on January 17, 2017 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

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

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this January 30, 2017.

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ACTING SECRETARY

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