

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, AUGUST 19, 2014**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority's central office, 310 N. Sixth Street, DeKalb, IL at 2:30 PM on Tuesday, August 19, 2014.

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

PRESENT: Herodote Hounsrou Adjegan
Jerry Wahlstrom
Ron Bemis

ABSENT: Donna Moulton
Ging Smith

ALSO PRESENT: Michelle Perkins, Executive Director
Christine Sauter, CFO
Tim Horning, Attorney

There being a quorum present and the meeting duly convened, business was transacted as follows:

Approval of the Agenda. Commissioner 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. Commissioner Wahlstrom asked for changes to the July meeting minutes. There being no changes, Commissioner Adjegan made a Motion to approve the meeting minutes. 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 Adjegan seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

AYES: Herodote Hounsrou Adjegan
Jerry Wahlstrom
Ron Bemis

NAYS: None

ABSENT: Donna Moulton
Ging Smith

BUSINESS:

Public Comment: None.

Legal: Attorney Horning and ED Perkins continue to work with the HUD office to complete compliance documentation for cellular antennas, Briarwood and not-for-profit affiliate. ED Perkins informed the board of three pending Public Housing terminations.

Financials: CFO Sauter directed the Commissioners to the 7/31/14 financial summary page noting that agency wide year to date dwelling rent, grant revenue, and other tenant revenue were over budget. Sauter noted that other tenant revenue includes rehab charges for deceased tenant unit rehabs and that these amounts are written off and included in the collection loss expense balance. Sauter distributed an updated HCV utilization spreadsheet and discussed HUD's cash management system noting that HUD is holding \$171,505 HAP funds and \$99,709 portability set-aside funds on our behalf. Sauter also noted that cash balance graphs reflect the purchase of new trucks by Shabbona and Briarwood, and the transfer of Public Housing truck and transit van to COCC. Sauter informed Commissioners that test files are being sent to IDROP system for debt collection and audit prep work is going smoothly.

Resolutions: There were no resolutions to come before the Commissioners.

Staff Report: *Re-federalization of COCC Funds.* Industry advocacy agencies submitted a letter protesting the OIG recommendation to re-federalize Central Office Cost Center funds. HUD has remained silent on the issue.

Over Subsidy. ED Perkins discussed with Commissioners the status of the internal file review currently underway in preparation for the annual audit. General review is going well with the exception of an error that consisted of using a 1 bedroom fair market rent where a split two bedroom fair market rent should have been used. Staff has fixed the immediate error and will continue to remedy the subsidy error with the Chicago HUD Field Office.

Briarwood Capital Plan. Staff has done extensive evaluation of Briarwood and determined that the two most imperative capital needs are roofs and windows. Specifically, buildings A & B are in immediate need of roofs. Tenant survey along with staff observation demonstrates very poor window condition. Multiple bids have been received; the financials have been evaluated and dependent upon success or decline in budgets, a multiyear replacement plan will be implemented.

Evergreen Village Park Management. Operations continue to go well. Staff has extended additional outreach to the residents. Routine progress meetings have been held with the County. Many of the park residents are under contract and are anticipated to be out of the park by late fall.

Sequoia Apartments. The excavation contract has been awarded at a cost of \$38,276. This price does not include concrete replacement for the sidewalks. Staff is waiting for the Village of Shabbona to bid the storm water drainage project before determining a start date. 6" tiles will be installed and accommodate any overflow issues pertaining to future development of the front parcel.

IKE Grant. Staff is currently waiting on the final draw of funds. IHDA's physical inspection report included inspection of 10 units, where housekeeping, GFI's and two non-working smoke detectors were noted. No comments have been received on the file inspection.

Civic Boiler Project. The boiler replacement project began on July 9th and more than ninety percent of the work is completed.

Strategic Plan. Commissioners received information and an outline of information about the consultant awarded the Strategic Planning contract. ED Perkins has begun communications with the consultant and will need Commissioners availability for an all day retreat. Commissioners and staff will receive a survey to begin data collection. Consultant will conduct resident survey and phone interviews with community leaders.

DCRDC. ED Perkins conducted the second quarter meeting on July 30th. Board members are happy with the quality of management provided by HACD. Board members are aware of HACD's upcoming strategic planning initiative and are willing to participate as needed. Consideration of next project is underway.

SEMAP. HACD received official notice from HUD that our FY14 SEMAP score was 100% and our HCV Program has received a "High Performer" designation.

Safe Passage. New Director Mary Ellen Schaid and ED Perkins have been working together to understand each agency and find opportunities to better collaborate. Perkins provided a tour of HACD properties. ED Perkins and Admissions Manager Yochem will be presenting "Housing Authority 101" to the staff of Safe Passage.

DeKalb County Law Enforcement Executives Association. ED Perkins and Admissions Manager Yochem presented "Housing Authority 101" to the DeKalb County Law Enforcement Executives Association on August 13, 2014. There were approximately 50 active and non-active law enforcement officials at the presentation.

DHS Access. The contract from the Illinois Department of Human Services has been received and we are in the process of preparing the necessary forms and digital ID's to begin using DHS data directly.

ED Perkins reviewed the upcoming important dates including the PHADA Conference scheduled for January 25-28, 2015.

As there was no further discussion to come before the meeting, Commissioner Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Adjegan made a motion to adjourn. Commissioner Bemis seconded the Motion. Motion then carried. The regular meeting was adjourned at 3:35 PM until the regular meeting scheduled to take place on Tuesday, September 16, 2014 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 Regular Meeting was held on August 19, 2014 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT: Ron Bemis
 Herodote Hounsrou Adjegan
 Jerry Wahlstrom

ABSENT: Donna Moulton
 Ging Smith

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this September 5, 2014.

ACTING SECRETARY