

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, JANUARY 21, 2020**

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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 2:40 PM on Tuesday, January 21, 2020.

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 Ron Bemis Ging Smith Jerry Wahlstrom	Deanna Cada

**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 Smith 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 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 Bemis 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:

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

**Absent**  
Deanna Cada

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**Financial Report:** CFO Sauter noted that CY2019 funding and utilization finished very strong for the PH and HCV programs. YTD earnings continue to be strong and well over budget due to excess PH operating subsidy revenue and operating expenses being under budget across the board. Sauter updated the Commissioners on the following items: CY2020 funding outlook is encouraging with initial PH operating subsidy proration at 96.5%, HCV HAP proration at 99.5%, and HCV admin fee proration is currently at 79%, which is consistent with prior years; PH reserves are strong; HCV HUD held HAP reserves are over \$500K, which can be requested to cover future HAP expenses; Economic Interest Statements will be mailed to Commissioners home address and due back to the County by 5/1/2020; Sauter distributed and reviewed the quarterly reports; the Executive Director evaluation packet was handed out; 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; and the proposed FY21 agency wide budget will be presented at the February 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. We are waiting for IDHR ruling. A Public Housing Applicant L. Davis who was denied has filed in court for an administrative review. L. Davis will be afforded a "re-hearing". HCV tenant L. Alexander was terminated and filed for reinstatement. Tenant failed to show, and the case was dismissed.

Three notices have been issued to tenants at Taylor Street Plaza one for smoking, one for failure to respond to PHA, and one that went to court for failure to pay rent and possession has been granted back to HACD. 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 which has a first return date in court later this month; one notice issued at Garden for failure to pay security deposit.

Attorney Horning has been working with ED Perkins on DCRDC by-laws, Corporate Documents and drafting a new management agreement.

*PHADA.* Staff and Commissioners discussed the PHADA conference, noting quality speakers and presentations. Staff has captured all relevant documents from the Ap and will implement a few of the items learned during the sessions. It was noted that networking with other PHA's and Commissioners is a huge benefit. Consensus was that HACD has a good working order among Staff and Commissioners and based on conference subject matter are doing well with compliance and programmatic operation.

*Capital Projects.* Primary focus has been given to the TSP elevator modernization. The small elevator will be placed back into service and the large elevator taken out of commission by the end of January. Video Surveillance will be installed in the elevators, this is a quality add to the system.

*CoC – Rental Assistance Grant.* The Tier 1 funding notice for DeKalb County Homeless Assistance programs were released. The Rental Assistance Grant lost funding and unless Tier 2 funding is received, housing assistance will be cut beginning 4/1/2020. Staff has reached out to HUD for guidance and is waiting on Tier 2 funding release notice.

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

**Resolutions:** The Board was presented with **Resolution 20-22 Video Surveillance System Policy.** This policy solidifies the use and dissemination of video from the Authority's video surveillance system. Commissioner Adjegan made a motion to approve. Commissioner Bemis 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 Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

The meeting was adjourned at 3:40 PM until the regular meeting scheduled to take place on Tuesday, February 18, 2020 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 January 21, 2020 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  
Ron Bemis  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**  
Deanna Cada

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this January 30, 2020.

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ACTING SECRETARY

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