

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, JULY 21, 2015**

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 2:32 PM on Tuesday, July 21, 2015.

The meeting was called to order by Chairwoman Moulton and upon roll call, those present and absent were as follows:

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

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

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

Approval of the Agenda. Commissioner Moulton asked for changes to the Agenda. There being no changes, Commissioner Wahlstrom 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. Commissioner Moulton asked for changes to the June regular session meeting minutes. There being no changes, Commissioner Wahlstrom 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 Smith 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:

| <u>Ayes</u> | <u>Nays</u> |
|---|--------------------|
| Herodote Hounsrou Adjegan Donna Moulton Ging Smith Jerry Wahlstrom | None |

Absent – Ron Bemis

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Financial Report: CFO Sauter referred the Commissioners to the Financial Summary page noting that first quarter fiscal year agency earnings are above budget. Sauter noted that the \$72,000 U of I grant reimbursement check was received and will offset the maintenance materials budget overage. Sauter updated the Commissioners on the Shabbona contract renewal, noting that the contract rents will not be reduced as was initially indicated by the contract administrator, and that the contract has been successfully renewed for a 20 year term. Sauter reviewed the quarterly PH reserve and grant reports with the Commissioners. Sauter informed Commissioners that staff is working on the U of I grant year 8 request and is hoping to secure grants for kitchen and bathroom faucets for all properties and a new booster pump for Taylor Street Plaza.

Executive Director Report: *Legal.* ED Perkins and Attorney Horning briefly reviewed the termination cases in progress.

HUD. Perkins informed the Commissioners that HUD will be onsite for a Technical Assistance Review July 23 & 24. Perkins provided the Commissioners with the two page letter of data and document requests from HUD to be prepared for the review.

State Funding. No updates on state funding cuts and its affect on HACD, DCRDC or the CoC programs. Perkins has continued to reach out to Supportive Service providers for updates but no information has been provided.

Sunset View Apartments Pre-payment of Loan. Final payment in the amount of \$78,278.27 will be FedEx'd to Rural Development on 7/22/2015. Once final payoff is received and processed Rural Development will then begin offering tenants the Rural Development voucher. HACD will help the tenants with the paperwork to acquire the voucher

AMP 3- REAC Inspection. AMP 3 (Civic & Mason) received a score of 82 for the REAC Inspection conducted on June 2, 2015. Staff is satisfied with this score and HACD will now re-inspect on a two year cycle.

Super Utilizers. ED Perkins and OD Bright met with Deanna Cada the Executive Director of the Mental Health Board to discuss the "super utilizer" concept. She was very supportive of it and currently has many discussions underway that address this concept. Local fire departments are also working with Kish Health system to further discuss a Mobile Integrated Health Program that would be part of the solution provide a full circle of care that bridges healthcare and social services.

Civic Windows. Due to an underwhelming response from bidders the project has been tabled until January at which time staff will conduct another bidding cycle.

ED Perkins gave a general overview of items of interest: Perkins will be participating with Safe Passage as a member of their Capital Planning Task Force. The State of the City of DeKalb address was delivered this morning with a general positive outlook for future endeavors.

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Resolutions: The Board was presented with **Resolution 16-04 Adoption of the Employee Handbook**. Additional discussion commenced regarding the addition of the 15+ years of service tier. Perkins noted that Bereavement Leave will be added back in the form of the original personnel policy. No other discussion was had. The resolution authorizes rescinding of the Personnel Policy and allows for implementation of the new Employee Handbook. Commissioner Wahlstrom 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 16-05 Medical Marijuana Policy**. Resolution approval adopts a medical marijuana policy covering all Authority owned properties. Commissioner Wahlstrom made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

As there was no further discussion to come before the meeting, Commissioner Moulton asked for a Motion to adjourn the regular meeting. Commissioner Wahlstrom made a motion to adjourn. Commissioner Smith seconded the Motion. Motion then carried. The regular meeting was adjourned at 3:25 PM until the regular meeting scheduled to take place on Tuesday, August 18, 2015 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 July 21, 2015 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Donna Moulton
Ging Smith
Jerry Wahlstrom

Commissioners Absent
Ron Bemis

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this July 28, 2015.

ACTING SECRETARY
