

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, OCTOBER 15, 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, October 15, 2019.

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

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

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. Vice-Chairperson Smith 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. Vice-Chairperson Smith 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 Bemis moved that the bills and payroll be approved as submitted. Commissioner Cada seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

Absent
Jerry Wahlstrom

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Financial Report: CFO Sauter noted that YTD earnings are well over budget with revenues coming in stronger than budgeted and expenses coming in under budget. Sauter spent a few minutes explaining the excess HUD subsidy in the current year financials noting that the timing of HUD funding created an excess of 2019 funds that needed to be drawn down in August and September 2019. The excess is estimated to be \$60K of additional HUD subsidy over budgeted amount. Sauter also noted that all project expenses are under budget and that staff continues to do a great job managing expenses. Sauter directed the Commissioners to the quarterly reports starting with the Public Housing Reserve Review report which shows the excess operating reserves and plans for spending down those funds for projects. The agency currently has \$300K in excess Public Housing operating reserves above the 4-month reserve guideline. There are plans in place to spend these funds on needed expenditures. It was also clarified that fiscal year end of March 31st is the target date to get these funds reduced to an amount closer to the 4-month amount. Sauter distributed the 2020 Health Insurance renewal summary sheet noting that the current Aetna plan will not be renewed. HACD received quotes and plans to offer staff the BCBS HMO plan at no cost. Additional BCBS plan options will be offered if staff wants to pay up for those plans. A board resolution will be presented at the November meeting for Board approval of the 2020 Health insurance plan.

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. No change since the previous report. A Public Housing Applicant L. Davis who was denied has filed in court for an administrative review which is scheduled for November 8, 2019. Two termination notices have been issued to tenants at Taylor Street Plaza both for smoking. One termination issued at Gurler Street Apartments for violation of peaceful right to enjoyment of the premises.

Lewis Court Addition. Staff continues to explore the option of adding additional units to Lewis Court Apartments. Consultation from the architect proves that the space can accommodate up to 10 2-bedroom units, meeting city code for parking and density. Staff will continue to gather data on feasibility and possible next steps for development.

Perkins reviewed capital projects noting that the Taylor Street Plaza Elevator Renovation had been delayed until all parts are received. The project will begin with the small elevator targeting October 17, 2019 as the start date. The Taylor Street Plaza heating boiler replacement project is complete. Perkins provided the Commissioners an overview of pertinent meetings, community outreach and upcoming key dates.

Resolutions: The Board was presented with **Resolution 20-11 Approval of SprintCom Rooftop Cellular Lease.** In compliance with HUD regulations, the Board of Commissioners must approve leases that involve third-party agreements. Attorney Horning noted that some final details with HUD needed to be agreed upon and advised that Commissioners lay the vote over until the next regularly scheduled meeting. Commissioner Bemis made a motion to approve Attorney Horning's request to lay the vote over on this resolution until the next regularly scheduled meeting. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 20-12 Approval of the Public Housing Flat Rents.** In compliance with HUD regulations, upon release of the HUD designated FMRs, PHA's must evaluate flat rents ensuring they are regulatory compliant. Commissioner Bemis made a motion to approve, Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

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Commissioner Cada informed the Commissioners and Staff about the upcoming Census and the gravity of it upon our community and future funding. Commissioner Cada shared some resources and will work with HACD going forward to ensure our clients are counted.

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

The meeting was adjourned at 3:25 PM until the regular meeting scheduled to take place on Tuesday, November 19, 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 October 15, 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

Commissioners Absent
Jerry Wahlstrom

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this October 22, 2019.

ACTING SECRETARY
