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

**HOUSING AUTHORITY OF THE COUNTY OF DEKALB**

# TUESDAY, SEPTEMBER 24, 2013

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 2:39 PM on Tuesday, September 24, 2013.

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

PRESENT: Donna Moulton

Jerry Wahlstrom

Ron Bemis

Ging Smith

Herodote Hounsrou Adjegan

ABSENT: None

ALSO PRESENT: Michelle Perkins, Executive Director

Christine Sauter, CFO

Tim Horning, Attorney

Vivian Bright, Operations Coordinator

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 Wahlstrom made a Motion to approve the Agenda. Commissioner Adjegan 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 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 Adjegan seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

AYES: Donna Moulton

Jerry Wahlstrom

Ron Bemis

Ging Smith

Herodote Hounsrou Adjegan

NAYS: None

ABSENT: None

**BUSINESS**:

**Public Comment**: No public comment.

**Legal**: Attorney Horning presented status on lease modifications. Public Housing lease is in its thirty day comment period. The new lease with any tenant recommendations will be presented to the board at the October meeting. ED Perkins noted that the renewal with the County of DeKalb on the fiber license is underway. HCV Terminations – None and Public Housing terminations – one 3-day notice - pending.

**Financials:** CFO Sauter directed the Commissioners to the funds distribution overview summary noting that higher interest bearing Sweep accounts were set up for the Central Office, Public Housing and Shabbona checking accounts. Sauter also noted that the Voucher program admin fee reserves are almost fully depleted. CFO Sauter noted that the Central Office program will cover the shortfall this fiscal year and that a liability will be booked on the Voucher program’s balance sheet to reflect the amount owed to Central Office. CFO Sauter then reviewed the Voucher utilization page noting that the HACD and HUD held HAP reserve balances are being tracked for cash management purposes. CFO Sauter expects the Voucher program to have $203,000 HAP reserve on December 31, 2013. CFO Sauter reviewed the August 31, 2013 financial summary page noting that before capital expenditures all programs were performing better than budget. ED Perkins briefly discussed the Voucher HQS inspection transition and CFO Sauter noted that those expenses will show up on the September financials. CFO Sauter updated the Commissioners on various other accounting items: Audit RFP sent out September 9, 2013 due back October 18, 2013; Commissioner Ging Smith’s reappointment will go before County Board at October meeting; still waiting to hear about 2014 health insurance renewal pricing; CY2014 funding outlook not promising, management will prepare FY15 budget using CY2013 funding levels; and ACH dual controls put in place to strengthen online banking security.

**Resolutions:** The Board was presented with **Resolution** **14-10 Administrative Plan Amendment.** Resolution approval authorizes the Housing Authority of the County of DeKalb to amend the Administrative Plan for the Housing Voucher Program to remove the restriction on keyed locks on interior doors and establish installation requirements for smoke detectors and carbon monoxide detectors to be installed in accordance with 2013 National Fire Protection Association Standards. Commissioner Bemis made a motion to approve. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried.

**Staff Report**: *2013 Funding Levels.* ED Perkins informed Commissioners that all indications from HUD point to current 2013 funding levels expected to continue throughout next year.

*CoC Program*. ED Perkins informed Commissioners that HACD key staff members along with Hope Haven staff attended a “technical assistance” meeting on site at HACD to discuss possible rearranging of CoC projects. ED Perkins noted that HUD registration for CoC Programs is complete. Release of NOFA expected early October. ED Perkins updated Commissioners on the HUD Peer to Peer Conference that ED Perkins and key staff attended in Springfield on September 17 and September 18.

*IKE Grant.* ED Perkins noted that the GYP renovations are 95% complete. First floor asbestos abatement conducted on September 17 through September 19. Flooring material is on order and expected to begin installation on October 21. IKE grant close out is estimated to be later this year.

*U of I Inspections.* ED Perkins noted on August 22, the staff from U of I inspected HA properties to ensure compliance with energy grants. Issue noted with 37 refrigerators not being at the highest Energy Star rating but not affecting the grant. Visit was successful all requirements have been met. Property Manager Brian Allen is lead on “Year 6 Funding”.

*GYP Exterior Renovations.* ED Perkins noted renovations are progressing nicely without incident. Rate of repair has slowed down and appears to be on target with last projection.

*BYP Boiler Rebuild.* ED Perkins noted project is complete without incident. Heat is operational and final touches being applied.

*EDEP Classes.* ED Perkins noted that she attended the Rutgers “Planning for Change” and “Ethics” classes in Washington D.C. on September 5 through September 8. ED Perkins has two remaining classes to complete the EDEP Certification Program. The final two classes are May 30 and May 31, 2014. Graduation/Completion certificate awarded January 2015.

*Strategic Planning/Board Retreat.* ED Perkins noted attending EDEP classes provided useful information on Strategic Planning, Annual Planning, 5-year planning and more. ED Perkins continues to research and prepare necessary information.

*Website*. OC Bright noted barring any unforeseen incident the new website “go live” date will be this week.

*Nan McKay Award*. ED Perkins noted HACD did not receive the 2013 Nan McKay Excellence in Housing award.

*Alliance Architects*. ED Perkins noted Alliance Architects (formerly James Childs & Associates) will continue to be our architect of record. Four RFQ’s were received and evaluated by a panel of 3 staff members. Cost for services will be based off of a percentage of each project, where an independent cost estimate will be done to ensure fees are appropriate. This is a 2-year contract with three 1-year options of renewal.

*General Updates*. ED Perkins noted “Coffee with the Chiefs” held at Golden Years Plaza and Civic Apartments were well received. ED Perkins noted the Central Office will remain open during lunch, effect October 1, 2013.

*Renaming of GYP*. ED Perkins noted the rename of Golden Years Plaza at an estimated cost of $13,500. All Commissioners were in favor of changing the name of Golden Years Plaza.

As there was no further discussion to come before the meeting, Commissioner Adjegan moved to adjourn the regular meeting. Commissioner Smith seconded the Motion and Motion then carried. The regular meeting was adjourned at 3:45 PM until the regular meeting rescheduled to take place on Tuesday, October 15, 2013 at 2:30 PM at the Community Room of Golden Years Plaza, 507 E. Taylor 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 September 24, 2013 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT: Donna Moulton

Ron Bemis

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 September 30, 2013.

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ACTING SECRETARY