

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, OCTOBER 20, 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 2:35 PM on Tuesday, October 20, 2015.

The meeting was called to order by Vice- Chairman 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
Ging Smith	
Jerry Wahlstrom	
Ron Bemis	

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 Wahlstrom 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 Wahlstrom asked for changes to the regular session meeting minutes. With no changes being requested, Commissioner Smith made a Motion to approve the meeting minutes. Commissioner Bemis 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	None
Ging Smith	
Jerry Wahlstrom	
Ron Bemis	

Absent – Donna Moulton

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Financial Report: CFO Sauter noted that year-to-date agency net earnings are strong and that individual project earnings are doing well compared to budget. Sauter noted that final CY2015 proration for public housing subsidy is 85.36% compared to 85% in budget. Sauter noted that the positive variance in subsidy revenue is due to the proration increase for 2014 received in 2015. HCV admin fee proration was budgeted at 73% and CY2015 actual proration has been 79% through October and will increase to 81% for the remainder of the calendar year. Sauter noted no information has been shared regarding 2016 funding outlook from HUD and that 2016 insurance renewal information will be presented at the November meeting. Sauter distributed and discussed the quarterly reports and the annual auditor's report.

Executive Director Report: *Legal.* Attorney Horning is working on active court evictions for Public Housing. Horning is also reviewing some legal language on the Banning Policy and the Dresser Court & Gurler Street Lease. Horning is acting as liaison with Cricket Cellular. Cricket is now owned by AT&T and wants to exit their lease with a "walk and pay" option.

HCV Utilization & Occupancy. The waiting list for both major programs will be open beginning October 20, 2015 until 5000 total applications are received. Staff continues to pull applicants from the waiting list to adjust for the 26 participants that absorbed by DuPage Housing Authority on 10/1 and the natural monthly attrition. The HCV "pulls" have had an effect on Public Housing by pulling tenants from that program along with evictions due to nonpayment of rent. Staff continues to monitor vacancies and utilize all options to minimize impact. It is anticipated that we will have a dip in Public Housing Occupancy.

State Funding. No updates on state funding cuts and its effect on HACD, DCRDC or the CoC programs. Perkins has continued to reach out to supportive service providers for updates most recently noting the loss of another case worker. No further word from KishHealth Systems regarding the current supportive housing environment and possible impact and options of future endeavors.

Sunset View Apartments. Staff continues to work with the Hinckley tenants to facilitate voucher issuance and work through the new program structure nuances. Plans to replace decking are underway. Decks are over 20 years old and due to heights and stairwells replacement of repair is the frugal option.

Continuum of Care. The NOFA has been released and the due date for submission is November 20, 2015. On behalf of the CoC Perkins submitted a letter of funding request to the DeKalb County Mental Health Board to fund the \$12,500 needed to cover the HMIS software cost increase for the federal fiscal year of 10/1/2015 to 9/30/2016. We believe that the request will most likely be granted. Perkins will be working to submit the renewal request and work with the CoC to determine future plans.

Fiber. To further our technology, OD Bright has reached out to NIU to explore using fiber for HACD's internet connection. NIU has a program that could provide us fiber access for a very low cost.

Solar Panels. Staff visited Rockford Housing Authority properties to view and discuss use of solar panel technology. RHA has several public housing buildings utilizing the technology. A family site is host to a "solar field" which supplies electricity to their Boys & Girls Club. Staff will be looking in to the feasibility of using solar energy for qualified properties.

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TSP & TV. Taylor Street Plaza TV system has been experiencing issues. New software updates have been installed, relocation of the dish and shielding will be added to further improve issues with “dropping channels”. Staff has also engaged Comcast for pricing on re-wiring for individual service and pricing on bulk agreements. .

ED Perkins gave a general overview of items which included a reminder that the PHADA conference is scheduled for January 10-13 and Nelrod is scheduled for April 6-8 of 2016 along with the next two board meeting dates and some current tenant statistics.

Resolutions: The Board was presented with **Resolution 16-07 Administrative Plan Update.** Approval of the resolution would adopt the necessary regulatory changes and updated general guidance provided by Nan McKay & Associates. 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 16-08 HCV Payment Standard.** Approval of the resolution would adopt updated Payment Standards for the Housing Choice Voucher Program based upon the proposed 2016 Fair Market Rents. 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 16-09 Public Housing Flat Rents.** Approval of the resolution would adopt updated Public Housing Flat Rents consistent with the HUD 2016 proposed Fair Market Rents and guidance. Commissioner Smith 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 16-10 Procurement Policy.** Approval of the resolution would adopt the necessary regulatory changes to be in compliance with 2 CFR 200 which modifies the Sealed Bid level to \$150,000. The policy will continue to appoint and delegate procurement authority to the Executive Director (ED) in the amount not to exceed \$100,000 and is responsible for ensuring that any procurement policies and procedures adopted are appropriate for the Agency. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

As there was no further discussion to come before the meeting, Commissioner Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Bemis made a motion to adjourn. Commissioner Smith seconded the Motion. Motion then carried. The regular meeting was adjourned at 4:35 PM until the regular meeting scheduled to take place on Tuesday, November 17, 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 October 20, 2015 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Ging Smith
Jerry Wahlstrom
Ron Bemis

Commissioners Absent
Donna Moulton

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this October 27, 2015.

ACTING SECRETARY
