

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, NOVEMBER 17, 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, November 17, 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, 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 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:

<u>Ayes</u>	<u>Nays</u>
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 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	
Jerry Wahlstrom	
Ging Smith	

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 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.

Financial Report: The YTD financials were reviewed noting that Agency earnings are over budget. There are no new budget variances to report. Sauter noted that minimal information has been released by HUD on CY 2021 funding outlook. A recent email received by the NLIHC indicates that 2021 funding will be slightly higher than 2020. With the recent presidential election staff expects a delay in getting funding information but will keep the Board informed. Staff received the AHRMA property, liability & worker's comp renewal pricing for CY 2021 noting that the premium increased by 2.84%. It was also noted that due to the HAB software purchase by MRI the agency will be changing to a new payroll system effective 1/1/2021 and will also be looking into an automated accounts payable system that will interface with the MRI software. Staff looks forward to the increased efficiencies these new systems will provide the agency.

Executive Director Report: *Legal.* Attorney Horning noted that the state eviction moratorium has been extended and that evictions are generally on hold for the immediate future. Current lease termination notices that have been issued are for non-compliance of the lease.

COVID19. One staff member and one tenant are confirmed positive. Both are doing well, and staff continues to take all precautions to mitigate any spread. Staff continue to be full time on site practicing social distancing and continuing to sanitize daily. Our buildings continue to have limited to no access to the public. Some issues remain with availability of products and services due to the COVID shutdowns and continue to result in long wait times and difficulty with purchasing of materials such as appliances and securing services.

Section 3. Commissioners were provided with an overview of new regulatory requirements of Section 3 and how staff is beginning to work on compliance efforts. The newly implemented rules require compliance tracking to begin November 23, 2020. Currently, there is no guidance is available from HUD.

Housing Needs Study. Commissioners were provided with a draft version of the Housing Needs Study. Some changes will need to be made to the document. The data is presented well and does clearly identify housing needs. Staff will continue to work with consultant to finalize the document and assemble information for possible new project.

ED Perkins provided an general overview of operational tasks including, upcoming meetings, the electronic key fob system, capital projects that are in progress, occupancy, and the lack of available units in the community due to people not moving and the eviction moratorium. 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 **21-09 BCBS Employee Health Insurance Renewal**. Approval of this resolution would authorize the Executive Director to renew employee health insurance. Commissioner Bemis 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>
Ron Bemis	None
Ging Smith	
Deanna Cada	
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 Cada made a motion to Adjourn. 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	
Jerry Wahlstrom	
Ging Smith	

All were in favor, none opposed. Motion then carried. Meeting Adjourned at 3:30 P.M.

The meeting was adjourned until the regular meeting scheduled to take place on Tuesday, December 15, 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 November 17, 2020 via Zoom conference:

<https://us02web.zoom.us/j/89833157325?pwd=WXhGalF0b0x6RVQxQW0zb3lOUjYvQT09;>

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 November 18, 2020.

ACTING SECRETARY
