

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, JULY 26, 2016**

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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. 6<sup>th</sup> Street, DeKalb, IL at 2:34 PM on Tuesday, July 26, 2016.

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 Ging Smith Jerry Wahlstrom 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 Wahlstrom 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 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 Adjegan 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 Ging Smith Jerry Wahlstrom Donna Moulton	None

**Absent** – None

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**Financial Report:** CFO Sauter reviewed the funds distribution sheet with the Commissioners noting that the Housing Choice Voucher checking account balance is now distributed into three categories, RNP (HAP reserves), UNP (admin fee reserves) and other cash balance to cover liabilities. Sauter explained that the change was made to align with VMS quarterly reporting and FDS fiscal year reporting. Commissioner Bemis requested that the Briarwood bond balance also be reported on the sheet for payoff planning purposes.

Commissioners reviewed the financials and Sauter noted that all programs are doing well, three months in to FY17. Sauter reviewed the quarterly reports. Sauter noted that the final Audit report will be available at the August meeting and will include a new and improved Management Discussion and Analysis report.

**Executive Director Report:** *Legal.* Horning reviewed the outstanding legal cases noting that we are waiting on replies from the various agencies. Two Public Housing Possessions were granted the week of July 18, three other 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. A joint meeting with HACD staff, HUD, UV staff and the affected tenants to discuss their options. The ACC contract has been amended to support the 47 vouchers (\$332,664) along with receiving the onetime only \$200 special fee (\$9,400). Staff continues to work through the nuances of the conversion.

*RAMP.* Perkins informed Commissioners that RAMP will be honoring HACD as their partner of the year and an award will be made at the annual luncheon to be held in September.

*Continuum of Care.* The NOFA has been released and the competition is open. Grant submission is due by 9/14/2016. The new HMIS training went well and CoC participants are now using the new system. The next CoC meeting is targeted for late August.

*Assessment of Fair Housing (AFH).* RFP has been prepared. Perkins will be finalizing edits received from the City of DeKalb staff. RFP will be released and based upon the responses will determine the next steps.

ED Perkins gave a general overview of items that included the Civic window project completion and the beginning of surveillance system installation at the family sites. A brief discussion of HUD's lead based paint inspection requirements ensued noting that TSP & Civic will be inspected in the coming weeks. Perkins received environmental information from the realtor for the neighboring building and will evaluate and advise. Staff is intending to do a walkthrough of the property. Perkins provided the Commissioners with the success story of an HCV participant who recently dropped the program. Tenant graduated NIU with a master's degree and is now in second round interviews for a regional coordinator position with a major university.

**Resolutions:** The Board was presented with **Resolution 17-03 Housing Choice Voucher Utility Allowance.** In compliance with 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 Smith made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

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The Board was presented with **Resolution 17-04 Public Housing Utility Allowance**. Approval of the resolution would maintain HUD compliance with 24 CFR 965.506 and allow for updated public housing utility allowances. Commissioner Bemis made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

As there was no further discussion to come before the meeting, Chairperson Moulton asked for a Motion to adjourn the regular meeting. Commissioner Bemis made a motion to adjourn. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried. The regular meeting was adjourned at 3:15 PM until the regular meeting scheduled to take place on Tuesday, August 16, 2016 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 July 26, 2016 at 310 N. 6<sup>th</sup> 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 August 1, 2016.

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ACTING SECRETARY

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