**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE COUNTY OF DEKALB**

# TUESDAY, MARCH 18, 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 2:41 PM on Tuesday, March 18, 2014.

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

PRESENT: Donna Moulton

Ron Bemis

Jerry Wahlstrom

Ging Smith

Herodote Hounsrou Adjegan

ABSENT: Vivian Bright, Operations Coordinator

ALSO PRESENT: Michelle Perkins, Executive Director

Tim Horning, Attorney

Christine Sauter, CFO

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

Approval of the Agenda. Commissioner Moulton 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. Commissioner Moulton asked for changes to the Minutes. There being no changes, Commissioner Wahlstrom 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 Wahlstrom seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

AYES: Ron Bemis

Donna Moulton

Jerry Wahlstrom

Herodote Hounsrou Adjegan

Ging Smith

NAYS: None

ABSENT: None

**BUSINESS**:

**Public Comment**: None.

**Legal**: Attorney Horning stated that final changes to the cellular rooftop lease were underway. Cellular carrier is in possession of the lease for signature. Horning will be working with Chairman Moulton on establishing goals for ED Perkins. ED Perkins informed Commissioners that there are no Public Housing terminations however one HCV termination is pending.

**Financials:** CFO Sauter handed out a corrected Funds Distribution Overview report noting that HUD transferred the $60,004 HUD held HAP reserve to the HCV checking account in mid February.  Sauter initially applied the amount to the admin fee reserve and made the needed correction putting funds in the HAP reserve.  CFO Sauter then reviewed the Revised FY14 and proposed FY15 budgets with the Commissioners.  It was noted that this will be the final year that budget revisions will be presented and that initial budgets will not be revised at year end going forward.  After discussion and review of the budgets the Commissioners approved the revised FY14 and proposed FY15 budgets.

**Resolutions:** The Board was presented with **Resolution 14-20 HCV Utility Allowance**. Resolution approval authorizes the utilization of the utility allowances for HCV presented by The Nelrod Company effective July 1, 2014. 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** **14-21 Write Off Non Expendable Equipment.** Resolution approval authorizes the write off of non expendable equipment from the HA’s books. Commissioner Wahlstrom 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 14-22 Collection Loss Write Off**. Resolution approval authorizes the write off of balances that have been on the book of accounts for a period of time and every effort has been made to collect the unpaid balances. 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 14-23 FY14 Budget Revision**. Resolution approval authorizes the Final Operating Budget for all programs for FY Ending March 31, 2014. Commissioner Wahlstrom 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 14-24 FY15 Budget**. Resolution approval authorizes the Operating Budget for FY Beginning April 1, 2014. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

**Staff Report:** ED Perkins reported on general agency information.

*Evergreen Village park Management.* No movement on the project. March 18, 2014 is the final due date for the park owner to agree or disagree to the purchase price.

*IKE Grant.* Continuing to finalize last items and waiting on final draw to begin close out procedures.

*GYP Exterior Renovations.* Renovations are almost complete. Due to early onset of harsh wet/cold weather, final work will happen in the spring of 2013. Staff is estimating coming in under budget.

*Waiting List/Occupancy*. Staff continues to pull/place applicants at the high-rises. High turnover due to various circumstances (death, termination, etc.) coupled with time loss due to snow and lack of eligible applicants created a vacancy bubble.

*Civic Hot Water*. Conversion to tankless water heaters has proven to be challenging. Tenants are experiencing issues with the hot water not being consistent. Contracted professionals along with the project manager are working to resolve the issue.

*City Manager*. ED Perkins met with the new City of DeKalb, City Manager to introduce her to the resources and benefits of the Authority.

*HUD REAC Inspections*. Staff is preparing for the HUD REAC Inspections. Inspections are scheduled for early July. Last HUD inspections were done in 2010.

*Enhanced Portable Vouchers*. ED Perkins has been contacted by a large landlord to discuss the Authority working with them to administer “enhanced vouchers”. Perkins will be researching the option.

Perkins reviewed some general staff happenings which included meetings and trainings. Commissioner Bemis moved to go into closed session at 3:42 p.m. Commissioner Smith seconded. At 4:30 p.m. Commissioner Wahlstrom moved to come out of closed session. Commissioner Smith seconded.

As there was no further open meeting action on employment and compensation or discussion to come before the meeting, Commissioner Moulton moved to adjourn the regular meeting. Commissioner Smith seconded the Motion and Motion then carried. The regular meeting was adjourned at 4:45 PM until the regular April meeting rescheduled to take place on Tuesday, April 22, 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 March 18, 2014 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT: Ron Bemis

Donna Moulton

Jerry Wahlstrom

Ging Smith

Herodote Hounsrou Adjegan

ABSENT: None

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACTING SECRETARY