

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, MARCH 17, 2020**

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, March 17, 2020.

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

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan Ron Bemis Deanna Cada Jerry Wahlstrom	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 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 Cada 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:

<u>Ayes</u>	<u>Nays</u>
Herodote Hounsrou Adjegan Ron Bemis Deanna Cada Jerry Wahlstrom	None

Absent
Ging Smith

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Financial Report: CFO Sauter noted that the CD planned to be used to pay off the Briarwood Bond matures on 4/5/2020. It was decided that a resolution would be presented at the April meeting for Commissioners to determine the next steps to consider which include, early payoff, refinancing of the bond or paying off the bond at term in December 2020. Staff will gather refinancing information to share with the Board at the April meeting. Sauter noted that the FY20 audit is tentatively scheduled for the week of June 15, 2020, which will conflict with the June Board meeting and will be moved back one week if the date is approved by the auditors. Sauter noted that more FY20 financial information will be shared later in the meeting when the yearend resolutions are presented.

Executive Director Report: *Legal.* HCV Applicant J. Johnson who was initially denied by HACD has filed a civil case in the western District Court against HUD. HCV Applicant P. Hollins contacted commissioners with complaints regarding processing of her application and income calculation. Public Housing Applicant L. Davis's denial was rescinded and will be reprocessed. Former Briarwood tenant K. McTear's discrimination complaint with IDHR is pending results. Horning and Perkins reviewed current court action and lease termination notices with Commissioners.

COVID19. In response to the national health crisis of COVID19, HACD offices are physically closed to the general public, however staff continues to work utilizing digital means as much as possible. Staff will continue to monitor the situation and enact additional protocols as necessary.

Capital Projects. Perkins reviewed the current and upcoming capital projects with a focus on the TSP Elevator Modernization project. Target completion date of April 10, 2020 has been set. Some complications occurred with the small elevator causing service outages, however issues appear to be resolved. HACD has again procured bids for seal coating of properties, unfortunately no bidders responded. Staff will place calls to contractors to gain information on why there was a poor response.

CoC Rental Assistance Grant. Staff is thrilled to share that Tier 2 funding was announced and the Rental Assistance Grant will be fully funded. Staff is confident that the first years' experience with the grant cycle under the newly merged CoC will provide opportunity for the next cycle.

Perkins provided the Commissioners information on upcoming key dates and meetings. Shabbona MOR was to be conducted March 19, 2020 however due to the Coronavirus it has been postponed until further notice. Perkins noted that Year End Occupancy was very good, and that HCV Utilization is also very high. Perkins noted that SEMAP review is underway and will be presented at the April meeting which is also the annual meeting.

Resolutions: The Board was presented with **Resolution 20-25 Collection Write Off.** In compliance with our policy, every attempt was made to recover funds from these tenants. As part of the fiscal year closure the Commissioners are made aware of the balance of the account write offs totaling \$34,662.48. Approval of the resolution would maintain compliance with HUD and HACD policy. Commissioner Bemis made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 20-26 Write Off of Non-Expendable Equipment.** In compliance with our Disposition Policy, every attempt was made to recover funds from the liquidation of these assets and as part of the fiscal year closure the Commissioners are made aware of the disposed assets totaling \$119,904.77. Approval of the resolution would maintain compliance with HUD and HACD policy. Commissioner Cada made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

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The Board was presented with **Resolution 20-27 Revision of Agency Budget for FYE 3/31/20.** With Commissioner approval the FYE 3/31/20 budget will be amended to reflect expenses and revenue that came in over budget. Commissioner Adjegan made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was then presented with **Resolution 20-28 Approval of Operating Budget for FYB 4/1/20 [FY21].** In compliance with HUD regulations Housing Authority's must approve and submit an approved agency operating budget annually to HUD. Commissioner Bemis made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

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 Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The meeting was adjourned at 3:50 PM until the regular meeting scheduled to take place on Tuesday, April 21, 2020 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 March 17, 2020 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Ron Bemis
Deanna Cada
Jerry Wahlstrom

Commissioners Absent
Ging Smith

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this March 19, 2020.

ACTING SECRETARY
