

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, MARCH 27, 2018**

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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. 6th Street, DeKalb, IL at 2:40 PM on Tuesday, March 27, 2018.

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

<b><u>Commissioners Present</u></b>	<b><u>Commissioners Absent</u></b>
Jerry Wahlstrom	Ron Bemis
Herodote Hounsrou Adjegan	
Ging Smith	
Deanna Cada	
<b><u>Others Present</u></b>	
Michelle Perkins, Executive Director	
Vivian Bright, DO	
Christine Sauter, CFO	
Tim Horning, Attorney	

There being a quorum present, the meeting duly convened opening with the hearing of any public comments. *There was no one present from the public.*

**Approval of the Agenda.** Chairperson Wahlstrom asked for changes to the Agenda. There being no changes, Commissioner Adjegan 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 meeting minutes. There being no changes, Commissioner Adjegan made a Motion to approve the meeting minutes for February 20, 2018 regular and closed session and January 23, 2018 closed session. 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 Smith 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:

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

**Absent**  
Ron Bemis

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**Financial Report:** CFO Sauter directed the Commissioners to the Funds Distribution Overview Graph to discuss the HCV Administrative Fee reserve balance. Due to low CY17 HCV Administrative Fee proration, the HCV program did not have sufficient Administrative Fee reserves to pay the full Asset Management fees to the Central Office in FY18. This was monitored, noted and discussed regularly throughout the year as annotated on the Funds Distribution Overview Graph.

While Staff had intended to recoup the fees back for Central Office at the end of the fiscal year, it is the recommendation of the ED and CFO to leave the current \$55K HCV Administrative Fee reserve balance intact and not transfer the funds back to the Central Office to make up for owed Asset Management fees. Demonstrating a solid Administrative Fee reserve balance to HUD at the beginning of a new fiscal year is in the best interest of the program and Agency.

The shortfall of Administrative Fees paid to the CO has resulted in a Central Office reserve balance at \$121K, which is below the desired balance as outlined in Resolution 12-27 Policy Regarding Establishment and Maintenance of Operational Reserve Funds. Sauter consulted with the HAB CPA's audit manager and he supported the decision noting that the reserve policy is an internal guideline and deviating from it will not result in an audit management letter comment or audit finding.

Recognizing the low level of Administrative Fee proration Commissioner Adjegan made a motion to approve the Executive Director to reduce the Central Office Cost enter reserve funds below the four (4) month operating expense level established in Resolution 12-27 and that Commissioner Smith seconded the motion. All were in favor and none were opposed. The motion then carried to end the FY18 at a level that demonstrates a stable amount yet true level that was attributed to supporting wages for an underfunded Housing Choice Voucher Program in which fees could not be charged, and where program costs had to be supplemented.

Sauter then noted that information on the approved Federal FY18 omnibus spending package was recently released and provides for an increase in HUD funding. Public Housing operating subsidy proration will increase to 94%, Housing Choice Voucher Housing Assistance Payment funding will increase to 100% and Housing Choice Voucher Administrative Fee funding will increase to 77%. Sauter will provide the Commissioners with an updated HAP reserve projection at the April meeting.

Sauter briefly discussed the YTD financials noting that FY18 is finishing strong and that the noted variances on the financial summary sheet are reflected in the FY18 budget revision resolution. Sauter noted that more detailed discussion will be provided during the resolution approval. Commissioners conversed and discussed the FY19 proposed budget noting the date of the wage ranges and that the data need to be updated for next year.

**Executive Director Report:** *Legal.* Horning reviewed the outstanding legal cases noting that we are still waiting on a response for IDHR 2018CH0946 disability discrimination complaint filed by an applicant Y. Whiteside. Horning has been working on contract review and intergovernmental agreement for bus shelter for the City of Sycamore along with closed session minutes. HCV has one notice of termination pending based upon a positive court outcome, One Public Housing termination to court and several notices have been issued pending hearings. RFP for Legal Services will be released in April.

**Project Based Vouchers.** HUD has provided a letter to proceed and passed our Environmental Review for Safe Passage's 6 Project Based Vouchers. Staff will be meeting with Safe Passage to begin working on tenant lease-up details targeting a HAP contract for May 1, 2018.

Perkins gave a general overview of the meetings and community outreach that the staff has participated in and that is upcoming.

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**Resolutions:** The Board was presented with **Resolution 18-16 Collection Write Off**. In compliance with our policy, every attempt was made to recover funds from these tenants. As part of the fiscal year closure the Commissioners are made aware of the balance of the account write offs totaling \$52,204.57. Approval of the resolution would maintain compliance with HUD and HACD policy. 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 18-17 Write Off of Non-Expendable Equipment**. In compliance with our Disposition Policy, every attempt was made to recover funds from the liquidation of these assets and as part of the fiscal year closure the Commissioners are made aware of the disposed assets totaling \$33,100.19. Approval of the resolution would maintain compliance with HUD and HACD policy. Commissioner Adjegan made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 18-18 Revision of Agency Budget for FYE 3/31/18**. With Commissioner approval the FYE 3/31/18 budget will be amended to reflect expenses that came in over budget. Commissioner Adjegan made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

There being no further business to come before the Commissioners, Commissioner Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Adjegan made a motion to adjourn. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

The meeting was adjourned at 4:00 PM until the special meeting scheduled to take place on Friday, March 30, 2018 at 12:30 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 Meeting was held on March 27, 2018 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  
Jerry Wahlstrom  
Ging Smith  
Deanna Cada

**Commissioners Absent**  
Ron Bemis

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this April 4, 2018.

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ACTING SECRETARY

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