

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, SEPTEMBER 18, 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, September 18, 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

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 Chairman Bemis asked for changes to the Agenda. There being no changes, Commissioner Smith 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 Chairman Bemis asked for changes to the meeting minutes. There being one change (date of next meeting stated 9/17 should be 9/18), Commissioner Adjegan made a Motion to approve the meeting minutes with the one correction. 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 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

Ron Bemis
Herodote Hounsrou Adjegan
Ging Smith
Deanna Cada

Nays

None

Absent

Jerry Wahlstrom

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Financial Report: CFO Sauter reviewed the YTD financials noting that Agency earnings continue to be strong and well above budget. Vice-Chairman Bemis noted that Agency YTD earnings are \$235K above current YTD budget and \$116K above prior YTD actual. Sauter directed the Commissioners to the updated Operational Reserve “draft” policy for discussion. Several great suggestions were made for final revisions. Sauter will make changes to the policy with Board resolution to be presented at the October meeting.

Sauter updated the Commissioners on the following items: The Agency received a \$36,918 premium refund from AHMRA insurance. AHRMA reviews excess premium reserves and gives the funds back to Housing Authorities when able; The Agency was awarded \$154K set-aside funds for HCV HAP portability costs, however, funds will not be received due to its ample HUD held HAP reserves; DCEDC annual dinner set for October; Commissioners reviewed the FY18 audit report.

Executive Director Report: *Legal.* Horning answered questions from commissioners about Housing Authority email accounts. OD Bright has the accounts prepared and offered to assist with individual setup. Horning has filed a response for IDHR case 2018CH2508, no change, still awaiting a response. HCV has two notices issued for unreported income and one notice issued for unpaid rent to landlord and one notice issued for boarder. Two Public Housing notices have been issued. One notice from serious and repeated lease violations and one notice for failure to maintain utilities and pay rent.

Bright discussed general informational items including Annie Glidden North Task Force meeting to be held September 26 hoping for an approval of the draft plan modifications which would then be submitted to City Council for adoption. The Continuum of Care Grant has been submitted. Staff is working on landlord recruitment and retention with a landlord briefing scheduled for October 24. Perkins attending IAHA Annual Meeting in Fairview Heights, IL on September 19 and 20. Perkins will be assisting the IAHA search committee to interview candidates for the McHenry County Housing Authority Executive Director.

A brief overview of capital projects was given noting that Civic, TSP, Garden and Mason all received improved LED interior and exterior/parking lighting and the installation. Energy Efficiency Grant covered the cost of lights and installation. Improved front entrance landscaping at TSP began. The following capital projects are scheduled to begin in Mid-September through November. Replacement of booster pump at TSP; TSP parking lot drainage fix to cure erosion; tenant mailbox station replacement at TSP; TSP Entrance to have an awning and new automatic door installed; Civic to receive an automatic door for the elevator lobby entrance. Moving through Phase 1 of TSP elevator modernization phase. RFP to go out week of September 17, 2018.

Resolutions: The Board was presented with **Resolution 19-07 Write-Off of Non-Expendable Equipment for the Fiscal Year Ending March 31, 2019.** Approval of the resolution would write-off non-expendable equipment. The fixed asset listing has been reviewed and assets have been identified that are no longer in service and need to be removed from the asset listing. All items are fully depreciated and have no remaining value. Commissioner Smith made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

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

The meeting was adjourned at 3:30 PM until the regular meeting scheduled to take place on Tuesday, October 23, 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 September 18, 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
Deanna Cada

Commissioners Absent
Jerry Wahlstrom

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this September 21, 2018.

ACTING SECRETARY
