

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, NOVEMBER 21, 2017**

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. 6th Street, DeKalb, IL 60115 at 2:35 PM on Tuesday, November 21, 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	Deanna Cada
Ron Bemis	
Jerry Wahlstrom	
Ging Smith	

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. *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. There being no changes to the minutes, Commissioner Smith 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 Smith 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	
Ging Smith	

Absent – Deanna Cada

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Financial Report: CFO Sauter reviewed the Funds Distribution Overview sheet with the Commissioners noting the low Central Office balance. Sauter explained that HUD holds Housing Choice Voucher Program Housing Assistance Payment reserves and when they are requested by PHAs they are not able to deposit them on the 1st of the month. To cover the deficit, until the requested funds were received, Central Office transferred \$125K to HCV on 10/31/17. Sauter noted that the Central Office funds were transferred back on 11/3/17. Sauter reviewed YTD financials noting that agency earnings continue to be strong and better than budget. All programs, except Central Office, are performing better than budget YTD. Sauter updated the Commissioners on the following accounting items: Audit RFPs were sent to fifteen firms in September. Seven firms replied to the request. The proposals were reviewed and scored by four staff members. The current auditors, Hawkins Ash CPAs, scored the highest in the review process and will be awarded the FY18-FY21 audit contract. FY19 budget prep will begin later in November. The agency has not heard much from HUD regarding the outlook on CY18 funding, however, Public Housing CY Operating Subsidy tools will be available late November for Public Housing Program planning.

Executive Director Report

Legal. Attorney Horning gave a brief overview of the recent court summons for administrative review for an HCV program participant termination noting that the plaintiff has until November 29, 2017 to file a written argument and Attorney Horning has until December 18, 2017 to file any response. The court set an argument date of December 27, 2017. Horning noted a recent 504 complaint, filed by an applicant alleging disability discrimination during the application process. Staff is waiting on paperwork from IDHR. Perkins reviewed the outstanding termination notices that have been issued to tenants.

Property. Owners of property adjacent to Taylor Street Plaza have contacted the Housing Authority notifying Commissioners of their interest in selling the adjacent property. Commissioners were provided with a packet of information to review.

Assessment of Fair Housing. HUD has not released a due date, nor has it activated PHAs obligation to complete the AFH. However, staff has evaluated the current Analysis of Impediments (AI) and due to the age of the AI and the current local housing issues staff would like to move forward with an AFH utilizing an outside consultant to ensure an unbiased fully engaged process and quality results. Cost not to exceed \$10K.

First Midwest Bank. First Midwest Bank has granted HACD \$5,000 in unrestricted funds which we will be using towards our HCV Security Deposit Grant program to help families with lease up. This is a follow-up to last year's \$3,000 award.

Perkins gave a general overview of happenings, sharing with the Commissioners upcoming projects, meetings and conferences that have been attended and are planned to be attended. Perkins noted that review and discussion of the local admission preferences will be on the agenda for December and that digital copies will be sent at the meetings conclusion and can also be found on the website.

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Resolutions: The Board was presented with **Resolution 18-08 AETNA Health Insurance Renewal**. Approval of the resolution would authorize the Executive Director to enter in to contract with Aetna for employee health insurance. Commissioner Smith made a motion to approve. Commissioner Adjegan seconded the Motion. Commissioner Bemis abstained from this motion, however all other Commissioners were in favor, none opposed. Motion then carried.

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 Smith seconded the Motion. All were in favor, none opposed. Motion then carried. The regular meeting was adjourned at 4:10 PM until the regular meeting scheduled to take place on Tuesday, December 19, 2017 at 2:30 PM at 310 N. 6th Street, DeKalb Il, 60115.

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 November 21, 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
Ging Smith

Commissioners Absent
Deanna Cada

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this November 28, 2017.

ACTING SECRETARY
