

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, MAY 19, 2020**

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The Commissioners of the Housing Authority of the County of DeKalb met in regular session via zoom meetings at 2:35 PM on Tuesday, May 19, 2020.

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

<u><b>Commissioners Present</b></u>	<u><b>Commissioners Absent</b></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 commented.*

**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 Cada 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 Adjegan made a Motion to approve the minutes. Commissioner Bemis 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 Adjegan seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

<u><b>Ayes</b></u>	<u><b>Nays</b></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 CY 2020 HCV utilization outlook is very strong despite the applicant processing changes made to accommodate COVID19 restrictions. It was also noted that TSP occupancy has not been affected by the elevator project and that staff has done a fabulous job managing the situation for both programs. Sauter noted that April expenses are under budget due to the year-end salary and accounts payable accruals that are posted to March. Favorable budget variances are expected for the Central Office grounds position due to outsourcing the service and for the HCV program due to receiving additional 2019 admin fees in April 2020. Sauter updated the Commissioners on the following items: Audit is planned for week of June 15<sup>th</sup>; FY20 financial REAC submission is on target for end of May; CARES act funding has been provided to all PHAs for both PH and HCV programs, however, use is restricted to COVID19 specific expenses; \$12,500 IDROP funds have been collected since January 1, 2020; and Final FY20 (pre-audit) agency wide financials are provided on the last page of the board packet..

**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. Regarding the K. McTear case, the IDHR stated that they need additional time and pushed the decision date to July. Termination notices that have been issued are currently on hold as well.

*COVID19.* Staff will return to normal business hours beginning June 1, however social distancing, and closure of buildings to the public will remain in place. 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 special protocols, as necessary. Discussion was had regarding the COVID19 special funding and allowable expenses. Staff will continue to monitor needs and expenditures that might qualify for the special funding.

*Dresser Court Fire.* Early Sunday morning on May 10, 2020 a Dresser Court tenant had a fire due to smoking. Tenant became unconscious and suffered serious injuries. Tenant remains in serious condition. Staff has impressed upon the Dresser Court Supportive Service staff the severity of the situation, the state of the units and importance of upholding the no smoking policy. Approximately \$10,000 of damages was incurred.

*Capital Project.* Staff was again happy to share the completion of the Taylor Street Elevator renovation project. And noted the other upcoming projects, such as seal coating of all properties and beginning to plan for the Civic Apartments water project.

*Housing Needs Study for DeKalb County.* Kick off meeting was held; initial data has been provided along with pertinent contacts. Bi-Weekly meetings will be held to monitor the ongoing process.

ED Perkins gave a general overview and update of items noting upcoming meetings and key dates stating that the June board meeting is moved back a week to accommodate the audit.

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**Resolutions:** The Board was presented with **Resolution 21-02 HCV Utility Allowance.** Approval of the resolution would maintain HUD compliance and allow for adoption of the updated allowances. Commissioner Bemis made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 21-03 Public Housing Utility Allowance.** Approval of the resolution would maintain HUD compliance and allow for adoption of the updated allowances. Commissioner Cada made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

With no further discussion to be had Commissioner Wahlstrom asked for a Motion to Adjourn the regular meeting. Commissioner Adjegan made a motion to Adjourn. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried. Meeting Adjourned at 3:08 P.M.

The meeting was adjourned until the regular meeting scheduled to take place on Tuesday, June 23, 2020 at 2:30 PM to be held via Zoom conference link to be published.

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CHAIRMAN

(SEAL)

ATTEST:

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SECRETARY-TREASURER

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## CERTIFICATE

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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 May 19, 2020 via Zoom conference:

<https://us02web.zoom.us/j/86428511120?pwd=MjJXQUJ4N3VkWWFXa3FTZnpUb2lTZz09>,

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 May 23, 2020.

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ACTING SECRETARY

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