

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, OCTOBER 31, 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 12:30 PM on Friday, October 31, 2014.

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

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

ABSENT: None

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 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 September 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 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
Donna Moulton
Ging Smith

NAYS: None

ABSENT: None

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 of two pending Public Housing terminations for non-payment of rent.

Financials: CFO Sauter directed the Commissioners to the 9/30/14 financial summary page noting that all programs were performing very well as compared to the year to date budget. Sauter distributed the quarterly public housing reserve analysis and grant reports for review. Sauter noted that a PHAS calculation will be added to the reserve report going forward. Sauter noted that health and property insurance renewal figures are expected soon and that budget prep will be starting for FY16.

Resolutions: There were no resolutions to come before the Commissioners.

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.

Lewis Court Apartments. Leaking water pipe within the foundation caused an unplanned expense. No damage occurred in the unit; leak was slow and small but created an inflated tenant water bill. Unit has been fixed and tenant will be moving back in.

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.

Briarwood Capital Projects. Window World from Rockford was awarded the window contract. Installation date is to be determined. The project is expected to take two full days. Windows will be replaced in 16 units. Units are in buildings A & B. In buildings A & D, the roofs have been leaking in the mechanical rooms around the venting stacks. Contractor will be out to mend the leak until it can be fully fixed with a new roof.

DARA. ED Perkins attended a DARA meeting that included some officials from the City of DeKalb. The meeting was convened to discuss the newly proposed commercial inspection ordinance and multiple other concerns from the group regarding City process. Commercial inspections do not directly relate to HACD, but beneficial for the agency to be represented. HACD hosted the DARA quarterly meeting at TSP on October 22, 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. Impact on HACD operations is yet to be determined.

Smoke Free Policy. Non-smoking tenants continue to be very happy about the no-smoking policy. Smoking tenants are frustrated now that colder months are coming. Staff is doing well managing complaints, however some issues still exist. HUD has recently released more information on smoke-free properties and is continuing to strongly recommend creating smoke free buildings. Recent data released states that no fees or fines can be imposed with smoking lease violations. Staff will be modifying current policy and propose modifications at the November meeting. No fees have been charged to tenants at this time.

Equifax. Also known as “the WorkNumber” this highly valuable one of a kind service has been used all over the country by social service agencies and PHA’s for employment and wage verification. As of December it will no longer be a free service and will begin charging for verifications. HACD has not budgeted for this and will closely guard use of the service for incurred fees. We will review our process, continue to monitor costs, and prepare for the expense in the FY16 budget.

Continuum of Care. The Continuum of Care Homeless Assistance Grant was submitted successfully on October 29, 2014 [due 10/30/2014]. Grant was submitted with a mandated 2% cut resulting in an overall loss of \$12,567 to the County. The cut was split equally by project.

Virus. HACD was hit with a “ransom” virus. It was a malware virus that takes data hostage by encrypting it with a later request for ransom to decrypt the files. HACD has a high quality backup system in place and little to no damage was incurred. Technical support costs for addressing the virus are approximately \$2,500.

HCV/PH Rent Calc. Due to the new employees and cost consideration Nan McKay & Associates were contracted to provide on-site training. Seven employees took the 2.5 day course and certification exam.

Elder Care Services. Staff attended an open house at the new ECS office. Their new location is very inviting and spacious. Relationships with ECS are going well.

Landlord Coffee Talk. Staff held a landlord coffee talk on October 7, 2014. It was low in attendance, but overall very good relationship building with a new landlord and existing landlord. We will continue with outreach efforts.

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.

DCRDC. The third quarter board meeting was held on October 29, 2014. All is going well with both properties. Dresser Court experienced a plumbing issue; preventative maintenance will be performed on the HVAC systems incurring an unplanned expenses. Gurler Street sustained roof damage by a downed tree branch. Insurance will cover a portion of roof repair. ED Perkins will draft a policy implementing a reserve replacement account for Gurler Street Apartments.

PHAS Score. Standard Performer preliminary designation was received for a score of 89. This score was based on unaudited financials. Per the Auditor, staff is hopeful that we will recoup an additional point to secure High Performer.

ED Perkins thanked the Commissioners and staff for their time over the last two days during the strategic planning session. Consultant Bob Fitch from Nonprofit Leadership Solutions will provide a draft plan for the Commissioners approval at the December 16, 2014 Board Meeting. ED Perkins reviewed the upcoming important dates including the PHADA Conference scheduled for January 25-28, 2015.

As there was no further discussion to come before the meeting, Commissioner Moulton asked for a Motion to adjourn the regular meeting. Commissioner Smith made a motion to adjourn. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried. The regular meeting was adjourned at 1:17 PM until the regular meeting rescheduled to take place on Tuesday, November 18, 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 October 31, 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
 Donna Moulton
 Ging Smith

ABSENT: None

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

ACTING SECRETARY