

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, AUGUST 20, 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 2:31 PM on Tuesday, August 20, 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 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 Smith 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 Adjegan made a Motion to approve the meeting minutes. Commissioner Smith 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 Adjegan 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 Deanna Cada Ging Smith Jerry Wahlstrom	None

Absent
Ron Bemis

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Financial Report: CFO Sauter reviewed the YTD financials noting that all programs are doing well. Sauter noted that HCV utilization dipped in July and August, but there are several new lease ups for September. ED Perkins noted that the St. Albans Green complex housed eight voucher holders who were displaced after the July fire, so that contributed to the drop-in utilization. Sauter and Perkins met with First Midwest Bank staff to discuss their Community Reinvestment Grant and update FMB on the success of the HCV Security Deposit Assistance program. FMB staff indicated that the agency would be eligible for another \$10,000 award this year. Sauter submitted the 2019 grant application earlier this week and hopes to hear back from the committee in early September. Perkins discussed the need to have a damage fund to help our homeless tenants secure housing with an independent landlord. Agency staff will be seeking grant funds for this initiative as the opportunities arise. Sauter noted that audit reports will be distributed at the September Board meeting.

Executive Director Report: *Legal.* A former Briarwood tenant who is a current voucher holder has submitted a perfected charge to IDHR regarding disability discrimination. Attorney Horning has filed a response to the perfected charge and IDHR has asked for a continuance. Two termination notices have been issued to tenants at Taylor Street Plaza. One for unsanitary conditions and one for smoking.

Emergency Response Handbook. Commissioners were provided with a draft copy of an Emergency Response Handbook. Discussion was had regarding how the handbook would be used and questions on the tenant and employee certifications. Staff will continue to work on the draft and return to Commissioners for approval later.

PHA Annual Plan & 5-Year Goals. Commissioners were provided a draft copy of the 5-Year goals to be included with the upcoming submission of the PHA plan. Staff is seeking comments before Board approval in December.

Housing Choice Voucher Utilization. Staff noted a dip in HCV Utilization for July and August noting that 8 tenants were displaced due to the St. Albans fire. Utilization is expected to rise next month as displaced tenants are leased in new units. Perkins noted that staff has gone above and beyond to work with and accommodate victims of the fire.

Gurler Street Apartments & Dresser Court Expansion. With the reduction of leasing at Gurler Street Apartments, staff were investigating the ability to expand Dresser Court Apartments. Due to being landlocked, expansion will not be an option.

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

Resolutions: The Board was presented with **Resolution 20-08 Sequoya Apartments Utility Allowance.** In compliance with HUD regulations, HACD annually reviews utility allowances. Approval of the resolution would maintain compliance with HUD, HACD policy and provide updated utility allowances for Sequoya Apartments. Commissioner Adjegan made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

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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 Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The meeting was adjourned at 3:08 PM until the regular meeting scheduled to take place on Tuesday, September 24, 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 August 20, 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
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 August 23, 2019.

ACTING SECRETARY
