

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, FEBRUARY 21, 2017**

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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. 6th Street, DeKalb, IL at 2:32 PM on Tuesday, February 21, 2017.

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

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

**Others Present**  
Michelle Perkins, Executive Director  
Vivian Bright, DO  
Christine Sauter, CFO  
Tim Horning, Attorney

There being a quorum present, the meeting duly convened opening with the hearing of any public comments. *There was no one present from the public.*

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

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

**Absent**  
None

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**Financial Report:** Commissioners reviewed the financials and Sauter noted that all programs are doing well, ten months in to FY17. Sauter noted that year to date Agency net operating earnings are well above budget. Sauter touched on the several revenue line items that are contributing to the favorable YTD earnings and also noted that year end expense accruals will be posted in March and will increase YTD agency expense totals. Sauter noted that FY17 budget revisions will be presented at the March meeting for expense items over the original budget. Sauter distributed the preliminary proposed FY18 agency wide budget and reviewed each program's net earnings. Sauter explained that the agency continues to budget conservatively and used prior year revenue proration levels due to lack of information from HUD on CY17 expected proration. Sauter will present the final FY17 budget, proposed FY18 budget, collection loss write off and nonexpendable equipment write off resolutions at the March meeting.

**Executive Director Report:** *Legal.* Horning reviewed the outstanding legal cases noting that the two HUD complaints are waiting for their review time to expire. Four Public Housing terminations, two HCV terminations and one Dresser Court termination are all in process.

*Public Housing Occupancy.* Perkins reviewed Public Housing occupancy noting that the program has had a record breaking year for unit rehabs and commended staff for the excellent job they have done with rehabs and applicant lease-ups. The waiting list pulls for the Voucher program affected Public Housing occupancy rates along with low responses for family units. Lewis Court had 36% of its units (5) turn over in five months. The Public Housing Program alone had 69 rehabs in 2016 which is a 5% increase over 2015.

*CoC Merge.* In light of the 2016 funding which consisted of a \$42,795 loss for the Rapid Re-housing program administered by Hope Haven, staff has reached out to other CoC's, HUD technical support along with various HUD conference calls to discuss funding contingency plans and possible merge. IL-501 Rockford/Winnebago/Boone CoC is the most appropriate option for merging. Staff will be meeting with IL-501 to learn about their CoC and the details behind a merge.

*Barb City Manor.* City of DeKalb representatives met with staff to understand more about HACD and its programs and potentially how HACD could be part of the Barb City Manor transition. The TIF monies expire on 12/31/2018 and the City will no longer be able to provide capital support to BCM. City staff needs to meet with BCM to understand their future plans.

*Marketing & PR.* Staff held an initial meeting with a Morningstar Media Group representative. MMG recommend that HACD consider adopting a nickname that does not convey the negativity that "Housing AUTHORITY" does. MMG will be writing a positive PR story with photos showcasing tenants at TSP. Thoughts included some website nuances and an upgrade in our social media presence. MMG will be assembling a focus group to better understand current community perceptions. MMG would also like to assemble ambassadors that speak and share HACD information in a positive light with the community.

Perkins noted that IL-SB1331 is a proposal on the Illinois legislative floor proposing non-discrimination based upon source of income. If passed, landlords and sellers of real-estate could not deny on the premise of being "HUD or Section 8 funded". Perkins also stated that 2-1-1 for DeKalb County is targeted to launch in late spring. Nelrod conference plans were confirmed and are now complete.

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**Resolutions:** The Board was presented with **Resolution 17-15 Maintenance Wage Rate Determination HUD-4750**. Approval of the resolution would maintain HUD compliance and certify the lowest base rate for maintenance laborers and mechanics engaged in the operation of low-income housing for the Authority. Commissioner Smith made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 17-16 Project Based Vouchers for Safe Passage Long Term Housing**. Approval of the resolution allows for conditional award of six project based vouchers to Safe Passage Long Term Housing. Commissioner Bemis made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 17-17 Project Based Vouchers for Senior Residence of Sycamore, Gardner Capital Affordable Development, Inc.** Approval of the resolution allows for conditional award of fourteen project based vouchers to Senior Residences of Sycamore. Commissioner Bemis made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The next item on the agenda was discussion of employees and their performance. Per allowable closed session topics in section 2 (c) (1) of the Open Meetings Act, Commissioner Wahlstrom made a motion to enter closed session and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried and closed session began at 3:25 PM.

Closed Session discussion ensued (see closed session minutes). Commissioner Smith made a motion to exit closed session and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried and closed session ended at 3:45 PM.

Commissioners re-opened the meeting to the public. Commissioner Bemis made a motion to increase salary for the Executive Director to \$90,600 which was seconded by Commissioner Wahlstrom. All were in favor, none opposed. Motion then carried. Commissioner Wahlstrom made a motion to approve a \$7,000 bonus to the Executive Director which was seconded by Commissioner Adjegan. All were in favor, none opposed. Motion then carried.

With no further discussion to come before the meeting, Commissioner Bemis asked for a Motion to adjourn the regular meeting. Commissioner Smith seconded the motion. All were in favor, none opposed. Motion then carried. The meeting was adjourned at 3:50 PM until the regular meeting scheduled to take place on Tuesday, March 21, 2017 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 Meeting was held on February 21, 2017 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

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

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this March 13, 2017.

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ACTING SECRETARY

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