

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, OCTOBER 18, 2016**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority's Civic Apartments Building, 350 Grant Street, Sycamore, IL at 2:39 PM on Tuesday, October 18, 2016.

The meeting was called to order by Chairperson 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
Tim Horning, Attorney

There being a quorum present, the meeting duly convened opening with the hearing of any public comments. *There was no one present from the public.*

Approval of the Agenda. Chairperson Moulton asked for changes to the Agenda. There being no changes, Commissioner Wahlstrom 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. Chairperson Moulton 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 Wahlstrom 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 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: Commissioners reviewed the financials and Sauter noted that all programs are doing well, seven months in to FY17. As a follow-up to Commissioner Wahlstrom' question in September regarding usage and YTD comparison, Sauter noted that the current YTD water and electric expense is running higher than last year due to a change in the billing process by the water departments as well as the timing of payments for bills. Sauter stated that usage is being monitored and that electric rates have slightly increased this year. Sauter discussed the health insurance renewal noting a 5% premium increase for the upcoming year. A board resolution will be presented at the November meeting to approve the health insurance renewal. The agency received a \$17,823 refund from AHRMA insurance from excess reserves. Sauter distributed the quarterly reports and also noted that the Operations Support Specialist position will be posted.

Executive Director Report: *Legal.* Horning reviewed the outstanding legal cases noting that we are waiting on replies from various agencies. No current HCV terminations however one administrative court review for a previously terminated tenant is in process. Public Housing Lease Terminations consist of three – 30-Day notices issues, one termination pending trial and two terminations pending first return dates.

UV Housing Conversion. Staff continues to work with HUD and UV on the housing conversion vouchers. Many of the tenants are over income and will not qualify for the standard HCV voucher. Staff continues to work on processing tenants however we are currently waiting on the new UV rents, UV incentive package information and non-responding tenants. Of the tenants that do qualify, a briefing is scheduled to be held later this month. .

ED Perkins gave a general overview of Capital Projects. The Civic Ground Level Flooring project is complete. Mason Court Apartments had a large tree removed due to fallen branches, safety of the clubhouse, and heaving of the sidewalk. Tree has been removed and new pavement and replacement trees currently being installed. Family Site Surveillance System installation continues staff is finalizing electrical contracting and Comcast connectivity. Two of the four sites have internet. To maintain safety and REAC compliance, all properties had sidewalk trip hazards abated with sidewalk grinding. Mason Closet Door project details are being finalized. Project targeted to begin after the first of the year.

Perkins informed the board that staff continues to work with community partners to determine affordable housing and supportive housing needs. Perkins is participating on the 2-1-1 committee to bring its service and resource to the County. Perkins will be meeting with DCRDC for their third quarter board meeting at the end of October; she will then attend training the first week of November. Commissioners briefly discussed attendance at the upcoming conferences.

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As there was no further discussion to come before the meeting, Chairperson Moulton asked for a Motion to adjourn the regular meeting. Commissioner Adjegan made a motion to adjourn. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried. The regular meeting was adjourned at 3:15 PM until the regular meeting scheduled to take place on Tuesday, November 15, 2016 at 2:30 PM at the Main Office located at 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 October 18, 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
Donna Moulton

Commissioners Absent
None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this October 24, 2016.

ACTING SECRETARY
