

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, JANUARY 22, 2019**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority's Central Office, 310 N. 6th Street, DeKalb, IL at 2:35 PM on Tuesday, January 22, 2019.

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

Commissioners Present

Ron Bemis
Deanna Cada
Jerry Wahlstrom

Commissioners Absent

Herodote Hounsrou Adjegan
Ging Smith

Others Present

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

There being a quorum present, the meeting duly convened opening with the hearing of any public comments. *There was no one present from the public.*

Approval of the Agenda. Chairperson Wahlstrom asked for changes to the Agenda. There being no changes, Commissioner Cada 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. Chairperson Wahlstrom asked for changes to the meeting minutes. There being no changes, Commissioner Bemis made a Motion to approve the meeting minutes. Commissioner Cada 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 Cada 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
Deanna Cada
Jerry Wahlstrom

Nays

None

Absent

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Financial Report: CFO Sauter reviewed the YTD financials noting that Agency earnings are \$479K vs budget of \$107K nine months into the fiscal year. Sauter provided the Board with a 2019 funding update noting that HUD will provide funding for the HCV and PH programs for February but, if the Government shutdown continues, there is no funding for March. Sauter shared that the agency plans to request HUD held HAP reserves to cover the March HCV HAP payment and that the PH reserves are adequate to cover the HUD funding shortfall for several months. Board members supported this initial plan. If the shutdown continues into February staff will present the board with a more detailed plan at the February Board meeting. Sauter update the Commissioners on the following items: reminder to check their www.dekcohousing emails as the County will be sending out the economic interest statements in the near future; distributed and reviewed the quarterly board reports; distributed the Executive Director evaluation packet noting that ED and staff FY20 wages will be decided by the Board at the February meeting; and high level proposed FY20 agency budget will be presented at the February meeting.

Executive Director Report: *Legal.* No change in status of IDHR case 2018CH0946, for case 2018CH2508 we will be participating in a telephone interview and providing additional data. Attorney Horning is continuing to work with Director Perkins on a reasonable accommodation for a SPC participant. Perkins reviewed current court action and lease termination notices with Commissioners.

Government Shut Down. Perkins and Sauter discussed with the Commissioners the status of the government shut down and the impact on HACD and its tenants. The Voucher program will most likely not have March housing assistance payment funding if the shutdown persists. Public Housing reserves are adequate to support the program should the shutdown continue in to March. Commissioners noted that approval for use of reserves would be decided at the February meeting.

Architect of Record. Staff solicited RFQ's for Architect of Record. Five firms responded, three that tied for the highest score of 98. Per the RFQ, Section 4.2.5.1 Ties: In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.c of HUD Procurement Handbook 7460.8 Rev 2, by "drawing lots or other random means of selection." Chairperson Jerry Wahlstrom drew Tyson & Billy.

Security. Perkins provided the commissioners the top ten secure identity systems as listed by Consumer Reports to continue discussion on possible options. Topic will be revisited at a later date.

Perkins provided the Commissioners with an overview of capital projects and shared several upcoming key dates and meetings.

Resolutions: None

Commissioners discussed the Executive Director evaluation packet during the open meeting and did not go in to closed session.

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There being no further business to come before the Commissioners, Chairperson Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Bemis made a motion to adjourn. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

The meeting was adjourned at 4:05 PM until the regular meeting scheduled to take place on Tuesday, February 19, 2019 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 Meeting was held on January 22, 2019 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

Commissioners Present

Ron Bemis
Deanna Cada
Jerry Wahlstrom

Commissioners Absent

Herodote Hounsrou Adjegan
Ging Smith

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this January 23, 2019.

ACTING SECRETARY
