

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, JUNE 23, 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 2:35 PM on Tuesday, June 23, 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 Ron Bemis Donna Moulton Ging Smith Jerry Wahlstrom	None

Others Present
Michelle Perkins, Executive Director
Christine Sauter, CFO
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 Bemis 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 May regular session meeting minutes. There being no changes, Commissioner Smith made a Motion to approve the meeting minutes. Commissioner Bemis 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 Adjegan seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

Absent – None

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Financial Report: CFO Sauter referred the Commissioners to the Financial Summary page noting that the new fiscal year is moving along smoothly. Sauter noted that the 2015 HCV HAP admin fee proration has been increased from 74% to 79% which will significantly help the voucher program's deficit budget. Sauter attended financial reporting training held at the Chicago field office highlighting the following topics: changes to PHAS coming in 3-4 years; New OMB "Super-Circular" guidance does not appear to have any significant changes that will affect HACD; and there are no plans to re-federalize the COCC reserves. Commissioner Bemis discussed the Briarwood bond and the possibility of early payoff was discussed. HACD staff will work on details for early payoff and refinance options to be discussed with Commissioners. Sauter distributed the FDS yearend balance sheet for review and discussion.

Executive Director Report: *Legal.* ED Perkins provided Commissioners with an updated draft Medical Marijuana policy that now includes some clarified language and the legal citation. ED Perkins shared with the Commissioners results of the legal RFP. Commissioners reviewed the evaluation summary results noting some questions on the scoring and comments for change during the next cycle. Three firms' submitted proposals, all were very qualified firms, with Meyer & Horning receiving the highest score. ED Perkins asked for a motion to enter in to contract with Meyer & Horning, P.C. Commissioner Bemis made a Motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion to enter in to contract with Meyer & Horning, P.C. approved. Perkins stated that two Public Housing terminations are pending.

State Funding. The proposed state budget cuts may pose a concern for HACD, DCRDC and the Continuum of Care Homeless Assistance Grant. The impact will not be known until final budget numbers are complete and supportive service agencies have a better understanding of the funding cuts they will be facing. Staff continues to monitor the situation.

Sunset View Apartments Pre-payment of Loan. We are in receipt of approval from the national office of Rural Development. We have executed the Restrictive Use Covenant (RUC) that stipulates that all tenants residing in the property at the time of pre-payment will be afforded special protections. Upon all "original" tenants vacating the property, the Authority will be released from its obligations and RUC restrictions. Annually HACD will have to provide a report to Rural Development with information on the remaining tenants. A final payment will be issued to Rural Development the week of July 20th, 2015.

HACD Policies. Stemming from the previous comments on PTO accrual rates, Commissioners were presented with a matrix representing modified PTO benefits modeling what the County provides. Commissioners reviewed the matrix with some comments regarding the addition of the 15+ years of service tier for PTO accrual. Perkins noted some additional modifications in terminology and reference to the Family Medical Leave Act.

Briarwood. Perkins updated Commissioners on a recent discovery involving the dryer vents. During a routine maintenance cleaning it was determined that the construct of the vents, specifically the 90 degree elbows poses issues, and adjustments might be needed to the venting. In mid June an emergency plumbing situation took place due to a severe clog. It was noted that internal clean outs were missing and due to a unique plumbing construct, fixing the clog proved to be very complex requiring the expertise of two plumbing companies.

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Shabbona. Staff has been in contact with National Housing Compliance (NHC) the contract administrator for HUD overseeing our subsidy contract for Shabbona. NHC recommends a renewal contract for 20 years as opposed to the 5 year renewals we have previously done. Per their guidance HUD is evaluating successful properties and proposing stringent funding cuts. Renewing for 20 years will provide for stabilized funding. Repairs are no longer an option for the parking lot and sidewalk at Shabbona and because of REAC Inspection deductions received in the past we will be replacing the concrete pad and sidewalk.

Super Utilizers. Recent events involving first responders have escalated the need to address the “super utilizer” group of individuals who frequent 911/EMS/Emergency Room visits. ED Perkins will be talking with social service providers including first responders to seek solutions and or better options for this population.

ED Perkins gave a general overview of items of interest: The City Council approved a resolution of “intent” to provide the PUD zoning variance request for the interested buyers of University Village Apartments; Perkins has posted two internship positions with Huskies Get Hired; the Civic Window Project has received an underwhelming response from bidders and therefore the bid deadline has been extended to June 25, 2015; DCRDC will be selling the 1.77 acres of railroad property.

Resolutions: None

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 4:03 PM until the regular meeting scheduled to take place on Tuesday, July 21, 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 June 23, 2015 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
Donna Moulton
Ging Smith
Jerry Wahlstrom

Commissioners Absent
None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this July 13, 2015.

ACTING SECRETARY
