

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, JUNE 27, 2017**

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The Commissioners of the Housing Authority of the County of DeKalb met in regular session at Civic Apartments, 350 Grant Street, Sycamore, IL 60178 at 2:38 PM on Tuesday, June 27, 2017.

The meeting was called to order by Chairperson Wahlstrom 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<br>Ron Bemis<br>Jerry Wahlstrom<br>Ging Smith |                                    |

**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.** Chairperson Wahlstrom asked for changes to the Agenda. There being no changes, Commissioner Adjegan made a Motion to approve the Agenda. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

**Approval of the Minutes.** Chairperson Wahlstrom asked for changes to the regular session meeting minutes. There being no changes, 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 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<br>Ron Bemis<br>Jerry Wahlstrom<br>Ging Smith | None               |

**Absent** – None

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**Financial Report:** Commissioners reviewed the YTD financials and Sauter noted nothing to report this early in the fiscal year. Sauter updated the Commissioners on 2017 funding noting that Public Housing operating subsidy proration is still not final, however, HCV Admin Fee proration will be 74%. Sauter noted this is a decrease from 84% in 2016 and less than the FY18 budgeted proration of 80%. The expected decrease in admin fees received compared to FY18 budgeted amount is \$32,500. Sauter noted that the HCV Admin Fee reserve has been depleted and that HCV operating expenses paid to the Central Office will be reduced to cover the HCV Admin Fee deficit. Sauter distributed the FY17 Audit exit conference agenda noting that audit went very well with no issues or management letter comments. Sauter will be sending out the RFP for the FY18-FY20 audit services in July.

**Executive Director Report:** *Legal.* Attorney Horning gave a brief overview of current evictions and a recent court summons for administrative review for an HCV program participant termination.

*REAC Inspections.* TSP (AMP1) was inspected by REAC on May 19, 2017. The inspection went very well with the AMP scoring a **93**. Civic and Mason (AMP 3) were inspected on May 22, 2017 and received an 88, however staff filed an appeal for one of the deficiencies noted on the inspection and were able to recapture points for an amended score of **95**.

*Sequoia Management Onsite Review [MOR].* On June 16, 2017, National Housing Compliance was on site to perform a Management Onsite Review of Sequoia Apartments. This is the Multifamily Housing division of HUD and has a completely different set of regulations and rule books. The property was not inspected, but the files and our polices were audited. Commissioners were supplied the Exit Conference form noting a few deficiencies. The deficiencies sited were because of outdated forms/missing language on documents. The overall score issued was “**Above Average - 86**”.

ED Perkins gave a general overview of staffing changes noting retirements, new hires and transition of staff to other positions. Complimenting the server upgrade was the installation of new multipurpose copier/printer/fax machines at the main office. Perkins reviewed the upcoming meetings and events that staff will be participating in, noting the upcoming DCRDC board meeting. Commissioners discussed the open Commissioner seat and next steps for filling the vacancy.

**Resolutions:** There were no resolutions presented.

As there was no further discussion to come before the meeting, Chairperson Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Bemis made a motion to adjourn. Commissioner Adjegan seconded the Motion. Motion then carried. The regular meeting was adjourned at 3:40 PM until the regular meeting scheduled to take place on Tuesday, July 18, 2017 at 2:30 PM at 310 N. 6<sup>th</sup> Street, DeKalb II, 60115.

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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 June 27, 2017 at 350 Grant Street, Sycamore, IL, and roll call showed the following members to be present and absent:

**Commissioners Present**  
Herodote Hounsrou Adjegan  
Ron Bemis  
Jerry Wahlstrom  
Ging Smith

**Commissioners Absent**

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this July 7, 2017.

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ACTING SECRETARY

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