

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, JUNE 25, 2019**

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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, June 25, 2019.

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

<b><u>Commissioners Present</u></b>	<b><u>Commissioners Absent</u></b>
Herodote Hounsrou Adjegan Deanna Cada Ging Smith Jerry Wahlstrom	Ron Bemis

**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 were no members from the public present for comments.*

**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 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:

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

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**Financial Report:** CFO Sauter reviewed the YTD financials noting that all programs are doing well and reminded the Commissioners that the year-end expense accrual reversals positively impact the earnings in the early months of the fiscal year. Sauter noted that the Voucher program's utilization is strong, and that staff expects this to continue based on year end projections. No updates on 2019 funding prorations have been released by HUD. Sauter noted that the FY19 audit went smoothly and distributed the closing meeting comments provided to staff by the auditors. Sauter reviewed the comments with the Commissioners noting the following: 2 major programs were audited this year (HCV & PH), which included reviewing 40 files from each program; the Agency received a "clean" audit opinion; there were no audit findings; audit comments provided by the auditors were reviewed and discussed; Audit draft report will be ready late July; Final Audit report should be ready and distributed at the August Board meeting.

**Executive Director Report:** *Legal.* A former Briarwood tenant who is a current voucher holder has submitted a non perfected charge to IDHR regarding disability discrimination. No action has been taken as the charge has not been signed. IDHR cases 2018CH0946 or 2018CH2508 both have been dismissed and K. Fletcher's filing of an administrative review of her termination from the HCV Program was found to be in favor of HACD. Horning appeared in court today and received possession for the Gurler Street Unit as of July 1, 2019. Two other termination notices have been issued to tenants, one at Taylor Street for unsanitary conditions and one at Lewis Court Apartments for non-payment of rent.

*Tenant Complaints.* During the May meeting three tenants from Taylor Street Plaza provided comments regarding temperature of units and hallways and guests of other tenants. OD Bright provided an update.

*Taylor Street Television & Internet.* Staff has met with Comcast and MetroNet to discuss bringing services to the building, rewiring of the building and costs. Staff has decided on a rewiring plan that would consist of running cable on the outside of the building in brick matching conduit. Comcast will cover 100% of the rewiring cost, each tenant would be on their own plan forgoing bulk cable agreements and management by TSP staff. Staff will begin outreach and communications to tenants to begin the conversation of potential conversion to a new system.

*Security Guard.* Staff have begun investigating options and cost for night and weekend security. DeKalb Police Department can provide those services and general estimate of pricing has been received. Other PHAs contacted do contract with their local PD for services. Staff has also reached out to personal protection firms for cost and information on services. Staff will continue to research options for feasibility of obtaining Security Guard services.

*Sunset View Apartments – Hinckley.* Staff proposed to Commissioners that moving forward with new lease-ups, tenants should be responsible for water and sewer. Current budget for the property is \$7,750 annually for tenant water included with rent. Commissioners were provided the breakdown of other HACD owned properties and what utilities were covered through rent. Commissioners were not opposed to moving forward with new lease-ups at Sunset View Apartments being responsible for all utilities, now including water and sewer.

Perkins reviewed the recently completed capital projects noting that we have several in progress over the month of June. Perkins provided the Commissioners an overview of pertinent meetings, community outreach and upcoming key dates.

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**Resolutions:** The Board was presented with **Resolution 20-06 Taylor Street Plaza Hallway & Apartment Condensing Boiler Replacement Contract Approval.** In compliance with HUD procurement rules and HACD policy, the Authority conducted a competitive bidding process. Approval of the resolution authorizes the Executive Director to enter in to contract with Most Plumbing & Mechanical in the amount of \$205,000 for replacement of the Taylor Street Plaza Hallway & Apartment Condensing Boiler. Commissioner Adjegan 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 20-07 Drug & Alcohol Policy.** PHAs are required to establish and follow a Drug Free Workplace Policy. Approval of this resolution would update the current policy with the changes presented. With discussion among the staff and Commissioners nothing some verbiage changes, 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 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 3:42 PM until the regular meeting scheduled to take place on Tuesday, July 16, 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 June 25, 2019 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

**Commissioners Present**  
Herodote Hounsrou Adjegan  
Deanna Cada  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**  
Ron Bemis

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this June 27, 2019.

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ACTING SECRETARY

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