

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, DECEMBER 20, 2016**

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 2:43 PM on Tuesday, December 20, 2016.

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

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

Others Present
Michelle Perkins, Executive Director
Vivian Bright, DO
Christine Sauter, CFO
Tim Horning, Attorney

There being a quorum present, the meeting duly convened opening with the hearing of any public comments. *There was no one present from the public.*

Approval of the Agenda. Vice 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. Vice Chairperson Wahlstrom asked for changes to the regular session meeting minutes. As amended with the changes being requested, Commissioner Bemis 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 Ron Bemis Jerry Wahlstrom Ging Smith	None

Absent
Donna Moulton

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Financial Report: Commissioners reviewed the financials and Sauter noted that all programs are doing well, eight months in to FY17. Sauter noted that the Public Housing Reserve projects wrapped up in November and PH reserve balances will continue to be monitored but are at a level where no further projects will be planned. Sauter noted that FY18 budgets will be based on current funding levels since HUD has not provided 2017 funding information. Sauter will provide Commissioners with wage budget information at the January meeting and Agency wide preliminary budgets will be presented at the February meeting.

Executive Director Report: *Legal.* Horning reviewed the outstanding legal cases noting that the lingering 504 HUD Complaint is most likely dismissed. The two HUD complaints are outstanding waiting on further information and additional review. One Public Housing termination pending first return date and one 30-day notice issued for a Dresser Court Tenant.

Safe Passage Transitional Housing Grant. Safe Passage is the recipient of the VOCA grant which will house three families through rental assistance and supportive services. HACD will partner with Safe Passage by entering in to lease agreements with them for three units at Briarwood. Safe Passage will then house three families and provide supportive services to improve self-sufficiency.

Capital Projects. Perkins gave a general overview of Capital Projects noting that projects will not start until after the first of the year beginning with the Mason Closet Door project. Family Site Surveillance System installation continues staff is finalizing connectivity with a target completion date at the end of January. Lewis Court has had a drainage issue due to soil erosion and building settling causing a low lying area that accumulates water/ice. Survey has been completed to evaluate options for repair and landscape adjustments will be made in the spring of 2017. Civic Community Room furniture will be replaced allowing for room setup flexibility and sanitation due to removal of fabric upholstered items. Civic Lobby furniture will also be purchased.

HACD has been approved for the Illinois Energy Now Efficiency Grant through IEODCC for \$121,000 to replace the furnaces and A/C condensing units. Because the grant furnaces and A/C condensing units are energy efficient, the installation requires that they must be vented directly out the side of the building. This will require significant masonry and drywall work which could potentially render the grant not financially feasible. Quotes are being gathered for installation costs. Sunset View Apartments in Hinckley has underwent a large landscaping reduction removing the over grown bushes and crabapple trees. New plantings to come in the spring along with a single border fence on the south end of the property.

First Midwest Bank. HACD received a \$3,000 grant from First Midwest Bank. The grant funds will be used for security deposit support for HCV program participants. Participants will be recommended by DeKalb Community Action and receive up to \$300. Participants will enter in to a small repayment agreement with the intent to sustain the fund.

Barb City Manor. The City of DeKalb currently owns BCM. They contribute \$100,000 to capital needs each year. COD is evaluating their budget and considering other options for ownership of BCM. HACD has offered to discuss future options of ownership for BCM.

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Resolutions: The Board was presented with **Resolution 17-10 Certification of Compliance with PHA Plans & Related Regulations.** Approval of the resolution would certify compliance with the elements listed and mandated by HUD and allow the Executive Director to submit the 2017 PHA Annual Plan. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 17-11 Five Year Capital Plan.** Approval of the resolution would maintain HUD compliance and adopt the Five Year Capital improvement plan recently completed with our Resident Advisory Boards. Commissioner Adjegan 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 17-12 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 Bemis made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 17-13 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 Adjegan made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 17-14 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 \$130,263. Commissioner Adjegan made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

As there was no further discussion to come before the meeting, Vice Chairperson Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Bemis made a motion to adjourn. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried. The regular meeting was adjourned at 3:46 PM until the regular meeting scheduled to take place on Tuesday, January 17, 2017 at 2:30 PM at the Main Office located at 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 December 20, 2016 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
Jerry Wahlstrom
Ging Smith

Commissioners Absent
Donna Moulton

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this December 28, 2016.

ACTING SECRETARY
