

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, SEPTEMBER 15, 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, September 15, 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  
Vivian Bright, Operations Director  
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 Smith made a Motion to approve the agenda. Commissioner Bemis seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Ging Smith	None
Ron Bemis	
Deanna Cada	
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 Cada made a Motion to approve the minutes. Commissioner Smith seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Deanna Cada	None
Ging Smith	
Ron Bemis	
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 Bemis moved that the bills and payroll be approved as submitted. Commissioner Smith 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
Ging Smith	
Deanna Cada	
Jerry Wahlstrom	

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

**Financial Report:** The YTD financials were reviewed noting that Agency earnings are over budget. Briarwood Apartments YTD earnings are under budget, but staff expects the budget variance to lessen as the months progress. Recently published PIH notice 2020-24 provides a further extension of period of availability for CARES funding to 12/31/2021. HACD has received \$341,908 in CARES funding. Staff continues to seek clarification on eligible expenses and will provide the Commissioners updates on the spending status. The outlook is that the CARES funding will prove to be very favorable for the FY21 operating budget. Sauter updated the Commissioners on the following items: Chairman Wahlstrom's appointment was renewed by the County Board for another 5 year term; staff received the BCBS health insurance renewal rates and will present a board resolution for approval at the November meeting; a correction was made to the HCV admin fee reserve balance; and the FY20 Audit Report was reviewed and discussed.

**Executive Director Report:** *Legal.* Attorney Horning noted that applicant J. Johnson has filed in small claims court and a date for trial has been set for August 26, 2020 however the case was dismissed, and applicant has been issued a voucher. Applicant does still have the federal case pending with a September 27 status hearing. Several notices of lease termination have been issued; however, judges' interpretation of the eviction moratorium has complicated gaining possession for non-rent related evictions.

**Briarwood Bond Payoff.** Staff and Commissioners have analyzed finances and have agreed to pay off the note for Briarwood at the October meeting saving two months in interest payments from the December due date.

**COVID19.** No update other than 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.

**Capital Project.** Staff continue with primary focus on landscaping and concrete and parking lot work during the summer months. Plans continue to move forward with the Civic Apartments water project and Comcast Cabling, the Security Video System for Briarwood along with installation of building door locks are in progress.

ED Perkins gave a general overview of the staffing situation along with noting that the Annual Plan cycle has begun and that the Housing Choice Voucher waiting list will be opening on September 16, 2020 for 3,000 applicants. 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.

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**Resolutions:** The board was presented with resolution **21-06 Housing choice Voucher Payment Standards**. Approval of this resolution would maintain HUD compliance and update the Housing Choice Voucher Payment standards to maintain a range acceptable to successful leasing ability by program participants. Commissioner Smith made a motion to approve and Commissioner Bemis second the motion. Upon roll call of the vote, the Ayes and Nays were as follows:

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

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

The board was presented with resolution **21-07 Public Housing Flat Rent**. Approval of this resolution would maintain HUD compliance and update the Public Housing Flat rents to the appropriate range. Commissioner Cada made a motion to approve and Commissioner Smith 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
Ging Smith	
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 Cada 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
Deanna Cada	
Ging Smith	
Jerry Wahlstrom	

All were in favor, none opposed. Motion then carried. Meeting Adjourned at 4:00 P.M.

The meeting was adjourned until the regular meeting scheduled to take place on Tuesday, October 20, 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 September 15, 2020 via Zoom conference:

<https://us02web.zoom.us/j/82885025708?pwd=eGRRUUtEOHJSVDhoenBGYnVTc0VTQT09>

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 September 18, 2020.

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ACTING SECRETARY

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