

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, SEPTEMBER 15, 2015**

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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 2:33 PM on Tuesday, September 15, 2015.

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

<b><u>Commissioners Present</u></b>	<b><u>Commissioners Absent</u></b>
Herodote Hounsrou Adjegan Donna Moulton Ging Smith Jerry Wahlstrom Ron Bemis	None

**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 Moulton 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.** Commissioner 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 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 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:

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Herodote Hounsrou Adjegan Donna Moulton Ging Smith Jerry Wahlstrom Ron Bemis	None

**Absent** – None

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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 distributed the Audit exit conference notes for review. Sauter noted that the audit went very smoothly but that during the HCV file review two instances of tenant income were recorded improperly. Due to the isolated occurrence of this error it will not be noted in the audit report however staff assured the auditors that the necessary measures will be taken to eliminate the chance of errors occurring in the future. Sauter also noted that the uniform grant guidance requires the agency to update some language in the procurement policy as well as review time allocation tracking on a quarterly basis. Sauter noted that \$80,250 HAP port set-aside funds have been added to the HUD held reserves.

**Executive Director Report:** *Legal.* Attorney Horning is assisting with the sale of the DCRDC 1.77 acre parcel of railroad property, reviewing the Banning Policy language the HCV Administrative Plan for relevant legal updates. Horning has been working on active court evictions and will be conducting a special legal review session with staff. There are three pending terminations for Public Housing and two pending terminations for HCV.

*Administrative Plan Changes.* Commissioners were provided with a draft summary of HCV Admin Plan changes and were directed to review the full document on the website for more detailed information. HACD has an Administrative Plan subscription with reputable industry leader to keep the plan up-to-date and compliant with regulations. Currently the plan is undergoing public comment regarding the updates with the target date of adoption at the October meeting.

*University Village.* Perkins updated the Commissioners on the recent City Council vote to approve the prospective buyers requested zoning variance. Litigation is pending which could delay the sale.

*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 but no information has been provided. Perkins has met with a representative from KishHealth Systems to discuss 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. Staff is preparing for HQS inspections and system set up for new program tracking needs. The new Hinckley lease which is based upon the Public Housing lease, has been finalized with Attorney Horning's approval.

*Briarwood.* Staff has worked diligently to achieve 100% occupancy at Briarwood and is happy to report that the month of September the property will be fully occupied.

*HCV Utilization & Occupancy.* Staff continues to pull applicants from the HCV waiting list to adjust for the 26 participants that will be 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. Staff continues to monitor vacancies and utilize all options to minimize impact. It is anticipated that September and October will demonstrate a dip in Public Housing Occupancy.

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Continuum of Care. Perkins discussed the impact of HUD changes on the Continuum of Care/Homeless Assistance Grants and expressed the increasing difficulty to maintain compliance. HUD significantly increased the data requirements that need to be collected by CoC's. This data must be collected through an HMIS software system that adheres to specific HUD provisions. Last grant year the software cost for HMIS was \$3,150 and split between Hope Haven and DCRDC. The \$3,150 represents a \$1000 increase in price from the previous year. The newly presented contract price incorporating HUD's new changes is \$12,500 to continue with the current software provider for the next federal fiscal year (10/1/2015 to 9/30/2016).

This data requirement/software change is the direction HUD is moving. Most notably, forcing smaller CoC's to merge with other CoC's for HUD's efficiency. Perkins will be reaching out to CoC members to discuss a plan and will also be reaching out to the connecting Continuums to begin discussions on what a merge would look like. Preliminary conversations are leaning towards the Rockford/Winnebago, Boone County CoC to review possibility of "sharing" their software contract for a fee as opposed to IL-509 sustaining their own software contract. The NOFA is expected to be released within the next few months and information regarding the complexity of the Grant application is unknown.

ED Perkins gave a general overview of items of interest: Perkins continues participation with Safe Passage as a member of their Capital Planning Task Force. The Annual Planning cycle has begun. The PHADA conference is scheduled for January 10-13 and Nelrod is scheduled for April 6-8 of 2016.

**Resolutions:** There were no resolutions presented at this meeting.

As there was no further discussion to come before the meeting, Commissioner Moulton asked for a Motion to adjourn the regular meeting. Commissioner Bemis made a motion to adjourn. Commissioner Wahlstrom seconded the Motion. Motion then carried. The regular meeting was adjourned at 3:17 PM until the regular meeting scheduled to take place on Tuesday, October 20, 2015 at 2:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6<sup>th</sup> Street, DeKalb, IL.

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CHAIRMAN

(SEAL)

ATTEST:

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SECRETARY-TREASURER

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## CERTIFICATE

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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 September 15, 2015 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

**Commissioners Present**  
Herodote Hounsrou Adjegan  
Donna Moulton  
Ging Smith  
Jerry Wahlstrom  
Ron Bemis

**Commissioners Absent**  
None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this September 16, 2015.

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ACTING SECRETARY

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