

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, JUNE 26, 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 2:38 PM on Tuesday, June 26, 2018.

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

**Commissioners Present**

Ron Bemis  
Deanna Cada  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**

Herodote Hounsrou Adjegan

**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.** 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 meeting minutes. There being no changes, Commissioner Cada made a Motion to approve the meeting 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 Cada seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

**Ayes**  
Ron Bemis  
Deanna Cada  
Ging Smith  
Jerry Wahlstrom

**Nays**  
None

**Absent**

Herodote Hounsrou Adjegan

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**Financial Report:** CFO Sauter reviewed the YTD financials noting that final CY2018 funding proration were released and are better than budgeted. Sauter noted that Public Housing operating subsidy proration was budgeted at 84% and CY2018 final proration is 93%, which will provide an additional operating subsidy of \$84K in FY19. Sauter also noted that CY2018 Housing Choice Voucher (HCV) Administrative Fee final proration is 76% vs. a budgeted 74%, which will bring an additional \$10K to the program in FY19. Sauter also noted that the agency applied for HCV set-aside funds and could be awarded as much as \$160K to cover the extra costs for the HCV port out voucher Housing Assistance Payments (HAP). It was also noted that the 2018 capital fund grant awarded to the agency was \$610,015, well above the 2017 grant amount of \$430,505. Executive Director Perkins noted that the 2018 capital fund grant will cover the cost of the elevator replacement project at Taylor Street Plaza. Sauter noted that the FY18 financial audit went very well. The Section 8 program was the major program tested and 40 tenant files were reviewed with no noted issues. Staff is happy to report another successful audit for HACD.

**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 and that IDHR case 2018CH2508 race discrimination unperfected charges have been filed by applicant B. Sanders-Payne. HCV has one notice of termination pending based upon a positive court outcome, one notice for boarder, one for failure to repay/non-payment of tenant portion of rent. Two Public Housing notices have been issued for sanitation issues and one three-day notice for serious drug related activity at one of the supportive living facilities.

**Continuum of Care.** The HUD Homeless Assistance Grant NOFA has been released and the competition has begun. The grant is due September 18, 2018. HACD continues to act as the Lead Agency/Collaborative Applicant and will facilitate this year's application but will also actively pursue the possibility of merging with another Continuum. Perkins will be seeking Technical Assistance to find support on how to do so in a way that is agreeable to merging partners.

**K-9.** Police K-9 Units conducted walk throughs at Taylor Street Plaza and Mason Court Apartments during the month of June. We are very pleased with the results and had no findings.

**Legal RFP.** Three firms responded to the Legal RFP. Wahlstrom, Adjegan and Bright served as evaluators along with Perkins to complete the Objective Scoring for Price. Evaluation summaries were provided to Commissioners for review with the lead scoring RFP going to Meyer & Horning, P. C. Commissioner Smith made a motion to enter in to contract as stipulated in the RFP with Meyer & Horning, P.C., Commissioner Bemis seconded the motion. All were in favor and none were opposed. Motion to enter contract passed.

Perkins noted that no additional movement has been made on amending the Operational Reserve Fund Policy at this time. A brief overview of capital projects was given noting the progress on Sunset View landscaping, grading and sidewalk repair and discussion on the Taylor Street Elevator budget provided by the architect.

**Resolutions:** There were no resolutions presented.

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

The meeting was adjourned at 3:15 PM until the regular meeting scheduled to take place on Tuesday, July 17, 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.

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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 June 26, 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**

Deanna Cada  
Ron Bemis  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**

Herodote Hounsrou Adjegan

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this June 29, 2018.

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ACTING SECRETARY

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