

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, JULY 25, 2017**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority Main Office located at 310 N. 6th Street, DeKalb, IL 60115 at 2:40 PM on Tuesday, July 25, 2017.

The meeting was called to order by 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	

Others Present
Michelle Perkins, Executive Director
Vivian Bright, DO
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. 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 regular session 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 Smith seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

Absent – None

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Financial Report: Commissioners reviewed the YTD financials and Perkins noted nothing out of scope to report but did make note to the Commissioners about our internal Central Office Reserve is lower than policy level due to Central Office Revenues being down due to HCV Rent Revenue loss, Central Office supporting HCV Administrative Admin Fee shortage and a three-pay period month. Perkins stated that at this time no action is needed and the fund levels would continue to be monitored. Perkins informed commissioners that HACD was awarded \$430K for 2017 Public Housing Capital Fund Grant. Perkins noted that quarterly reports would be distributed in August. Commissioners discussed the financials regarding Net Earnings After Capital items and the validity of the current reporting process. Perkins will discuss with Sauter and investigate other PHA's and how they demonstrate PH Capital Fund and non-PH Capital Fund expenditures through financial reports.

Executive Director Report: *Legal.* Attorney Horning gave a brief overview of current evictions and a recent court summons for administrative review for an HCV program participant termination.

Staffing. Perkins provided Commissioners with a high-level overview of current staffing changes, including the Housing Choice Voucher Program HQS contract with an outside vendor. Current HQS contract is expiring and we will be entering an intergovernmental agreement with another PHA to perform HQS inspections.

Vacant Commissioner Seat. Commissioners discussed next steps for filling the open seat. A highly qualified candidate was identified and will be recommend to the County Board for appointment. Staff will draft a letter and send to the County Board.

Continuum of Care. The Notice of Funding Availability for the Homeless Assistance Grant and the funding competition has begun with the submission due date of September 28, 2017. Staff supporting the Continuum projects held a special training session for the HMIS software. The training will provide improved ways of utilizing the "by name list" to fill vacancies and maintain HUD compliance. Hope Haven will now be leading the Shelter Plus Care meetings.

Sycamore Kiwanis. ON July 18, 2017 staff held a small dedication ceremony for a new butterfly garden installed at Mason Court apartments. The garden was dedicated to the Sycamore Kiwanis in recognition of all the support and contributions they have made to our Mason Court children and their families.

ED Perkins gave a general overview of happenings; there has been no movement on the project based voucher projects. Staff is currently waiting for HUD to respond with more information on the necessary environmental reporting needs. Perkins and Bright attended an Integrated Pest Control Management seminar at Harper College. Information presented was excellent and will help to refine our pest control procedures. On July 6, 2017 Dresser Court Apartments were inspected by IHDA. Inspections went very well and inspector noted the excellent condition of the property.

DCRDC board meeting will be held on Thursday July 27, 2017; Perkins hosted the NICHA summer meeting on July 14, 2017; On July 19, 2017 select staff attended the "meet the mayor" for Sycamore's new Mayor Curt Lang. Perkins will be working with the City of DeKalb to support the Annie Glidden North Revitalization project; On July 25, 2017 HACD staff attended ALICE training. July 26, 2017 Perkins will attend the IAHA meeting in Springfield. August 10, 2017 will be the City of DeKalb "State of the City" breakfast. Select HACD staff will attend and Commissioners are welcome to attend on behalf of HACD; Perkins asked Commissioners for consideration to move the September meeting from Tuesday, September 19th to Tuesday, September 26, 2017. Commissioners did not oppose the date

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change. Perkins asked for input from the Commissioners on annual or monthly policy reviews. Commissioners expressed a desire to have some schedule of routine policy review.

Resolutions: The Board was presented with **Resolution 18-04 Travel Policy**. Approval of the resolution would expand the current travel policy to include (50 ILCD 150/) Local Government Travel Expense Control Act. 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 18-05 VAWA Compliance**. Approval of the resolution would update current VAWA Compliance statement to include the recent Final Rule mandated items. Commissioner Smith 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, 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 3:55 PM until the regular meeting scheduled to take place on Tuesday, August 15, 2017 at 2:30 PM at 310 N. 6th Street, DeKalb Il, 60115.

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 25, 2017 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

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this August 1, 2017.

ACTING SECRETARY
