

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, FEBRUARY 19, 2019**

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, February 19, 2019.

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, Director of Operations
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 Cada 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 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 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

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Financial Report: CFO Sauter noted that FY19 YTD Agency earnings continue to be strong and well above budget. Sauter was pleased to report that the 2019 Omnibus appropriations bill was approved and provides for an increase in HUD funding for CY2019 from what was approved in CY2018. Sauter noted that the proposed FY20 budget reflects this additional funding through an increase in the public housing subsidy and housing choice voucher admin fee proration percentage. Sauter distributed and reviewed the proposed FY20 budget information with the Commissioners noting that the increase in revenue relates to the increased proration percentage. Sauter noted that the increase in FY20 expenses relates to adding 1 ½ FTE to the FY20 budget and relates to adding contracted labor projects to the public housing budget rather than using capital funds. The addition to staff includes changing a PT custodian position to FT and hiring a new finance coordinator to begin training to replace the current staff member who will be retiring. Sauter presented a wage range survey completed by staff using the average wages from six sources to update the FY13 data currently in place. Chairman Wahlstrom asked if Sauter would email the Commissioners the details from the IL PHA survey study. Sauter then reviewed the proposed FY20 wage budget noting that during the closed session portion of the meeting, the Board will discuss and determine the FY20 wage increase dollar amount for staff as well as the Director's wage increase.

Executive Director Report: *Legal.* No change in status of IDHR case 2018CH0946, for case 2018CH2508 staff participated in a telephone interview and are waiting for a ruling. Attorney Horning assisted with a reasonable accommodation for an SPC participant. Perkins reviewed current court action and lease termination notices with Commissioners.

Continuum of Care Merge. The Continuum of Care met on February 13, 2019 and voted to merge with the IL501 Rockford/Winnebago/Boone Continuum. Staff is now waiting on further direction from HUD.

Capital Projects. A single bid was received for the Taylor Street Elevator modernization project. Bid was higher than anticipated. Staff and architect will be negotiating price with the intent to accept and move forward with the project. Energy Efficiency grant appears to be approved and according to appliance qualifications, all properties will be getting some amount of new air conditioning units and new refrigerators. Perkins provided an overview of the Taylor Street fire damage; the multiple pipe breaks due to cold weather and the current asbestos abatement report.

Training with Grundy County Commissioners. Perkins discussed an opportunity to partner with GCHA Commissioners for training and networking. Commissioners were agreeable, staff will discuss next steps with GCHA.

Dresser Court Cable. Staff have begun research on ability to have cable TV and internet access beyond Frontier at the property. Comcast has provided a cost to pull cable to the property with a 2-year contract price stipulation. Staff is working with Dresser Court Staff to determine interest and options.

Policy review. Staff and Commissioners reviewed the suggested Admin and ACOP changes noting that research was still being done and would be brought to the board in the near future.

Perkins provided the Commissioners several upcoming key dates and meetings. Commissioners noted a scheduling issue with the March meeting, and all agreed to move the meeting to March 18, 2019.

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Resolutions: The Board was presented with **Resolution 19-15 Maintenance Wage Rate Determination Approval of HUD 4750.** Approval of the maintenance job classifications and wage rates. Commissioner Adjegan made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The next item on the agenda was discussion of employees and their performance. Per allowable closed session topics in section 2 (c) (1) of the Open Meetings Act, Commissioner Cada made a motion to enter closed session and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried and closed session began at 4:10 PM.

Closed Session discussion ensued (*see closed session minutes*). Commissioner Bemis made a motion to exit closed session and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried and closed session ended at 4:35 PM.

Commissioners re-opened the meeting to the public, Motion by Commissioner Bemis to increase salary for Executive Directory by 3%. Second by Commissioner Smith and upon roll call the Ayes and Nays were as follows:

Ayes: All
Nays: None
Absent: None

Motion by Commissioner Bemis to approve bonus to Executive Director of \$8,000.00 Seconded by Commissioner Smith and upon roll call the Ayes and Nays were as follows:

Ayes: All
Nays: None
Absent: None

There being no further business to come before the Commissioners, Chairperson Wahlstrom 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 4:40 PM until the regular meeting scheduled to take place on Monday, March 18, 2019 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 February 19, 2019 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
Deanna Cada
Ging Smith
Jerry Wahlstrom

Commissioners Absent

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this February 25, 2019.

ACTING SECRETARY
