

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, MAY 17, 2016**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority's Civic Apartment Complex, 350 Grant Street, Sycamore, IL at 2:35 PM on Tuesday, May 17, 2016.

The meeting was called to order by Vice-Chair Wahlstrom and upon roll call, those present and absent were as follows:

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan	Donna Moulton
Ron Bemis	
Ging Smith	
Jerry Wahlstrom	

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. Tenant Edward Lauritzen was present to state a series of complaints and express his dissatisfaction with multiple items related to Taylor Street Plaza. Vice-Chair Wahlstrom was appreciative of Mr. Lauritzen's comments. Mr. Lauritzen presented commissioners with detailed letters and supporting handouts regarding his complaints. Vice-Chair Wahlstrom advised Mr. Lauritzen that the documents would be reviewed and taken into consideration. Staff will review the documents and provide the commissioners with an itemized response to Mr. Lauritzen's complaints.

Approval of the Agenda. Vice-Chair Wahlstrom asked for changes to the Agenda. There being no changes, Commissioner Smith made a Motion to approve the Agenda. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of the Minutes. Vice-Chair Wahlstrom asked for changes to the regular session meeting minutes. With no changes being requested, Commissioner Adjegan 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 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	None
Ron Bemis	
Ging Smith	
Jerry Wahlstrom	
<u>Absent</u> – Donna Moulton	

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Financial Report: CFO Sauter noted that due to April being the first month of the fiscal year, there is not much to report. Sauter distributed the final Agency wide March 31, 2016 financials for review. Sauter noted that all year end accruals were reflected in the financials and that there may be some minor audit adjustments but nothing significant is expected. Sauter noted that the REAC FDS submission work is underway and is set to be submitted by the end of May and that audit prep work is also in progress.

Executive Director Report: *Legal.* Attorney Horning provided an update on the IDHR complaint. Applicant has completed the informal review; however the investigator will be conducting phone interviews tomorrow with staff involved in the complaint. Perkins has received a 504 Complaint Notice from HUD filed by a Taylor Street Plaza tenant. No details regarding the complaint are known at this time. No update on the Taylor Street Plaza Antenna Tax and currently no terminations in process for the programs.

University Village Phase II Conversion. HUD has asked HACD to administer 49 vouchers as a result of housing conversion actions with the sale of University Village. Discussion among staff and commissioners ensued regarding the impact the additional work load would have on the agency along with the pros and cons of accepting the vouchers. Staff has reached out to the HUD Multifamily Housing division for detailed information about the conversion and is awaiting a response. Perkins asked for a Motion from the Commissioners to accept the vouchers and thus modify the Annual Contributions Contract with HUD. Commissioner Adjegan made a Motion to approve accepting the 49 vouchers. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

RAMP Consumer Project. Prospective program participants reviewed the Briarwood 3 bedroom apartment that was being considered for 504 conversion and determined that it would not meet the physical needs necessary for their housing purposes. Families will be seeking an alternative plan.

Continuum of Care. The CoC lost the Permanent Supportive Housing Bonus that was awarded in 2011. HUD has not yet released the scoring information but did conduct an emergency conference call for the state of Illinois Continuums to discuss the cuts across the state. The average national score was 158. Only one of the twenty Illinois Continuums scored above the national average. Staff is working with HUD to facilitate a contingency plan for the participating tenant leased under this grant.

Assessment of Fair Housing (AFH). HUD has mandated that PHAs and CDBG grant recipients conduct and assessment of fair housing. HUD has provided tools, guidebook and data to facilitate a quality plan which must include tangible goals and objectives. Commissioners and staff discussed the significance of the assessment, and the staff time it would take to conduct and submit the plan. Staff will create and submit an RFP to evaluate the cost of engaging a consultant to

ED Perkins gave a general overview of items that included the Civic Window project. Commissioners were able to see the new storefront windows and the new apartment windows. Perkins noted the next board meeting as June 28 as a reminder that the date had been moved to accommodate the Audit. Perkins has requested the July meeting be moved to July 26, 2016 to allow for attendance at an Executive Director Conference in southern Illinois.

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Resolutions: There were no resolutions presented.

As there was no further discussion to come before the meeting, Vice-Chair 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 4:19 PM until the regular meeting scheduled to take place on Tuesday, June 28, 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 May 17, 2016 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
Ging Smith
Jerry Wahlstrom

Commissioners Absent
Donna Moulton

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this May 18, 2016.

ACTING SECRETARY
