

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, APRIL 21, 2020**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session via zoom meetings at 2:35 PM on Tuesday, April 21, 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 Ging Smith Jerry Wahlstrom	None

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

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

Approval of the Agenda. Commissioner Wahlstrom 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 Wahlstrom asked for changes to the meeting minutes. No corrections or changes were noted, Commissioner Bemis made a Motion to approve the 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 Adjegan 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:

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

Absent – None

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Financial Report: CFO Sauter noted that the financials in the Board packet reflect the budget revisions the Board approved in March. It was also noted that the yearend accrued salary and liabilities have not been posted and that updated financials will be distributed to the Board after the year end entries have been posted. Sauter noted that due to the COVID19 virus HUD has provided PHAs more time to meet various reporting deadlines. HACD staff still plans to submit the FY20 FDS financials by its original due date of 5/31/2020. Staff has not heard back from the auditors but will plan to schedule the audit as soon as feasible. The Board reviewed the quarterly reports. The Board reviewed and discussed the Briarwood loan payoff information presented in the board packet and decided to hold off on paying off the loan early and to revisit in a few months.

Executive Director Report: *Legal.* Horning noted that we are waiting on responses for all of the outstanding cases. Due to COVID19 most things are on hold. Termination notices that have been issued are currently on hold as well.

COVID19. Building off of last month's status of HACD's response to the national health crisis of COVID19, HACD offices continue to be physically closed to the general public, however staff continues to work utilizing digital means as much as possible offering many options for applicants and tenants to move forward with and or continue to be successful with their housing. Staff will continue to monitor the situation and enact additional protocols as necessary. ED Perkins discussed PIH Notice 2020-05 containing waivers for temporary relief of deadlines due to COVID19. Implementation of the waivers can be used beginning April 10, 2020 which we will utilize as necessary.

Grundy County Housing Authority – 95 Vouchers for Voluntary Conversion. Staff supplied Commissioners with an intergovernmental agreement that supports a request from Grundy County Housing Authority seeking support for Voluntary Conversion of their 95-unit Public Housing Property to the Section 8 program. Under current rule a Public Housing only PHA must partner with a PHA that has an established voucher program. Commissioners reviewed the information confirming that participation by HACD was not mandatory and reviewing the pros and cons of assisting GCHA with the conversion, Commissioners did not see enough benefit to the agency to move forward.

Capital Project. Staff was very happy to share the completion of the Taylor Street Elevator renovation project. Final touches on the floor are still pending but both elevators are operational and both tenants and staff are happy with the outcome. A contract has been issued for seal coating of all properties and will begin in May. We continue to press forward with other projects as the current shelter order allows. Staff is looking to the future and funding and begin to plan for the Civic Apartments water project.

Housing Needs Study for DeKalb County. Two proposals were received from two highly qualified firms. Urban Partners from Pennsylvania and Alexander McGrath - TPMA from Indiana. Staff evaluation determined that TPMA is the most Responsive and Responsible bidder with the lowest cost at \$40,800. Staff will be accepting the proposal and move forward with the study. Study will consist – in general – with data collection, focus groups and a presentation to the Commissioners on the results of the study. Target completion would be December 2020.

ED Perkins gave a general overview and update of items noting upcoming meetings and key dates.

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Resolutions: The Board was presented with **Resolution 21-01 SEMAP for FYE 3/31/20.**

Approval of the resolution would maintain HUD compliance and allow for the submission to HUD of the SEMAP for the FYE 3/31/2020. Commissioner Adjegan made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Annual Meeting of the Municipal Corporation. Commissioner Wahlstrom asked for a Motion to open the Annual Meeting. Commissioner Bemis made a Motion and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. The Annual Meeting was held from 3:41 P.M. to 3:53 P.M. Roll call was conducted. No one from the public was present to comment.

Commissioner Wahlstrom reviewed the Commissioners attendance records, noting the high attendance rates. Commissioner Wahlstrom reviewed the remaining terms of Commissioner appointments. ED Perkins asked for nominations for Chairperson and Vice-Chairperson.

Commissioner Bemis nominated Jerry Wahlstrom for appointment to Chairperson and Ging Smith for Vice-Chairperson. With no other nominations being offered, Commissioner Wahlstrom made a Motion that nominations be closed. The Motion for nominations to be closed was seconded by Commissioner Bemis. All were in favor and with none opposed the nominations were closed.

The Motion for Jerry Wahlstrom as Chairperson and Ging Smith for Vice-Chairperson was motioned by Commissioner Bemis and seconded by Commissioner Cada. All were in favor and none opposed. Motion then carried. Upon roll call the Ayes and Nays were as follows:

AYES: Herodote Hounsrou Adjegan
 Ron Bemis
 Deanna Cada
 Ging Smith
 Jerry Wahlstrom

NAYS: None

ABSENT: None

There being no further business to come before the Annual Meeting, Commissioner Cada made a Motion to Adjourn the Annual Meeting. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried and the Annual Meeting was closed.

With no further discussion to be had Commissioner 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. Meeting Adjourned at 3:53 P.M.

The meeting was adjourned until the regular meeting scheduled to take place on Tuesday, May 19, 2020 at 2:30 PM to be held via Zoom conference link to be published.

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 April 21, 2020 via Zoom conference:

<https://us02web.zoom.us/j/795388787?pwd=TEE5WTgwNlkwL2xoL0VlZXV1TjV4UT09>,

and roll call showed the following members to be present and absent:

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan	None
Ron Bemis	
Deanna Cada	
Ging Smith	
Jerry Wahlstrom	

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this April 23, 2020.

ACTING SECRETARY
