

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, MAY 15, 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. 6th Street, DeKalb, IL at 2:30 PM on Tuesday, May 15, 2018.

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

**Commissioners Present**

Ron Bemis  
Herodote Hounsrou Adjegan  
Ging Smith  
Deanna Cada

**Commissioners Absent**

Jerry Wahlstrom

**Others Present**

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.** Vice Chairperson Bemis asked for changes to the Agenda. There being no changes, Commissioner Cada 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.** Vice Chairperson Bemis asked for changes to the meeting minutes. There being no changes, 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 Cada 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:

**Ayes**  
Herodote Hounsrou Adjegan  
Ron Bemis  
Ging Smith  
Deanna Cada

**Nays**  
None

**Absent**

Jerry Wahlstrom

---

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, MAY 15, 2018**

---

**Financial Report:** CFO Sauter provided the Commissioners with a suggested revision to section 2 of the Policy Regarding Establishment and Maintenance of Operational Reverse Funds. Section 2 addresses the Central Office reserve balance which has been used to help the HCV program with the admin fee shortfall in FY18. After some discussion it was decided that staff would further research options for updating the policy. Sauter noted that the April financials reflect year end expense accruals resulting in reduced expenses in April. Sauter will provide the Commissioners with pre-audited FYE 2018 financials at the June meeting and noted that the Audit is scheduled for the week of June 18<sup>th</sup>.

**Executive Director Report:** *Legal.* Horning reviewed the outstanding legal cases noting that we are still waiting on a response from IDHR for IDHR 2018CH0946 disability discrimination complaint filed by an applicant Y. Whiteside. HCV has one notice of termination pending based upon a positive court outcome, one notice for sub-leasing, two notices issued for boarder, one for unreported income with no more allowable repayment agreements. Two Public Housing notices have been issued for sanitation issues. Three firms responded to the Legal RFP. Wahlstrom, Adjegan and Bright will serve as evaluators along with Perkins to complete the Objective Scoring for Price. Evaluations need to be returned to Perkins by June 1, 2018.

Perkins gave a general overview of the meetings and community outreach that the staff has participated in and that is upcoming noting continued participation in the AGN Task Force, attendance at the showing of “All the Queens Horses”. A brief overview of upcoming capital projects was given noting the completion of the Briarwood roofing projects. Release of the Continuum of Care NOFA is expected soon.

**Resolutions:** The Board was presented with **Resolution 19-03 HCV Utility Allowance.** Approval of the resolution would maintain HUD compliance under regulation 24 CFR 982.517 requiring PHAs to maintain and update as necessary a utility allowance schedule for tenant-paid utilities. 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 19-04 Public Housing Utility Allowance.** Approval of the resolution would maintain HUD compliance under regulation 24 CFR 965.503 and 965.507 requiring PHAs to maintain and update as necessary a utility allowance schedule for use in public housing tenant rent calculation. Commissioner Smith made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 19-05 Revision of Smoke Free Policy.** Approval of the resolution would bring the existing Smoke Free Policy in to compliance with HUD’s policy which is to be effective July 31, 2018. Commissioner Adjegan made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Commissioner Bemis generously presented the Authority with an unrestricted grant from the First National Bank of Omaha Donor Advised Fund of Nebraska Community Foundation as part of his community contribution recognition within the “Faces of Giving” program. These funds will be used to further our Housing Choice Voucher Security Deposit Fund.

---

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, MAY 15, 2018**

---

There being no further business to come before the Commissioners, Commissioner Bemis 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 meeting was adjourned at 3:25 PM until the regular meeting scheduled to take place on Friday, June 26, 2018 at 2:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6<sup>th</sup> Street, DeKalb, IL.

---

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 Meeting was held on May 15, 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  
Ron Bemis  
Ging Smith  
Deanna Cada

**Commissioners Absent**  
Jerry Wahlstrom

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this May 16, 2018.

---

ACTING SECRETARY

---