

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, DECEMBER 17, 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, December 17, 2019.

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

Commissioners Present

Ron Bemis
Deanna Cada
Ging Smith

Commissioners Absent

Herodote Hounsrou Adjegan
Jerry Wahlstrom

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 Cada made a Motion to approve the Agenda. Commissioner Bemis 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 changes to correct typos, Commissioner Cada made a Motion to approve the meeting minutes with the noted changes. Commissioner Bemis 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:

Ayes

Ron Bemis
Deanna Cada
Ging Smith

Nays

None

Absent

Herodote Hounsrou Adjegan
Jerry Wahlstrom

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Financial Report: CFO Sauter noted that YTD earnings continue to be strong and well over budget. Sauter pointed out that YTD actual revenues currently exceed YTD budget by \$255K with most of the excess coming from PH operating subsidy. Sauter also noted that YTD actual expenses across the board are below YTD budget giving the agency the strong YTD net operating earnings variance. Sauter updated the Commissioners on the upcoming budget and staff evaluation plan noting the following: The Executive Director evaluation packet will be handed out at the January meeting; Commissioners will prepare their evaluation of the ED and submit to Chairman Wahlstrom before the February meeting; at the February meeting the Commissioners will approve the FY21 staff wage increase, the ED's FY20 bonus and ED's FY21 wage increase; Final FY20 and Proposed FY21 budgets will be presented at the March 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. Property Manager Morgan has given an interview and additional documents being provided to IDHR. A Public Housing Applicant L. Davis who was denied has filed in court for an administrative review. Status date in court will be on December 23, 2019. It is expected that a briefing schedule to be entered with argument in front of Judge in the beginning of the new year.

Three notices have been issued to tenants at Taylor Street Plaza one for smoking, one for failure to respond to PHA, one for failure to pay rent. One termination issued (Johnson) at Gurler Street Apartments for violation of peaceful right to enjoyment of the premises, one notice issued (Coleman) for Sunset View Apartments for failure to adhere to HQS, one notice issued for Mason for failure to pay rent.

Attorney Horning shared a Public Housing Agency Recovery & Sustainability (PHARS) Assessment Results and Determinations letter from HUD directed to a "troubled status" Illinois housing authority. Items noted in the report were reviewed and compared with HACD operations noting confidence with HACD's reporting and operations.

Walk in Wednesday. Beginning in 2020 HACD will offer "Walk in Wednesday's" from 9AM to 1PM allowing clients, applicants and landlords to walk in for assistance. Staff is intending to be more accessible to clients.

Capital Projects. Staff reviewed the few projects currently under way. TSP elevator modernization is continuing without issue. The small elevator remains out of commission. Central Office is in the process of receiving new flooring and new washer and dryers are being install at TSP and Civic. Part of the installation will include new flooring and painting of the laundry rooms.

Perkins provided the Commissioners an overview of pertinent meetings, community outreach and upcoming key dates.

Resolutions: The Board was presented with **Resolution 20-14 PHA 5-Year Plan.** In compliance with HUD regulations, the PHA must submit a 5-Year Plan. Commissioner Bemis made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

The board was presented with **Resolution 20-15 PHA Annual Plan.** In compliance with HUD regulations, the PHA must submit an Annual Plan. Commissioner Cada made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

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The Board was presented with **Resolution 20-16 Five Year Capital Plan 2020-2024**. Approval of the resolution would maintain HUD compliance and adopt the Five-Year Capital improvement plan recently completed with our Resident Advisory Boards. Commissioner Bemis made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 20-17 Certification of Compliance with PHA Plans & Related Regulations**. Approval of the resolution would certify compliance with the elements listed and mandated by HUD and is part of the PHA 5-Year Plan and PHA Annual Plan. Commissioner Cada made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 20-18 Property, Liability & Work Comp Insurance Renewal**. Approval of the resolution would allow the Executive Director to renew the property, liability and workers compensation insurance with AHRMA at the annual cost of \$145,448. Commissioner Cada made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 20-19 Administrative Plan Modifications**. This resolution represents relevant updates to the Housing Choice Voucher Administrative Plan. Public Notice was given, a public hearing offered along with written comments solicited from applicants, tenants and the general public, for the recommended changes as presented in Exhibit A. Commissioner Bemis made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 20-20 Admissions & Continued Occupancy Policy**. This resolution represents relevant updates to the Low-Income Public Housing Admissions & Continued Occupancy Policy. Public Notice was given, a public hearing offered along with written comments solicited from applicants, tenants and the general public, for the recommended changes as presented in Exhibit A. Commissioner Cada made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 20-21 House Rules**. This resolution represents relevant updates to the House Rules which provide additional tenant guidance on HACD rules governing all properties owned and operated by the Authority. Public Notice was given, a public hearing offered along with written comments solicited from applicants, tenants and the general public, for the recommended changes as presented in Exhibit A. Commissioner Bemis 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, Vice-Chairperson Smith 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.

The meeting was adjourned at 3:30 PM until the regular meeting scheduled to take place on Tuesday, January 21, 2020 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 December 17, 2019 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

Commissioners Present

Ron Bemis
Deanna Cada
Ging Smith

Commissioners Absent

Herodote Hounsrou Adjegan
Jerry Wahlstrom

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this December 23, 2019.

ACTING SECRETARY
