

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, DECEMBER 15, 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, December 15, 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>
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 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 Cada seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

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

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 Smith 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>
Ging Smith Ron Bemis Herodote Hounsrou Adjegan Deanna Cada Jerry Wahlstrom	None

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 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	
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. While total revenues and expenses are favorable compared to budget, it was noted that maintenance contract costs are over budget due to several building maintenance projects. The list includes: Seal coating all properties; Briarwood pavement repairs; window and building power washing; bush and tree removal; air vent cleaning and most recently TSP hallway floor abatement project in preparation of new hallway flooring. The FY22 Budget prep process was discussed including the Executive Director evaluation process, Wage budget review and preliminary agency budget review all to be completed by the February Board meeting. The agency will partner with Behavioral Health Services at Northwestern Medicine to offer staff an Employee Assistance Program to start February 2021.

Executive Director Report: *Legal.* Attorney Horning noted that the state eviction moratorium has been extended to January 9, 2021 and that evictions are generally on hold until lifted. Horning and Perkins have been reviewing options for PHA Affiliates for assistance with future projects.

COVID19. Perkins noted that two staff members have confirmed positive and recovered from COVID19. Very few tenants have reported having COVID19, those that have are recovered. Staff continues to adhere to sanitization procedures, utilizing PPE and limited interaction with the public.

Housing Needs Study. The completed Housing Needs Report will be submitted to Commissioners digitally and when available hard copy. At the January meeting commissioners and staff will review the report and begin discussion on next steps.

ED Perkins discussed a recent issue with criminal fire activity at Briarwood, noting that some damage was incurred, and that the perpetrator was apprehended. Commissioners were given a general overview of capital projects in progress along with staff activities such as charity donations, participating in the Chamber Winter Bash, and other festivities. 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 **21-10 Certification of Compliance with PHA Plan HUD-50077**. Approval of the resolution would certify compliance with the elements listed and mandated by HUD and is part of the PHA 5-Year Plan and PHA Annual Plan. Commissioner Cada made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

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

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

The Board was presented with **Resolution 21-11 Five Year Capital Plan 2021-2025**. Approval of the resolution would maintain HUD compliance and adopt the Five-Year Capital improvement plan recently completed with our Resident Advisory Boards. With the modification removing the \$5000 for Central Office in year 2025, Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

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

The Board was presented with **Resolution 21-12 AHRMA Property, Liability & Work Comp Insurance Renewal**. Approval of the resolution would allow the Executive Director to renew the property, liability, and workers compensation insurance with AHRMA at the annual cost of \$149,578. Commissioner Adjegan made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried

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

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With no further discussion of Housing Authority business, 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	
Ging Smith	
Jerry Wahlstrom	

All were in favor, none opposed. Motion then carried. Meeting Adjourned at 3:28 P.M.

The meeting was adjourned until the regular meeting scheduled to take place on Tuesday, January 19, 2021 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 December 15, 2020 via Zoom conference:

<https://us02web.zoom.us/j/89894108200?pwd=d3Ixa1NFT3JTR0NsOW1hMGtQQ2FSQT09;>

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

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

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this December 18, 2020.

ACTING SECRETARY
