

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, NOVEMBER 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 2:30 PM on Tuesday, November 18, 2014.

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

PRESENT: Herodote Hounsrou Adjegan
Jerry Wahlstrom
Ron Bemis
Ging Smith

ABSENT: Donna Moulton

ALSO PRESENT: Michelle Perkins, Executive Director
Christine Sauter, CFO
Vivian Bright, Director of Operations
Tim Horning, Attorney

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

Approval of the Agenda. Commissioner Wahlstrom asked for changes to the Agenda. There being no changes, Commissioner Smith made a Motion to approve the Agenda. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of the Minutes. Commissioner Wahlstrom asked for changes to the October 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 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:

AYES: Herodote Hounsrou Adjegan
Jerry Wahlstrom
Ron Bemis
Ging Smith

NAYS: None

ABSENT: Donna Moulton

BUSINESS:

Public Comment: None.

Legal: Attorney Horning and ED Perkins continue to work with the HUD office to complete compliance documentation for cellular antennas, Briarwood and not-for-profit affiliate. ED Perkins informed the board that there were no pending terminations.

Financials: CFO Sauter directed the Commissioners to the 10/31/14 financial summary page noting that year to date agency net earnings are strong and revenues are well above budget. Dwelling rent, HUD PH subsidy, HCV admin fees, grant revenue, and Evergreen Village property management revenue all contribute to the positive budget variance. Sauter updated Commissioners on the status of the IDROP “collection” submissions noting that in November \$92K in uncollected balances were submitted and in December an additional \$25K will be submitted. Sauter anticipates great success with collections using this system. Sauter noted that HUD recently published the “final” 2014 PH operating subsidy proration of 88.79% and AMP budgets reflect 87%. \$9,900 in additional subsidy will be received. Commissioners and Staff discussed presentation of net earnings and how capital items and grant revenue and expenses are reported. In an effort to present true “net operating” earnings Sauter will exclude grant and capital items.

Resolutions: The Board was presented with **Resolution 15-05 Corporate Authorization of NB&T Signature Cards.** Resolution approval provides for signature cards of the Civic Resident Council Funds to also include Property Manager Mark Winsler. Commissioner Bemis made a Motion to approve and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 15-06 Amendment of the Smoke-Free Policy.** Resolution approval will amend the Smoke Free Policy by removing fees associated with lease violations for smoking in the building. Commissioner Smith made a Motion to approve and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

Staff Report: *Re-federalization of COCC Funds.* Industry advocacy agencies continue to refute the concept of re-federalizing Central Office Cost Center funds. HUD has remained silent on the issue.

Humana. Evaluation of Employee Health Care options demonstrates that Humana remains the best option. HACD will pay 100% of the employee only premium with a \$5,000 major medical deductible. CY2015 will have a 10.7% increase for an overall annual premium increase of \$9,232.00. CY2015 annual premium will be \$95,306.40. Discussion and conversation of options was had. ED Perkins asked the Commissioners for a Motion to renew the Humana contract. Commissioner Bemis made a Motion to approve and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

AHRMA. Evaluation of the Authority’s property insurance needs demonstrate that AHRMA remains the best option. CY2015 will have a 4% increase over last year for an annual premium cost of \$119,515.00. The Authority’s deductible will remain at \$5,000. ED Perkins asked the Commissioners for a Motion to renew the AHRMA contract. Commissioner Bemis made a Motion to approve and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

NICHA. ED Perkins attended the Northern Illinois Council of Housing Authorities annual meeting. Guest presenters were Kate Brown from U of I speaking about the Efficient Living Program along with William Wilkins the newly appointed Director of the Chicago HUD Public and Indian Housing Filed office. Mr. Wilkins clarified HUD’s role as an oversight agency and encouraged PHA’s to “think outside the box” for sustainable futures.

Evergreen Village Park Management. Operations continue to go well. Demolition continues along with residents vacating the park. Majority of the park should be vacant by winter. There are currently 32 mobile homes with people still living in them. We estimate that it will be fewer than 12 occupied units by December 1, 2014.

University Village. ED Perkins shared with the Commissioners that it is believed that the property will be sold very shortly and that new management is expected. Completion of the sale is dependent upon zoning issues and is being worked out with the City of DeKalb. The City of DeKalb has conducted resident meetings to understand resident needs. Impact on HACD operations is yet to be determined.

Civic Heating. There have been sporadic issues with providing heat with the new boiler system. Staff provided temporary heating units to some tenants while troubleshooting the issue. All parties involved in the design and installation of the boiler system met to evaluate the situation. During the meeting and review of the blue prints it was determined that the plumbers had incorrectly installed the pipes. An immediate plan to correct the plumbing is underway.

LIHEAP. DO Bright has been “certified” by LIHEAP and has facilitated tenant applications at all properties for winter energy assistance.

Personnel Policy. Staff has revamped the HACD Personnel Policy. More review is necessary before it is proposed to Commissioners. Staff is targeting first quarter of 2015.

As there was no further discussion to come before the meeting, Commissioner Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Adjegan made a motion to adjourn. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried. The meeting was adjourned at 3:44 PM until the regular meeting scheduled to take place on Tuesday, December 16, 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 on November 18, 2014 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT: Ron Bemis
 Herodote Hounsrou Adjegan
 Jerry Wahlstrom
 Ging Smith

ABSENT: Donna Moulton

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this December 10, 2014.

ACTING SECRETARY