

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, APRIL 16, 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. Sixth Street, DeKalb, IL at 2:35 PM on Tuesday, April 16, 2019.

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

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan Ron Bemis Deanna Cada Ging Smith Jerry Wahlstrom	None

Others Present
Michelle Perkins, Executive Director
Christine Sauter, CFO
Tim Horning, Attorney

There being a quorum present, the meeting duly convened opening with the hearing of any public comments. *No one from the public was present.*

Approval of the Agenda. Commissioner Wahlstrom asked for changes to the Agenda. There being no changes Commissioner Smith 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. Commissioner Wahlstrom asked for changes to the meeting minutes. No corrections or changes were noted, Commissioner Bemis made a Motion to approve the 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 Bemis 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:

<u>Ayes</u>	<u>Nays</u>
Herodote Hounsrou Adjegan Ron Bemis Deanna Cada Ging Smith Jerry Wahlstrom	None

Absent – None

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Financial Report: CFO Sauter noted that the FY19 financials reflect the budget revisions approved at the March meeting. Sauter also noted that the year-end payroll and payable accruals would be posted to the FY19 financials later in April. Sauter will present the post accrual, pre audit financials to the Commissioners at the May meeting. Staff was happy to share that the 2019 Capital fund grant amounts were released, and the agency was awarded \$689,786 representing a 12% increase from the 2018 grant. Sauter distributed and discussed the quarterly reports with the Commissioners. The planned capital fund projects were shared with the Commissioners as well as the plan to use Public Housing Operating Reserves for other needed building equipment and improvements.

Executive Director Report: *Legal.* Horning noted that we are waiting on IDHR for final ruling and responses for the open complaints. Horning has filed an appearance with the court for the administrative hearing requested by previous HCV tenant K. Fletcher. Horning noted that he had received possession for two units and has received notice to file for possession on two others.

Capital Project. Perkins reviewed the current status of several Capital projects in progress and also provided clarity on the maintenance plan and provided reference checks for the new elevator contract and contractor.

Continuum of Care. Perkins noted that the merge is complete, and that progress continues with incorporation of the two entities. Perkins noted that operations are going well with Gurler but there are disconnects with expectations between HACD and Dresser Court staff.

ED Perkins gave a general overview and update of items noting upcoming meetings and key dates.

Resolutions: The Board was presented with **Resolution 20-01 SEMAP for FYE 3/31/19.** Approval of the resolution would maintain HUD compliance and allow for the submission to HUD of the SEMAP for the FYE 3/31/2019. 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 20-02 Procurement Policy Update.** Approval of the resolution would update the Micro Purchase level from \$3,500 to \$10,000. 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 20-03 Adoption of Financial Management Handbook.** Approval of the resolution would maintain HUD compliance and allow for addition of new policies and incorporation of existing policies in to one Handbook of compliance governing HACD Finances. Commissioner Adjegan made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

Annual Meeting of the Municipal Corporation. Commissioner Wahlstrom asked for a Motion to open the Annual Meeting. Commissioner Cada made a Motion and Commissioner Bemis seconded the Motion. All were in favor, none opposed. The Annual Meeting was held from 3:20 P.M. to 3:25 P.M. Roll call was conducted. No one from the public was present to comment.

Commissioner Wahlstrom reviewed the Commissioners attendance records, noting the high attendance rates. Commissioner Wahlstrom reviewed the remaining terms of Commissioner appointments. ED Perkins asked for nominations for Chairperson and Vice-Chairperson.

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Commissioner Bemis nominated Jerry Wahlstrom for appointment to Chairperson and Ging Smith for Vice-Chairperson. With no other nominations being offered, Commissioner Wahlstrom made a Motion that nominations be closed. The Motion for nominations to be closed was seconded by Commissioner Cada. All were in favor and with none opposed the nominations were closed.

The Motion for Jerry Wahlstrom as Chairperson and Ging Smith for Vice-Chairperson was motioned by Commissioner Bemis and seconded by Commissioner Cada. All were in favor and none opposed. Motion then carried. 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

There being no further business to come before the Annual Meeting, Commissioner Adjegan made a Motion to Adjourn the Annual Meeting. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried and the Annual Meeting was closed.

With no further discussion to be had Commissioner Wahlstrom asked for a Motion to Adjourn the regular meeting. Commissioner Cada made a motion to Adjourn. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried. Meeting Adjourned at 3:26 P.M.

The meeting was adjourned until the regular meeting scheduled to take place on Tuesday, May 21, 2019 at 2:30 PM to be held at the Authority's main office of 310 N. 6th Street, DeKalb, Illinois.

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 Regular Meeting was held on April 16, 2019 at 310 N. 6th 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 April 18, 2019.

ACTING SECRETARY
