

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, MAY 20, 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, May 20, 2014.

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

PRESENT:           Ron Bemis  
                          Donna Moulton  
                          Herodote Hounsrou Adjegan  
                          Ging Smith  
                          Jerry Wahlstrom

ABSENT:           None

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 April meeting minutes. There being no changes, 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 Wahlstrom moved that the bills and payroll be approved as submitted. Commissioner Bemis seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

AYES:           Ron Bemis  
                          Donna Moulton  
                          Herodote Hounsrou Adjegan  
                          Ging Smith  
                          Jerry Wahlstrom

NAYS:           None

ABSENT:       None

## **BUSINESS:**

**Public Comment:** None.

**Legal:** Attorney Horning informed the board that he is working with ED Perkins and the HUD office to complete compliance documentation for cellular antennas, Briarwood and not-for-profit affiliate. ED Perkins informed the board of one pending HCV termination and one pending Public Housing termination.

**Financials:** CFO Sauter directed the Commissioners to the 4/30/14 financial summary page noting that due to year end accruals the April expenses were less than budgeted. Sauter noted that the \$35,142 payment to MOST plumbing for the Civic water tank replacement would be offset with the \$25,320 U of I grant reimbursement coming in May. Sauter informed Commissioners that the Briarwood sweep account was set up and funds are earning a higher interest rate. Sauter noted that yearend financial work was underway and that everything was moving smoothly with an anticipated FDS submission date of end of May or early June.

**Resolutions:** The Board was presented with **Resolution 15-02 Public Housing Utility Allowance.** This resolution represents compliance of HACD's annual Public Housing utility analysis and when necessary, utility allowance adjustment. This resolution represents an overall decrease in utility allowances. Commissioner Smith made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

**Staff Report:** *HUD.* ED Perkins discussed a recent Federal Register publication from the Office of Management & Budget called "the OMB Omni Circular". This Circular represents grant reform that consolidates other OMB circulars specifically, A-133 & A-87 that govern HACD programs. HUD will be issuing guidance, forms and reports specific to the new regulations. Some changes are effective upon issuance of the guidance by federal agencies. Audit related changes will be effective 12/31/2015. ED Perkins discussed the pending change in HUD Secretary and what changes might stem from that. ED Perkins informed board that the local HUD Engineer has requested HACD modify the five year capital plan to "be in-line with anticipated funding levels".

*Evergreen Village Park Management.* Expected closing date is May 30<sup>th</sup>. HACD staff have met with Evergreen Village staff along with county staff to coordinate park management efforts. HACD will commence temporary management on May 30<sup>th</sup>. It is expected that relocation efforts will go quickly.

*Admissions & Continued Occupancy Policy (ACOP).* Board members were presented with a summary of ACOP changes. Staff will proceed with public notice on 5/23 -24. A letter of notice will also be delivered to every public housing tenant and a draft copy of the document will be available on the website and at each office for tenant and public review. The public hearing will be held on June 25<sup>th</sup> comments will be evaluated and presented to the board for adoption at the July 15<sup>th</sup> meeting.

*Department of Human Services System (DHS) Access.* HACD is working with State Representative Pritchard's office to gain direct access to the DHS database. Access to this data will give HACD the ability of instant benefit verification for many public assistance programs. Access to this system will drastically improve verification timing, staff time and paper costs. ED Perkins is looking to promote this as a statewide efficiency across all Illinois PHA's

*Advancing DeKalb County.* HACD will participate with the DeKalb County Community Foundation and many other groups and business within the county in an initiative that intends to make "a collective impact" on the community by surveying needs and measuring "impact".

IKE Grant. Wrapping up the final details of the projects.

507 E. Taylor St. Exterior Renovations. Exterior renovations are complete. The original contract was for \$332,375. A change order for not to exceed amount of \$85,000 brought the potential price to \$417,375. The final cost came in \$13,000 less for a final contract price of \$404,375.

507 E. Taylor St. Name Change. Thursday, June 19 at 2:00 will be the cake and coffee celebration unveiling the new name of “Taylor Street Plaza”.

HUD REAC Inspections. Staff continues to prepare for HUD REAC inspections. Inspections are scheduled for July 7-9, 2014. Last inspections were 2010.

Commissioner Survey. In preparation for strategic planning, ED Perkins conducted a survey of the board members. Perkins summarized the results and presented the board with the analysis. ED Perkins, Sauter and board members discussed the outcome and next steps. ED Perkins will be procuring an outside agent to assist in strategic planning.

As there was no further discussion to come before the meeting, Commissioner Moulton asked for a Motion to adjourn the regular meeting. Commissioner Adjegan made a motion to adjourn. Commissioner Wahlstrom seconded the Motion. Motion then carried. The regular meeting was adjourned at 3:55 PM until the regular meeting scheduled to take place on Tuesday, May 28, 2014 at 10:00 AM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6<sup>th</sup> Street, DeKalb, IL.

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CHAIRMAN

(SEAL)

ATTEST:

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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 May 20, 2014 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT:   Ging Smith  
              Donna Moulton  
              Ron Bemis  
              Herodote Hounsrou Adjegan  
              Jerry Wahlstrom

ABSENT:   None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this June 9, 2014.

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ACTING SECRETARY