

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, SEPTEMBER 26, 2017**

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The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority Main Office located at 310 N. 6<sup>th</sup> Street, DeKalb, IL 60115 at 2:35 PM on Tuesday, September 26, 2017.

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

<u><b>Commissioners Present</b></u>	<u><b>Commissioners Absent</b></u>
Herodote Hounsrou Adjegan Ron Bemis Jerry Wahlstrom Ging Smith Deanna Cada	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.** Chairperson 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.** Chairperson Wahlstrom asked for changes to the regular session meeting minutes and noting adjustments to be made. With the corrections to be made, 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 Bemis moved that the bills and payroll be approved as submitted. Commissioner Adjegan seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

**Absent** – None

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**Financial Report:** CFO Sauter reviewed the YTD financials with the Commissioners noting that total agency earnings are running better than budget. Sauter also noted that the CO will continue to not charge the HCV program asset management fees or rent due to the low admin fee balance. All other programs are performing well year to date. Sauter updated the Commissioners on the following upcoming items: FY18 audit RFP went out in September; Property/liability/workers comp insurance and health insurance proposals will be presented to the Commissioners by the November meeting; and PHAs were recently notified that the HCV program HAP and admin fee funding will be reduced .6791% (approx. \$30K/yr) beginning CY2018 to provide funding to assist with the Hurricane relief efforts. The duration of the funding rescission is unknown. Sauter noted that nothing has been released regarding Public Housing operating subsidy funding at this point.

**Executive Director Report:** *Morningstar Media Group.* Darby Dwyer was present to review upcoming items of focus, and informing the Commissioners that we will be increasing our social media activity and doing presentations that discuss the positive impact we are having on the community. Darby further discussed the need for website adjustments to achieve full ADA compliance and allow for mobile friendly use.

**Legal.** Attorney Horning will be reviewing information and commenting on legal issues specific to ADA compliance and the website. HACD has entered in to its final year contract with Meyer & Horning ending July of 2018. Procurement efforts will begin in April of 2018. Perkins supplied Commissioners with a draft Legal RFP for review. Attorney Horning gave a brief overview of current evictions and a recent court summons for administrative review for an HCV program participant termination noting that the next court date for the administrative review is October 13, 2017.

**Annie Glidden North Revitalization.** Perkins has been appointed to the Mayor's AGN task force. Due to special appointment of task force, meetings must comply with OMA. Interview with consultant took place today, first meeting to be held on September 27, 2017.

**Annual Plan & Capital Fund 5-Year Planning Process.** The Resident Advisory Board process began on September 13, 2017 kicking off the Capital and Annual Planning process. Annual Plan and Capital Plan will be presented to the board in December for January HUD submission.

**Federal Labor Standards Compliance Monitoring.** A HUD Staff person came on site to review one capital fund file for labor compliance. The \$22K Asphalt Paving Contract was reviewed and found to have no concerns but noted that a "more historical wage rate" should have been used and that is should have been a Highway vs. building category. No action is necessary.

ED Perkins gave a general overview of happenings, sharing with the Commissioners that the Continuum of Care Homeless Assistance Grant was submitted on September 25, 2017. Perkins contacted Landstar Realty Group to follow-up on their letter of inquiry to purchase Sequoya Apartments. Landstar was no longer interested after finding out the property was only twelve units. On September 6, 2017 several Rockford Housing Authority staff members came to HACD to exchange ideas and work practices. The visit went very well making new relationships and learning from each other.

HACD is now part of the Sandwich Chamber and staff attended the first "meet and greet" learning a lot about the south county area. Staff will continue with south county outreach efforts. Perkins plans to meet with Sycamore Chamber Executive Director Rose Trembl on October 4, 2017 to introduce her to HACD and our operations. Perkins and Bright will be attending an IAHA Special Event in Urbana on October 5&6. The DCRDC 3<sup>rd</sup> quarter board meeting will be held on Thursday, October 26, 2017. The PHADA conference will be held January 7-10, 2018 in San Diego.

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For Policy Review, Perkins provided the Commissioners Chapter 4 of the Admissions & Continued Occupancy Policy and the Administrative Plan to review the local preferences. Commissioners will review and return with questions at the next meeting.

**Resolutions:** No resolutions presented.

As there was no further discussion to come before the meeting, Chairperson Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Cada made a motion to adjourn. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried. The regular meeting was adjourned at 4:15 PM until the regular meeting scheduled to take place on Tuesday, October 17, 2017 at 2:30 PM at 310 N. 6<sup>th</sup> Street, DeKalb II, 60115.

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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 26, 2017 at 310 N. 6<sup>th</sup> 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	None
Ron Bemis	
Jerry Wahlstrom	
Ging Smith	
Deanna Cada	

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this October 2, 2017.

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ACTING SECRETARY

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