

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, OCTOBER 17, 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, October 17, 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 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 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. 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 Adjegan moved that the bills and payroll be approved as submitted. Commissioner Cada seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</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 noted that the HCV admin fee reserve will be reviewed closer to year end and available funds will be transferred to the CO for owed asset management fees and rent. All other programs are performing well, year-to-date. Sauter updated the Commissioners on the following upcoming items: FY18 auditor selection and CY18 health insurance renewal information will be presented at the November meeting; Reserves from PH, Shabbona, Briarwood, Gurler and Dresser checking accounts will be moved into a 6-month 1% CD; and FY19 budget prep will begin in November. Sauter distributed the quarterly reports for review and discussion. Commissioner Bemis commented on the benefit of reviewing the board report cash graph covering a longer period of time. All Commissioners agreed, and report will be included with the quarterly reports going forward.

Executive Director Report

Legal. 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 November 6, 2017. Perkins noted that eight termination notices have been issued for the voucher program for various breeches of family obligations. Perkins discussed a recent termination notices issued to a tenant for severe sanitation and housekeeping issues with hopes that with supportive services an agreement can be reached, and housing can be maintained.

HCV Landlords. Perkins reviewed with the Commissioners some ongoing issues with participating Voucher landlords noting that one landlord has had six units abated since May of 2017 and that we have suspended working with them for the foreseeable future. Another landlord has begun to price their 0-1-bedroom units out of affordability range for program participants. Two others are continually failing to return contracts and paperwork on time, failing inspections and becoming difficult to work with. Staff is concerned there will be a shortage of 1-bedroom units for tenants. Staff will be working on landlord outreach and recruitment of new landlords and properties not located in the Annie Glidden North Corridor.

Occupancy & Unit Turnovers. Commissioners were provided with historical data on unit turnovers, occupancy/vacancy and waiting listing data demonstrating the amount of transition and staff effort that has transpired over the last four and half years.

ED Perkins gave a general overview of happenings, sharing with the Commissioners the “on the horizon” capital projects along with a brief discussion of next steps with public relations. Perkins continues to participate on the AGN Task Force with the next meeting being held on November 7, 2017. Perkins and Bright attended an IAHA Special Event in Urbana on October 5&6 where the main theme of the event was mental illness and the changes it has caused within Public Housing Operations. Many PHAs are struggling with maintaining a cohesive living environment with no supportive services and yet a volatile clientele. Good resources were obtained and real conversation about how to make changes and address needs are starting to happen. HACD Staff will be the main attraction at the Sandwich Chamber “meet and greet” on October 20, 2017. The DCRDC 3rd 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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Resolutions: The Board was presented with **Resolution 18-06 Employee Handbook Update.** Approval of the resolution would approval for minor typo and language correction in the Employee Handbook. 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 18-07 Public Housing Flat Rent.** Approval of the resolution would update the Public Housing Flat Rents for compatibility with the new Fair Market Rents and maintain HUD compliance. Commissioner Bemis made a motion to approve. Commissioner Adjegan seconded the Motion. All 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 Smith made a motion to adjourn. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried. The regular meeting was adjourned at 4:00 PM until the regular meeting scheduled to take place on Tuesday, November 21, 2017 at 2:30 PM at 310 N. 6th Street, DeKalb II, 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 October 17, 2017 at 310 N. 6th 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 23, 2017.

ACTING SECRETARY
