

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

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The Commissioners of the Housing Authority of the County of DeKalb met in regular session via zoom meetings at 2:32 PM on Tuesday, July 21, 2020.

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  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**

Herodote Hounsrou Adjegan

**Others Present**

Michelle Perkins, Executive Director  
Christine Sauter, CFO  
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 in attendance.*

**Approval of the Agenda.** Commissioner Wahlstrom asked for changes to the Agenda. There being no changes Commissioner Cada 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 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 Smith 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  
Ging Smith  
Jerry Wahlstrom

**Nays**

None

**Absent** – Herodote Hounsrou Adjegan

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**Financial Report:** CFO Sauter reviewed the 1<sup>st</sup> quarter YTD financials noting that revenues are over budget due to HUD public housing subsidy funding and 2019 excess HCV admin fees received in April 2020. Sauter noted that YTD expenses are under budget, but it is early in the year and the variance will most likely lessen. Sauter reviewed the quarterly reports noting that projects are planned to continue to reduce the excess public housing reserve balance. The next large capital fund projects planned are Mason Court landscaping beautification and Civic Apartments water pipe renovation. The water pipe project is estimated to cost \$575,000 while Mason's landscaping estimate is not complete. Commissioners will be provided more information on these projects in the coming months.

**Executive Director Report:** *Legal.* Horning reviewed the outstanding legal cases. The denial of T. Curry has been dismissed. Applicant will be reprocessed. Applicant J. Johnson has filed in small claims court at which Horning will make an appearance and ask for dismissal based upon the Federal Case pending. Applicant L. Davis case is currently under a hearing continuance. Horning noted several Lease Termination notices have been issued, limited action is available until the moratorium on evictions is lifted.

*COVID19.* Staff continues full time on site working hours however social distancing, and closure of buildings to the public remain in place for the foreseeable future. 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. Discussion was had regarding the COVID19 special funding and allowable expenses. Commissioners recognized the difficult work being done by staff and discussed using some of the special COVID funding for staff support in the form of a \$500 bonus for each staff member noting the outstanding work being done. Perkins provided a review of the known cases and protocol around them.

*NSPIRE.* HUD has contacted HACD asking for AMP 3 – Civic Apartments & Mason Court Apartments, to participate in the NSpire Inspection Protocol demonstration. Staff will undertake the inspection. No date has been set.

*Capital Project.* Seal coating of all properties has been completed and we continue with landscaping and beginning to plan for the Civic Apartments water project.

ED Perkins gave a general overview of the staffing situation along with noting a specialized bill from IHDA for Briarwood. Perkins provided an update of items noting upcoming meetings and key dates. With the COVID19 precautions still underway, staff and Commissioners agree to move forward with a zoom meeting for next month.

**Resolutions:** There were no resolutions presented to the Commissioners.

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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 Smith seconded the Motion. All were in favor, none opposed. Motion then carried. Meeting Adjourned at 3:20 P.M.

The meeting was adjourned until the regular meeting scheduled to take place on Tuesday, August 18, 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 July 21, 2020 via Zoom conference:  
<https://us02web.zoom.us/j/89631900258?pwd=b2Fwa1d5d3YxSVVIN3pTdTliY3VEdz09>

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

**Commissioners Present**

Ron Bemis  
Deanna Cada  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**

Herodote Hounsrou Adjegan

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this July 22, 2020.

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ACTING SECRETARY

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