

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, MARCH 22, 2016**

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 2:34 PM on Tuesday, March 22, 2016.

The meeting was called to order by Commissioner 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 Ging Smith Jerry Wahlstrom Donna Moulton	None

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. 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 meeting minutes. With no changes being requested, Commissioner Bemis 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 Wahlstrom 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 Ging Smith Jerry Wahlstrom Donna Moulton	None

Absent – None

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Financial Report: CFO Sauter updated the Commissioners on the OIG's recommendation to re-federalize the COCC reserves. HUD has agreed to re-federalize the asset management fees received by the COCC and will reevaluate the fee amounts. HUD plans to apply the changes prospectively but the decision is not final. The Housing Authority is permitted under current rules to use the COCC reserves for housing purposes approved by the Commissioners. After some discussion it was decided by the Commissioners that \$150K would remain in the Central office reserves, \$100K would be transferred to Hinckley for the stair/deck replacement project and other needed Hinckley improvements, and the balance would be transferred to Briarwood with the intention of either applying toward the Briarwood bond payment or investing in another property. Commissioner Adjegan made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

CFO Sauter reviewed the FY16 budget revisions and the proposed FY17 budget with the Commissioners.

Executive Director Report: *Legal.* Attorney Horning has been working with staff on Public Housing evictions. Horning has been working with staff in efforts to respond to an applicant's allegation of discrimination based upon race and marital status. Response has been submitted to the Illinois Department of Human Rights and we are now awaiting a response.

HCV Utilization & Occupancy. Public Housing occupancy has improved and we are on target to fill some lingering vacancies. Staff will continue to aggressively process applications and facilitate lease-up to maintain occupancy rates.

Taylor Street Plaza Antenna Tax. The DeKalb County Assessor's office reached out to HACD stating that it has been determined that HACD must pay taxes on the rooftop cellular antenna revenue earned by TSP. Staff will be investigating the validity of the claim. Tax cost is unknown at this time.

Continuum of Care. Due to HUD's increasing demand under the CoC Program grant, significantly more time is being spent to perform these duties. ED Perkins was seeking discussion in regards to HACD continuing absorbing the administrative costs. ED Perkins will review current status with the CoC Executive Committee.

ED Perkins gave a general overview and update of items: Briarwood began its final phase of window & door replacement on March 21st. Bids for the roof of building C will be going out the week of March 28, 2016. Remaining roofs D, E and F to be completed 2017-2018. Civic Window replacement will begin on April 20th, weather permitting. Tenant mandatory information meeting will be held Tuesday, April 5, 2016 at 1:00 PM and 6:00 PM. Hinckley Deck demolition began on March 17th. Central Office Security cameras have been installed and staff has been trained. One additional camera will be added to the alley way. An unlocking door buzzer was also installed. Staff has been working with contractors to finalize the solution and rewiring plan to fix the 02' stack at Taylor Street Plaza and is targeted to begin by April 1, 2016.

Perkins informed the board that HUD REAC inspections for AMP 2 took place on March 4, 2016 and received a score of 85c. AMP 1 inspections were conducted on March 21, 2016 where a HUD QA inspection was conducted. AMP 1 score is pending. AMP 3 took place on June 2, 2015.

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Resolutions: The Board was presented with **Resolution 16-17 Write-Off Non-Expendable Equipment for the FYE 3/31/16.** Approval of the resolution would maintain HUD compliance and allow for the write off of non-expendable equipment for the FYE 3/31/2016. Commissioner Wahlstrom 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 16-18 Collection Loss Write-Offs.** Approval of the resolution would maintain HUD compliance and allow for the write off of collection loss write offs for the FYE 3/31/2016. 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 16-19 Revision of Agency Budgets for all programs for FYE 3/31/2016.** Approval of the resolution would maintain HUD compliance and allow for the revision of agencies budgets for the FYE 3/31/2016. Commissioner Wahlstrom made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Resolutions: The Board was presented with **Resolution 16-20 FY17 Operating Budget for All Programs.** Approval of the resolution would maintain HUD compliance and allow for the approval of a budget for the FYE 3/31/2017. Commissioner Bemis made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

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 4:00 PM.

Closed Session discussion ensued (refer to closed session minutes). Commissioner Wahlstrom 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 4:25 PM.

Commissioners re-opened the meeting to the public, a Motion by Commissioner Bemis to authorize a bonus to the Executive Director in the amount of \$6,000.00 for current fiscal year. Bonus is due to continued strong performance of agency in meeting goals of board, continued strong PHAS scores, and continued strong performance of Section 8, continued positive budget issues, continued capital improvements to agency properties and successful completion of Evergreen Village. Seconded by Commissioner Adjegan and upon roll call the Ayes and Nays were as follows:

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

Absent – None

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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 4:30 PM until the regular meeting scheduled to take place on Tuesday, April 19, 2016 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 22, 2016 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 Ging Smith Jerry Wahlstrom Donna Moulton	None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this March 31, 2016.

ACTING SECRETARY
