

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, MAY 19, 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 2:34 PM on Tuesday, May 19, 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 April regular session meeting minutes. There being no changes, Commissioner Wahlstrom 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 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 Financial Summary page noting that the first month of the fiscal year reflects lower expenses due to year-end accruals (reclassifying bills paid in April to March). Sauter noted that the FY15 REAC financial submission will be complete by the May 31st deadline and that audit prep is well under way. Sauter also noted that year 7 U of I grant expenditures are complete for lighting replacement and reimbursement is expected in June. Commissioner Moulton shared that she would be attending training on the new OMB “Super-Circular”. This new rule replaces two circulars that govern how the agency operates. Sauter may attend the training next week as well. Sauter noted that an agency wide balance sheet would be provided at the June meeting for review and discussion.

Executive Director Report: *Legal.* ED Perkins provided Commissioners with a draft Medical Marijuana policy. Perkins noted that it is in compliance with HUD and Federal Guidelines. Attorney Horning stated that some language modifications are necessary before board approval. ED Perkins noted that responses to the legal RFP are due by May 29, 2015. 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.

Supportive Services for Gurler Street Apartments. Perkins noted that the Ben Gordon Center/Community Support Program is currently in discussion about a possible buyout or merger. The effects to the CSP program at GSA are unknown.

Sunset View Apartments Pre-payment of Loan. All pre-payment paperwork has been submitted to Rural Development and is currently at the national office pending approval. Until Sunset View Apartments is no longer part of the Rural Development Program, HACD must continue to operate under program rules. The furnace replacement project and tile repair cost must come out of program reserve which in turn will modify the pre-payment financial plan resulting in a reduced Capital Fund amount after payoff.

HACD Policies. Commissioners and staff reviewed and discussed the draft employee handbook. Commissioners discussed the Paid Time Off benefit and asked that the proposed accrual amounts be reviewed and further compared with other PTO policies.

ED Perkins gave a general overview of improvement projects within the Authority. The Central Office had some much needed tuck pointing and joint repair. The roof flashing has been fixed and the alleyway and southern side of the building have been improved with landscaping gravel. Briarwood has had the second phase of windows and sliding doors completed and will commence with the second phase of roofing. Shabbona will have landscaping done to include perennial plants and grasses. Upon completion of the landscaping final seeding to re-establish the lawn (drainage project) will take place. Dresser Court Apartments will have new carpet installed. All but two of the HA properties received lighting upgrades on behalf of the U of I grant. Civic Apartments is moving forward with window replacement.

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University Village. ED Perkins informed the Commissioners of the May 13, 2015 decision by the City of DeKalb's Planning & Zoning Commission that voted not to recommend the requested zoning variance request by the interested buyers of the property. Zoning request is to go before the City Council on June 8, 2015. City staff is to meet with HUD to discuss legal restrictions of the property.

Housing Choice Voucher. DuPage County Housing Authority intends to absorb the majority of their port-in vouchers. Twenty-six are from DeKalb County. Perkins will reach out to DuPage and seek a staggered absorption schedule to allow for utilization recovery. Admissions staff has been exhaustively updating applicants for program eligibility. Estimates show that for every five applicants updated, one will reach eligibility.

Perkins noted that REAC inspections for AMP 3 will be conducted on June 2, 2015.

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 4:05 PM until the regular meeting scheduled to take place on Tuesday, June 23, 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 May 19, 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 June 10, 2015.

ACTING SECRETARY
