

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, JULY 16, 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, July 16, 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 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 Bemis 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, Commissioner Smith 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:

**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 all programs are doing well. Sauter shared that the accounting department is very happy to welcome Steffanie Barringer to the staff. Steffanie will train with staff for several months in preparation of Ginger's retirement. Chairman Wahlstrom noted that the utility expenses were under budget a significant amount year to date compared to budget. The effect that the year-end expense accruals have on budget comparison was discussed. Due to reclassing April expenses to March the YTD actual expenses do not reflect the same # of months as the YTD budget. Sauter noted that a manual adjustment could be made to the budget in the accounting system, however, any future changes to the budget would overwrite them so it was decided years ago not to make manual budget adjustments. Sauter noted that Commissioner Cada's reappointment to the Board will be voted on at the August DeKalb County Board meeting. Sauter distributed and reviewed the quarterly reports.

**Executive Director Report:** *Legal.* A former Briarwood tenant who is a current voucher holder has submitted a perfected charge to IDHR regarding disability discrimination. Two termination notices have been issued to tenants at Taylor Street Plaza. One for unsanitary conditions and one for failure to maintain utilities. One notices of termination has been issued for Lewis Court Apartments for failure to pay rent. Attorney Horning is reviewing Cellular Antenna Contract renewals that will be submitted to HUD for approval.

*Red Cross.* Commissioners were provided with information regarding staff working with the Red Cross to set up Taylor Street Plaza as a disaster emergency shelter for the displaced persons in immediate need after the fire at 808 Ridge Drive. Red Cross requested Taylor Street to be registered with them as a potential future disaster shelter if ever needed. Commissioners did not oppose this request.

*Security Guard Options.* Staff provided Commissioners information regarding various options and costs for Security Guard Services. Staff does not feel an immediate need as most complaints and tenant issues are nuisance related and opposed to safety. No action taken at this time; the information will be kept for review next budget cycle.

*CoC NOFA.* Perkins informed Commissioners that the Notice of Funding Availability for the Continuum of Care homeless assistance grant has been released and the competition has begun. Staff will be working with the new Continuum and prepare for submission which is due September 30, 2019.

*Mainstream Vouchers.* Staff provided Commissioners information on the recent Notice of Funding Availability for Mainstream Vouchers. Staff did not recommend pursuing any of these specialized vouchers but noted that should we want to target this audience, preferences could be put in place to accomplish addressing this need.

*Gurler Street Apartments.* Commissioners were provided a summary of recent issues at Gurler Street Apartments specifically noting the difficulty revolving around the two-bedroom units and the impact on the tenants. Staff indicated that for the immediate future only one tenant will be placed in each unit to mitigate future issues. CSP and HACD staff will continue to work towards an amicable solution.

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

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**Resolutions:** There were no resolutions presented to the Commissioners.

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

The meeting was adjourned at 4:10 PM until the regular meeting scheduled to take place on Tuesday, August 20, 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 July 16, 2019 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 July 23, 2019.

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ACTING SECRETARY

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