

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, AUGUST 21, 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 2:35 PM on Tuesday, August 21, 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
Herodote Hounsrou Adjegan
Ging Smith
Jerry Wahlstrom

Commissioners Absent

Deanna Cada

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 Smith made a Motion to approve the Agenda. Commissioner Bemis 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 Bemis 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 Smith seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

Ayes

Ron Bemis
Herodote Hounsrou Adjegan
Ging Smith
Jerry Wahlstrom

Nays

None

Absent

Deanna Cada

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Financial Report: CFO Sauter reviewed the YTD financials noting that Agency earnings continue to be strong and well above budget. Sauter directed the Commissioners to the Funds Distribution Overview and handed out an updated Operational Reserve “draft” policy for discussion. It was noted that the policy was passed in 2012 and is outdated and does not address the reserve funds for Briarwood and HCV program. After discussion the Commissioners and Staff agreed that the revised policy would not change the Public Housing guidelines but would add a guideline that all defederalized agency fund reserves may not be reduced to a level below 4 months of operating expenses. It was also decided that a guideline would be added for any programs that were given funds to offset a HUD funding shortfall would pay those funds back if future funding increased and reserves built up for those programs. Sauter will revise the policy “draft” and share with Commissioners at the September meeting.

Sauter updated the Commissioners on the following upcoming items: Commissioner Ging Smith’s renewal is on the DeKalb County Board’s meeting agenda for September; Staff submitted an application for the DCCF’s Community Needs grant to sustain the HCV Security Deposit Assistance program; health and property insurance renewals are fast approaching; Sauter will meet with FMB for a retirement plan review in September; and upcoming resolutions include Fixed asset system clean up and employee handbook updates.

Executive Director Report: *Legal.* Horning discussed the importance of Commissioners transitioning over to Housing Authority email accounts. OD Bright has the accounts prepared and will assist with individual setup. Horning has filed a response for IDHR case 2018CH2508 and awaiting a response. HCV has one notice of termination pending based upon a positive court outcome, and two notices issued for unreported income. Four Public Housing notices have been issued. Two for sanitation issues and one for failure to maintain utilities and pay rent and one for failure to maintain unit as primary residence. Supportive Living properties have three notices pending. Two for non-payment of rent and one for violation of the no smoking policy.

Perkins discussed general informational items including changes to the DeKalb County Residential Development Corporations board. An update on the AGN Task Force and the revitalization plan was discussed along with the pending policy change per HOTMA, for Public Housing Tenants who are over income. Perkins noted that the Admissions and Continued Occupancy Policy will need to be updated because of this and will try to incorporate Administrative Plan changes at the same time.

A brief overview of capital projects was given noting that the landscaping project and sidewalk repair at Sunset View apartments is complete and that staff plans to evaluate accessibility of for that property with the intent to make modifications at some point. Perkins noted being contacted by a Realtor for property sale in the AGN area. The PHA Annual Plan cycle has begun and we will need to update our 5-Year PHA Plan Goals for the 2020 submission. Perkins will be assisting the IAHA search committee to interview candidates for the McHenry County Housing Authority Executive Director.

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 Bemis made a motion to adjourn. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The meeting was adjourned at 3:50 PM until the regular meeting scheduled to take place on Tuesday, September 18, 2018 at 2:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6th 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 August 21, 2018 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Ron Bemis
Ging Smith
Jerry Wahlstrom

Commissioners Absent
Deanna Cada

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this August 28, 2018.

ACTING SECRETARY
