

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, DECEMBER 18, 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, December 18, 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**

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 Adjegan 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 Adjegan made a Motion to approve the meeting minutes. Commissioner Cada 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 Smith 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 are currently \$427K vs budget of \$95K eight months into the fiscal year. Sauter noted that the increase in proration for public housing and voucher program HUD funding has been the main contributor to the strong numbers. Sauter noted that FY20 budget prep is underway but no word from HUD on CY 2019 funding prorations. Public housing subsidy tools won't be available until February 2019, determination of that program's funding is still uncertain. Housing choice voucher program ended CY18 with very strong utilization of 99% for unit months lease and 101% for HAP expenditures. Sauter update the Commissioners on the following items: Executive Director evaluation packet will be presented to Commissioners at the January 2019 meeting; Commissioners will complete an ED evaluation to be submitted to Chairman Wahlstrom prior to the February meeting; Commissioners will review and discuss ED performance at the February meeting; preliminary agency FY20 budget will be reviewed at the February meeting.

**Executive Director Report:** *Legal.* No change in status of IDHR case 2018CH2508 and 2018CH0946, waiting on review by IHDA. Attorney Horning is continuing to work with Director Perkins on a reasonable accommodation for a SPC participant. Perkins reviewed current court action and lease termination notices with Commissioners.

*Security.* Perkins provided the commissioners information on possible options for security of key staff personal information, based upon a suggestion from an IT professional. Commissioners discussed the current known practices such as phishing or whaling and as an effort to continue to safeguard data, various options were discussed and will be revisited.

*Continuum of Care Merge.* Work continues to move forward with the merge with the Rock River Coalition for the Homeless. CoC meeting to be held on December 19, 2018 and the homeless Point In Time Count is targeted to take place on January 25, 2019.

*Landlord Outreach.* On December 7, 2018 staff did a face to face property visit of our top 10 landlords providing them a box of candy and card from HACD.

*PHAS/REAC Inspection – AMP 2.* The appeal to HUD for a reversal of the deduction of 5.71 points for the AMP 2 inspection was successful resulting in an overall physical inspection score of 93 allowing for a 3-year reprieve. HUD has provided preliminary PHAS scores indicating HACD as a High Performer.

Perkins gave an overview of capital projects noting the rebid of the Taylor Street Plaza Elevator Renovation is continuing with a bid due date of February 6, 2019. The TSP hallway and apartment boiler system is targeted for replacement utilizing the Energy Assistance Grant along with possibly replacing refrigerators and A/C's for improved efficiency units. Perkins shared several upcoming key dates and meetings.

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**Resolutions:** The Board was presented with **Resolution 19-12 AHRMA Property & Work Comp Insurance Renewal**. Approval of the resolution would allow the Executive Director to renew the property, liability and workers compensation insurance with AHRMA at the annual cost of \$139,066. 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 19-13 Certification of Compliance with PHA Plans & Related Regulations**. Approval of the resolution would certify compliance with the elements listed and mandated by HUD and allow the Executive Director to submit the 2019 PHA Annual Plan. 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 19-14 Five Year Capital Plan 2019-2023**. Approval of the resolution would maintain HUD compliance and adopt the Five-Year Capital improvement plan recently completed with our Resident Advisory Boards. Commissioner Cada made a motion to approve. Commissioner Smith 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 Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The meeting was adjourned at 3:35 PM until the regular meeting scheduled to take place on Tuesday, January 22, 2019 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 December 18, 2018 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

<b><u>Commissioners Present</u></b>	<b><u>Commissioners Absent</u></b>
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 December 21, 2018.

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ACTING SECRETARY

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