

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
MONDAY, APRIL 23, 2018**

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 2:35 PM on Monday, April 23, 2018.

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 Deanna Cada Ging Smith Jerry Wahlstrom	None

Others Present
Michelle Perkins, Executive Director
Christine Sauter, CFO
Tim Horning, Attorney
Jill Morgan, Property Manager

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 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. Commissioner Wahlstrom asked for changes to the meeting minutes. No corrections or changes were noted, Commissioner Cada made a Motion to approve the 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 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 Ron Bemis Deanna Cada Ging Smith Jerry Wahlstrom	None

Absent – None

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Financial Report: CFO Sauter directed the Commissioners to the Funds Distribution Overview Report. The Commissioners reviewed the HCV Administrative Fee and Central Office reserve balances. It was decided that the Operational Reserve Resolution 12-27 should be amended to reflect the decision to allow the Central Office reserve funds to dip below the four-month operating expense level as established under the policy. ED Perkins will email the Commissioners the policy for review and further discussion at the May meeting. Sauter noted that funds currently held in a 6-month CD at First Midwest will be rolled for another 6-month term. Sauter also noted that excess funds in the First National Bank sweep account from the Low Rent, Briarwood and Shabbona accounts will be rolled into a First National Bank 90-day CD at .75%.

Sauter reviewed the Housing Choice Voucher Housing Assistance Payment Utilization Graph, noting that the increased Housing Assistance Payment proration of 98% provides a projected 12/31/18 Housing Assistance Payment [HAP] deficit of (\$94K), which will be covered by the \$512K HUD held HAP reserves. It was agreed that serving the agency baseline of 611 vouchers at a HAP expense greater than what is projected to be received by HUD for CY18 is the course the agency will follow. The current HUD held reserve balance gives the agency sufficient time to make any necessary adjustments to voucher utilization.

Sauter reviewed the FY18 12-month ending financials noting that salary accruals were included in the financials and that year end payable accruals would be posted in early May. Current agency earnings before year end payable accruals are \$377,728 vs budget \$106,384. Sauter distributed and reviewed the quarterly reports.

Executive Director Report: *Legal.* Legal activity included IDHR interview with staff for the 2018CH0946 Y. Whiteside claim on which we are waiting for the investigator to render a decision. Three HCV termination notices have been issued and are pending hearings, two notices have been issued at Taylor Street Plaza for sanitation and are pending hearings, two other notices have been issued and were upheld both of which tenants are vacating the units.

Community Service Block Grant Board Recommendation. ED Perkins recommended Operations Director Vivian Bright to serve on the CSBG board. Commissioner Cada had the opportunity to speak with OD Bright about the position and feels Bright would be the ideal candidate to serve on the board. Commissioner Cada being the Director of Communication Action which serves as the entity administering the CSBG abstained from voting. Commissioner Bemis made a motion to approve OD Bright's participation on the CSBG board and Commissioner Adjegan seconded the motion. All were in favor. None were opposed. Motion passed.

IAHA Maintenance & Management Clinic. Perkins discussed events from her attendance at the M&M clinic sharing with Commissioners discussion about possible upcoming certification regarding board member training. Perkins also noted discussion among directors regarding the Illinois Local Government Transfer Act 50 ILCS 605/11.

ED Perkins gave a general overview and update of items noting the upcoming DCRDC meeting to be held on April 26, 2018 and the next Annie Glidden North Committee Meeting to be held on May 7, 2018.

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Resolutions: The Board was presented with **Resolution 19-01 Agreement for Preparation of Part 58 Environmental Review for Public Housing with North Central Illinois Council of Governments.** Approval of the resolution would allow for the North Central Illinois Council of Governments to perform the necessary Environmental Reviews required by HUD to participate in the Capital Fund Grant Program. 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 19-02 SEMAP for FYE 3/31/18.** Approval of the resolution would maintain HUD compliance and allow for the submission to HUD of the SEMAP for the FYE 3/31/2018. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Annual Meeting of the Municipal Corporation. Commissioner Wahlstrom asked for a Motion to open the Annual Meeting. Commissioner Cada made a Motion and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. The Annual Meeting was held from 3:35 P.M. to 3:44 P.M. Roll call was conducted.

Commissioner Bemis made a motion to modify the agenda to include public comment. Commissioner Adjegan seconded the Motion. All were in favor, none were opposed. Motion was carried to modify Agenda for public comment. No one from the public was present to comment.

Commissioner Wahlstrom reviewed the Commissioners attendance records, noting the high attendance rates. Commissioner Wahlstrom reviewed the remaining terms of Commissioner appointments. ED Perkins asked for nominations for Chairperson and Vice-Chairperson.

Commissioner Bemis nominated Jerry Wahlstrom for appointment to Chairperson and Jerry Wahlstrom nominated Ron Bemis for Vice-Chairperson. With no other nominations being offered, Commissioner Wahlstrom made a Motion that nominations be closed. The Motion for nominations to be closed was seconded by Commissioner Smith. All were in favor and with none opposed the nominations were closed.

The Motion for Jerry Wahlstrom as Chairperson was seconded by Commissioner Adjegan and the Motion for Ron Bemis as Vice Chairperson was seconded by Commissioner Cada. All were in favor and none opposed. Motion then carried. Upon roll call the Ayes and Nays were as follows:

AYES: Herodote Hounsrou Adjegan
 Ron Bemis
 Deanna Cada
 Ging Smith
 Jerry Wahlstrom

NAYS: None

ABSENT: None

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Voting for the slate of officers of Jerry Wahlstrom to the position of Chairperson and Ron Bemis to the position of Vice-Chairperson was as follows:

AYES: Herodote Hounsrou Adjegan
 Ron Bemis
 Deanna Cada
 Ging Smith
 Jerry Wahlstrom

NAYS: None

ABSENT: None

Motion then carried.

There being no further business to come before the Annual Meeting, Commissioner Bemis made a Motion to Adjourn the Annual Meeting. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried and the Annual Meeting was closed.

With no further discussion to be had Commissioner Wahlstrom asked for a Motion to Adjourn. Commissioner Adjegan made a motion to Adjourn. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried. Meeting Adjourned at 3:45 P.M.

The meeting was adjourned until the regular meeting scheduled to take place on Tuesday, May 15, 2018 at 2:30 PM to be held at the Authority's main office of 310 N. 6th Street, DeKalb, Illinois.

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 April 23, 2018 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 Ron Bemis Deanna Cada Ging Smith Jerry Wahlstrom	None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this April 24, 2018.

ACTING SECRETARY
