

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, OCTOBER 23, 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 2:35 PM on Tuesday, October 23, 2018.

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

**Commissioners Present**

Herodote Hounsrou Adjegan  
Ron Bemis  
Deanna Cada  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**

**Others Present**

Vivian Bright, DO  
Tim Horning, Attorney  
Michelle Perkins, Executive Director  
Christine Sauter, CFO

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 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.** Chairperson Wahlstrom asked for changes to the meeting minutes. There being one change to correct a date, Commissioner Bemis 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 Smith 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  
Deanna Cada  
Ging Smith  
Jerry Wahlstrom

**Nays**

None

**Absent**

None

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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 noted that the HCV program is projected to be 99.4% utilized for UMLs and 101.5% utilized for HAP dollars by end of CY18. A very impressive finish for CY18. Sauter also noted that YTD 1350 HCV participants have been pulled from the wait list resulting in 12% (166) being invited to a briefer and 6% (85) leasing up. Sauter updated the Commissioners on the following items: HACD received an additional 1% (\$5,500) for 2018 capital funds; 2019 public housing operating subsidy tools will be available soon; the DeKalb County Community Foundation will notify grant applicants the week of Oct 29<sup>th</sup>, HACD is hoping to receive funds to replenish its HCV security deposit assistance fund; Distributed and discussed the quarterly board reports.

**Executive Director Report:** *Legal.* Horning has filed a response for IDHR case 2018CH2508, no change, still awaiting a response. IDHR case 2018CH0946, although dismissed without merit the applicant has appealed the dismissal which requires an additional review by IHDA. SPC has one hearing coming up where Attorney Horning will represent the Housing Authority. Taylor Street Plaza has court action for one tenant due to failure to pay rent, Lewis has a notice issued for serious and repeated lease violations and Mason has received court ordered possession of a unit, however we are awaiting sheriffs service.

Annie Glidden North Task Force is awaiting City Council adoption of the draft plan. No further plans for the task force have been put in to motion. A brief overview of upcoming capital projects was discussed noting the most pressing to be the Taylor Street Plaza Elevator Renovation. Perkins noted that only one bid was received, and it was deemed nonresponsive. Per architect's recommendation we will re-execute the bid process in a few months.

Perkins discussed succession planning and referenced the plans in place by other PHAs, based upon discussion Perkins will draft a plan for Commissioner review. Staff is working on updates to the Admissions and Continued Occupancy Policy for the Public Housing Program and the Administrative Plan for the Housing Choice Voucher Program to ensure incorporation of recent HUD mandates and policies needing modification. Perkins noted the low occupancy of Lewis and discussed the AMP size coupled with tenant issues exacerbates the situation. Staff is considering combining AMPs to improve the issue. Perkins shared several upcoming key dates and meetings.

**Resolutions:** The Board was presented with **Resolution 19-06 Establishment and Maintenance of Operational Reserves.** Approval of the resolution would modify the verbiage and clarify the statement of intent with maintenance of Authority Reserves. Commissioner Bemis 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 19-08 Employee Handbook Modifications.** Approval of the resolution would revise verbiage in the Authority Employee Handbook. Commissioner Cada made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

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The Board was presented with **Resolution 19-09 AETNA Health Insurance Renewal**. Approval of the resolution would the Authority to enter in to contract for Employee Health Insurance for one year. Commissioner Adjegan 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 19-10 Public Housing Flat Rents**. Approval of the resolution would modify the Public Housing Programs Flat Rent to maintain compliance with HUD. Commissioner Bemis 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 19-11 Housing Choice Voucher Payment Standards**. Approval of the resolution would modify the Housing Choice Voucher Payment Standards to maintain compliance with HUD. Commissioner Adjegan made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

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

The meeting was adjourned at 4:00 PM until the regular meeting scheduled to take place on Tuesday, November 20, 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 October 23, 2018 at 310 N. 6<sup>th</sup> 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 October 26, 2018.

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ACTING SECRETARY

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