

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, MARCH 17, 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, March 17, 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
Vivian Bright, Director of Operations
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 February regular session meeting minutes. There being no changes, Commissioner Smith made a Motion to approve the meeting minutes. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried. Commissioner Moulton asked for changes to the February closed session minutes. There being no changes, Commissioner Wahlstrom made a Motion to approve the closed 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 Donna Moulton Ging Smith Jerry Wahlstrom	None

Absent – None

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Financial Report: CFO Sauter referred the Commissioners to the budget folders for discussion of the FY15 budget revisions and FY16 proposed budgets. Sauter noted that budget revisions were made for FY15 line items with large variances. As mentioned at the February meeting, Sauter and Perkins spoke with Brian Alten, HUD consultant, and confirmed that the ACC contract clearly states that a budget revision is needed when total expenses exceed the budgeted amount. Sauter noted that due to some significant revenue variances those were also revised. Sauter briefly reviewed the revenue and expense budget changes and a brief discussion took place. Sauter then directed the Commissioners to the FY16 proposed budget and opened the floor for discussion. Clarification was made that capital fund grant activity is not part of the operating budget and those capital project expenses are not reflected in the operating budget. It was noted that the IKE grant and U of I grant revenues are reflected in the Operating budget but are classified separately in the FDS reporting that goes to HUD. Net earnings for various properties was discussed and it was noted that the Central Office Asset Management fees charged to the properties affects the net earnings but provides the Agency flexibility for future use of those funds.

Legal: Attorney Horning provided ED Perkins a memo regarding medical marijuana and the need for HACD to begin policy discussion. ED Perkins added additional HUD memoranda and provided copies for commissioners to read in preparation for upcoming discussion. Attorney Horning is working with staff to update cellular leases that are coming due. ED Perkins informed the board that there were two pending HCV terminations, one pending Public Housing termination and one eviction in process for Briarwood.

Executive Director Report: The Board was presented with **Resolution 15-13 Write Off Non Expendable Equipment.** Resolution approval authorizes the write off of non expendable equipment from the HA's books. Commissioner Wahlstrom made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 15-14 Collection Loss Write Off.** Resolution approval authorizes the write off of balances that have been on the book of accounts for a period of time and every effort has been made to collect the unpaid balances. Commissioner Smith made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 15-15 FY15 Budget Revision.** Resolution approval authorizes the Final Operating Budget for all programs for FY Ending March 31, 2015. Commissioner Bemis made a motion to approve. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 15-16 FY16 Budget.** Resolution approval authorizes the Operating Budget for FY Beginning April 1, 2015. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 15-17 Rescind Outdated Policies.** Resolution approval officially rescinds the outdated policies for Ethics, Fraud and Gift Ban as they are now fully encompassed in the new Code of Ethics policy. Commissioner Wahlstrom made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 15-18 Pest Policy.** Resolution approval will update and strengthen the Pest Policy governing all HACD owned and operated properties. 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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Sunset View Apartments Pre-payment of Loan. All pre-payment paperwork has been submitted to Rural Development. Staff is now waiting for a response from Rural Development.

TSP Television. Taylor Street Plaza has had years of complications and difficulties with the current television supplier and as such has engaged a new provider who will begin transferring services over the next couple of weeks. Tenants will have 72+ channels including movie channels, the front entry way security camera along with a potential kiosk channel. Tenants are very happy about the change.

HACD Policies. Staff continues to work on policies. As they become updated or adopted by the Commissioners they will be placed on the HACD website (www.dekcohousing.com/Resources/Policies).

Commissioner Training. ED Perkins mentioned options for Commissioners to consider for trainings in the new year. Perkins will watch for upcoming dates. Options include Nelrod, NAHRO, Nan McKay, Leo Dauwer and PHADA.

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 3:55PM.

Closed Session discussion ensued (see closed session minutes). 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 4:22PM.

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 Wahlstrom made a motion to adjourn. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried. The meeting was adjourned at 4:23PM until the regular meeting scheduled to take place on Tuesday, April 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 March 17, 2015 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

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

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this April 3, 2015.

ACTING SECRETARY
