

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, MAY 23, 2017**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority's Main Office, 310 N. 6th Street, DeKalb, IL at 2:35 PM on Tuesday, May 23, 2017.

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

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan	Ging Smith
Ron Bemis	
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. *No one from the public was present.*

Approval of the Agenda. Chairperson Wahlstrom asked for changes to the Agenda. There being no changes, Commissioner Bemis 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. Chairperson Wahlstrom asked for changes to the regular session meeting minutes. With recommended changes 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 Adjegan moved that the bills and payroll be approved as submitted. Commissioner Bemis 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	
Jerry Wahlstrom	
<u>Absent</u> – Ging Smith	

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Financial Report: CFO Sauter distributed the final YTD March 2017 HACD All Programs financials for review. Sauter noted that all year end accruals were included and did not expect any significant changes after the June financial audit. Sauter noted that the YTD FY17 earnings were \$248K vs budget of \$84K. Sauter briefly discussed the April 2017 financials noting that potential Capital Purchases were added to the financials. Sauter provided clarification noting that capital purchases reported on the financials are fixed assets purchased with excess operating reserves not capital funds. These expenditures are not part of the operating budget but rather shown on the financials to track reserve spending for assets. Sauter also noted that due to expected CY 2017 funding cuts FY18 capital expenditures from reserves will be closely monitored.

Executive Director Report: *Legal.* Attorney Horning stated that legal activity is minimal. Brief discussion was had regarding the law suit against HUD filed by PHADA and NAHRO and for HACDs potential participation. Participation would cost \$3K in non-federal funds. Commissioners did not oppose HACDs participation.

Briarwood Plumbing Issue. Building E has had serious and repeated plumbing issues, specifically related to the lower units and sewage back up. Perkins provided the Commissioners with detail on the issues and work performed since 2013 and informed Commissioners that an extensive plumbing project to fix the situation will take place in June.

REAC Inspections. Perkins gave an overview of the TSP (AMP 1) REAC inspection and the Civic and Mason (AMP 3) inspection that took place earlier this month. AMP 3's score was an 88. AMP 1's score had not yet been released due to additional HUD review because of such a substantial change in the previous year's inspection score.

ED Perkins gave a general overview of items noting that the new server and software installation is complete and when new staff training is complete staff will move towards the digital paperless file system. HACD was honored by the Association for Individual Development (AID) at their annual meeting for Outstanding Community Partnership. The DCRDC board meeting was held on May 4, 2017 and all programs and properties relating to DCRDC are doing very well. Sauter and Perkins attended training on not-for-profit organizations, specifically learning how PHAs are working with them to further the PHAs mission. Staff is preparing for the upcoming June 16, 2017 Sequoya Apartments Management Onsite Review. Perkins discussed the open Commissioner seat and next steps. The next board meeting will be held on June 27, 2017, which is a week later than the regularly scheduled date, to accommodate the Audit. The June meeting will take place at Civic Apartments in Sycamore.

Resolutions: The Board was presented with **Resolution 18-02 HCV Utility Allowance.** Approval of the resolution would maintain HUD compliance under regulation 24 CFR 982.517 requiring PHAs to maintain and update as necessary a utility allowance schedule for tenant-paid utilities. Commissioner Bemis 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 18-03 Public Housing Utility Allowance.** Approval of the resolution would maintain HUD compliance under regulation 24 CFR 965.503 and 965.507 requiring PHAs to maintain and update as necessary a utility allowance schedule for use in public housing tenant rent calculation. Commissioner Adjegan made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

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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 3:55 PM until the regular meeting scheduled to take place on Tuesday, June 27, 2017 at 2:30 PM at Civic Apartments, 350 Grant Street, Sycamore IL, 60178.

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 23, 2017 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Ron Bemis
Jerry Wahlstrom

Commissioners Absent
Ging Smith

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this May 25, 2017.

ACTING SECRETARY
