

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, OCTOBER 20, 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, October 20, 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>
Ron Bemis	Ging Smith
Deanna Cada	
Herodote Hounsrou Adjegan	
Jerry Wahlstrom	

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 Adjegan seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

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

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. Upon roll call of the vote, the Ayes and Nays were as follows:

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

All were in favor, none opposed. Motion then carried.

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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 of the vote, the Ayes and Nays were as follows:

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

All were in favor, none opposed. Motion then carried.

Financial Report: CFO Sauter updated the Commissioners on the CARES funding noting all funds awarded to date have been received and are included in the Public Housing and Housing Choice Voucher cash reserve balances. Through 8/31/2020 staff identified \$238K eligible expenses which represents 70% of the available funds. It was noted that the Public Housing CARES funding of \$138,301 was posted to revenue in September to offset current eligible PH expenses. Staff will continue to track HCV eligible expenses and will post that revenue in the coming months.

Sauter noted that occupancy and HCV utilization are very strong nine months into CY 2020 which will provide strong funding for CY 2021, despite the pandemic and needed change in processing new admissions into the programs. Staff is to be commended for their amazing efforts.

The YTD financials were reviewed noting that prior to receiving the CARES funding Agency earnings were over budget. It was noted that the operating budgets for FY21 and FY22 are expected to be positively impacted by CARES funding. Sauter updated the Commissioners on the following items: the BCBS health insurance rates increased 8.5% effective 12/1 and the resolution for approval will be presented at the November meeting; BCBS issued HACD a \$2,000 COVID relief premium credit in October; and the quarterly reports were reviewed.

Executive Director Report: *Legal.* Attorney Horning noted that no change for applicant J. Johnson. Applicant has received a voucher, no other information on dropping the federal case has been received. Eviction moratorium has been extended; evictions are generally on hold for the immediate future.

COVID19. Staff continues full time on site with social distancing and sanitizing procedures and the closure of buildings to the public remain in place for the foreseeable future. Due to a staff member and tenant testing positive at Dresser Court the property was subject to a 10-day quarantine. Staff and tenants have recovered and are back to normal operations. Staff noted that the COVID shutdowns have produced long wait times and created difficulty with purchasing of materials such as appliances and securing services.

40Tude. We will be participating in the 40Tude project which helps companies amplify their online visibility with expert design and web services. This will be a partnership with NIU, DeKalb County UNITES, OC Creative and more. HACD will focus first on their social media presence and work up to website modifications.

HCV Waiting List. The HCV waiting list was open on September 16-18 and of the 3000 accepted applications just over 1800 were qualified applicants and will be applied to the list. Applicants were to have two or more local preferences and many of the 3000 applications received were disqualified for not having the minimum two preferences.

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Capital Project. As the weather turns to winter Staff is winding down landscaping projects. Perkins reviewed the listing of projects that are continuing noting the review of plans for Mason Court Beautification. Plans continue to move forward with the Civic Apartments water project, being mindful of the City of Sycamore water issues and an effect that might have on the project.

ED Perkins gave a general overview of the staffing situation along with noting that the Annual Plan cycle has begun and supplied Commissioners with the summary survey data. 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: The board was presented with resolution **21-08 Bond Payoff for Briarwood Apartments.** Approval of this resolution would authorize staff to pay off the bond balance with the non-federal funds collected in rents from Briarwood Apartments. Commissioner Cada made a motion to approve and Commissioner Adjegan second the motion. Upon roll call of the vote, the Ayes and Nays were as follows:

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

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 Bemis made a motion to Adjourn. Commissioner Adjegan seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

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

All were in favor, none opposed. Motion then carried. Meeting Adjourned at 3:35 P.M.

The meeting was adjourned until the regular meeting scheduled to take place on Tuesday, November 17, 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 October 20, 2020 via Zoom conference:

<https://us02web.zoom.us/j/83176987347?pwd=ck5xWUNXLzBEVWxaNWtSOEpVajNxZz09>

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

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

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this October 21, 2020.

ACTING SECRETARY
