

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, DECEMBER 15, 2015**

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The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority's central office, 310 N. Sixth Street, DeKalb, IL at 2:35 PM on Tuesday, December 15, 2015.

The meeting was called to order by Chairwoman Moulton and upon roll call, those present and absent were as follows:

<u><b>Commissioners Present</b></u>	<u><b>Commissioners Absent</b></u>
Herodote Hounsrou Adjegan Ron Bemis Donna Moulton Ging Smith Jerry Wahlstrom	None

**Others Present**  
Michelle Perkins, Executive Director  
Christine Sauter, CFO  
Vivian Bright, DO  
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 present.*

**Approval of the Agenda.** Commissioner Moulton asked for changes to the Agenda. There being no changes, Commissioner Smith made a Motion to approve the Agenda. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

**Approval of the Minutes.** Commissioner Moulton asked for changes to the regular session meeting minutes. With no changes being requested, Commissioner Wahlstrom made a Motion to approve the meeting minutes. Commissioner Smith 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 Adjegan moved that the bills and payroll be approved as submitted. Commissioner Smith seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

<u><b>Ayes</b></u>	<u><b>Nays</b></u>
Herodote Hounsrou Adjegan Ron Bemis Donna Moulton Ging Smith Jerry Wahlstrom	None

**Absent** – None

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**Financial Report:** CFO Sauter noted that all programs continue to perform well eight months into the fiscal year. Sauter discussed the PH reserve recapture rumor noting that sources are predicting a recapture in 2017. Staff calculated the current exposed reserve balance to be \$200,000. Some viable project options have been identified with the top two being to pay the full AHRMA 2016 insurance premium before fiscal year end or to install family site security system before fiscal year end. Sauter will update Commissioners on status at the January meeting. Sauter noted that the agency solicited quotes from four insurance providers for the 2016 property, liability and worker's comp coverage. AHRMA, was the only provider able to provide a quote at the current \$5,000 deductible. The other companies were not able to provide a quote, insure all properties or be competitive at the \$5,000 deductible level. Sauter recommends renewing with AHRMA for the 2016 year. Sauter noted that FY17 budget planning is underway, that wage budget information will be presented at the January meeting, and preliminary budget information presented at the February meeting.

**Executive Director Report:** *Legal.* Attorney Horning has been working with staff on cellular carrier lease renewals and Public Housing evictions, two of which are pending.

*HCV Utilization & Occupancy.* Public Housing continues to experience a dip in occupancy due to HCV lease-ups and recent evictions. Staff will continue to aggressively process applications to fill the vacancies in Public Housing. Provided eligible applicants who are willing to lease are found, we still have plenty of time to achieve an overall +97% occupancy for our PHAS scoring.

*State Funding & Supportive Services.* No updates on state funding cuts and its effect on HACD, DCRDC or the CoC programs. Communication between HACD & BGC/KishHealth Systems continues to progress and business has been as usual.

*Project Based Voucher Program.* Within the 2016 PHA Plan, a statement of possible intent to develop a project based voucher program has been included. HUD requires that PHA's must have Project Based Voucher Programs included in an approved PHA Plan in order to consider project basing vouchers. Community discussions continue regarding the need for a possible supportive living facility. To ensure HACD can be of service for a potential project like this, a project based voucher program might be of use.

*Continuum of Care.* The NOFA has been submitted and the AHAR is due later on this month. The County Homeless Point in Time Count is set for January 29, 2016. Perkins will continue to facilitate the transition to working with the Rockford/Winnebago CoC to share their software. Perkins will work with the DeKalb County CoC on future strategic planning.

*TSP & TV.* Taylor Street Plaza TV system has been improving. New shielding has been installed to help purify the signal and reduce interference. Complaints have been reduced however, to ensure quality service staff will survey the tenants on TV service quality at the end of December. Staff has also engaged Comcast for pricing on re-wiring for individual service and pricing on bulk agreements and will review their pricing and proposals.

*PIH 2015-19 Guidance for PHA's on Excluding the Use of Arrest Records in Housing Decisions.* PHADA, NAHRO & Nan McKay continue to clarify PIH 2015-19 Notice and not using solely the arrest record but the conduct/behavior of the applicant/tenant for denial or termination

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Deceased Homeless Persons. Perkins shared Hope Haven's recent increase in client deaths and the lack of funds for proper funeral services. Hope Haven's staffs' efforts to ensure proper services include contribution from their own personal funds. Perkins shared information on the NB&T Brian Schaleu Memorial Fund that community members can contribute to in support of proper funeral services for our community's homeless.

Briarwood. Staff has received confirmation from the City of DeKalb that Briarwood's dryer venting was not built to code and could pose safety issues. Staff will get quotes and develop a project plan for curing the deficiency.

Medical Marijuana. The State now has five dispensaries open and staff has encountered two cases of medical marijuana use. Tenants do have valid cards and are in good standing; however enforcement of our No Smoking policy will be enforced.

ED Perkins gave a general overview of items that included Perkins & Moulton attending a tour of Carpenters Place in Rockford on November 20, 2015, installation of the final FMRs which were slightly increased over the proposed numbers, a reminder that the PHADA conference is scheduled for January 10-13 of 2016, along with the next board meeting date.

Resolutions: The Board was presented with **Resolution 16-12 Five Year Capital Plan.** Approval of the resolution would maintain HUD compliance and adopt the Five Year Capital improvement plan recently completed with our Resident Advisory Boards. Commissioner Wahlstrom made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 16-13 Property, Liability & Workers Compensation Insurance Renewal.** Approval of the resolution would allow the Executive Director to renew the property, liability and workers compensation insurance with AHRMA at an annual cost of \$125,747. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 16-14 Certification of Compliance with PHA Plans & Related Regulations.** Approval of the resolution would certify compliance with the elements listed and mandated by HUD and allow the Executive Director to submit the 2016 PHA Annual Plan. Commissioner Wahlstrom made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

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As there was no further discussion to come before the meeting, Commissioner Moulton asked for a Motion to adjourn the regular meeting. Commissioner Bemis made a motion to adjourn. Commissioner Wahlstrom seconded the Motion. Motion then carried. The regular meeting was adjourned at 3:40 PM until the regular meeting scheduled to take place on Tuesday, January 19, 2016 at 2:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6<sup>th</sup> Street, DeKalb, IL.

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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 December 15, 2015 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

**Commissioners Present**  
Herodote Hounsrou Adjegan  
Donna Moulton  
Ron Bemis  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**  
None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this December 22, 2015.

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ACTING SECRETARY

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