

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

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 2:38 PM on Tuesday, March 21, 2017.

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

Commissioners Present

Ron Bemis
Jerry Wahlstrom
Ging Smith

Commissioners Absent

Herodote Hounsrou Adjegan

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. Vice Chairperson Wahlstrom asked for changes to the Agenda. Commissioner Bemis made a Motion to approve the Agenda as revised by removing the Closed Session. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of the Minutes. Vice Chairperson Wahlstrom asked for changes to the regular session meeting minutes and the closed session meeting minutes. There being no changes offered, Commissioner Bemis 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 Bemis 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:

Ayes

Ron Bemis
Jerry Wahlstrom
Ging Smith

Nays

None

Absent

Herodote Hounsrou Adjegan

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Commissioners noted that this is the first meeting to be held after the official resignation of Chairperson Donna Moulton and the necessity of filling the vacant seat.

Financial Report: Commissioners reviewed the YTD financials and Sauter noted that all program earnings continue to be above budget as the fiscal year comes to an end. Sauter noted there are a few FY17 budget revisions presented in a resolution for expense items that are over budget. Contract Services being the largest budget revision proposed due to unit asbestos abatements, various PH reserve projects and maintenance temp help. The budget revision process was discussed noting that revisions are needed for expenses coming in over the original budget. Sauter noted that CY17 funding information has not been released and that HUD is currently operating under a continuing resolution until April. Staff will keep Commissioners updated on CY17 funding outlook as information becomes available.

Executive Director Report: *Legal.* Horning reviewed the terminations in process, noting three are in court and the other four have been served termination papers all but one are for non-payment of rent.

U of I Grant for Briarwood Furnaces. Due to the overwhelming cost of labor to complete the 48 unit replacement of furnaces, U of I has agreed to reduce the amount of the grant to cover 24 furnaces and provide some funding for labor. Second story units would get the new HVAC units due to less labor involved when venting through the roof as opposed to the brick exterior wall for the lower level units. Grant dollars will be approximately \$78,000 with HACD expending approximately \$22-25K to cover labor costs for an overall grant value of more than \$100K.

CoC Merge. After attending multiple HUD conference calls and discussing with other CoC's and HUD technical support, merging with another CoC is looking like the best option for moving forward with DeKalb County's homeless system and remaining competitive with the HUD grants. Perkins has met with IL-501 Rockford/Winnebago/Boone CoC and IL-509 DeKalb County CoC to discuss options of a merge. Perkins provided Commissioners with details from various meetings and grant debriefing.

Marketing & PR. The first in a series of stories was published in InVironments magazine showcasing the lives of two Public Housing tenants. Commissioners were provided copies of the article. Next step will be bus advertising and another article.

Nelrod Conference. Perkins, Bemis, Adjegan and Wahlstrom attended the Nelrod Conference on March 8-10, 2017. Education courses were built on specific "tracts" and certifications across multiple topics. Commissioners focused on the classes geared towards organization and history of PHAs, roles of the Commissioners, Executive Director duties and responsibilities, review of board meeting conduct, top 10 things Commissioners should know about their board and the PHA, top 10 policies that require board action, evaluation of the Executive Directors performance, information about salaries and benefits. Perkins attended courses that focused on the essential responsibilities of Executive Directors, administrative reporting requirements, resident relations and fair housing requirements and Affirmatively Furthering Fair Housing (AFFH), updates and troubleshooting HUD's PIC and EIV information systems, Section 3 Planning, procurement and capital funds. This was the first time HACD attended the Nelrod Conference as opposed to PHADA. The conference was not at the same level as PHADA. The presenters and information was less than what was expected.

Call Service. HACD will be working with a call service to provide relief to property managers after hours. Tenants will be directed to call each properties main office line and will be able to leave a message or 0 out to call service that based upon our criteria will determine if HACD staff needs to be contacted. Expense is estimated to be less than \$1,500 annually.

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University Village. Completion of the transition for the 47 new enhanced vouchers from the University Village has, for the most part been completed. Six will be leasing at UV. HACD received information from tenants that stated they were offered significant relocation packages. .

On the Horizon. With the uncertainty of funding under the new administration, moving conservatively with new projects and protecting our de-federalized funds would be advised for the near future. Once we have a better understanding of the direction the new administration will be taking decisions regarding new projects and or development can begin.

Perkins informed the Commissioners that \$136 million dollars was awarded in the 2012 PHA law suit against HUD for breach of ACC contract. In general Perkins noted a few items for the Commissioners including the completion of the Mason Closet Door project, HACD direct access to the Unemployment database and new server installation to be complete by March 24, 2017.

Resolutions: The Board was presented with **Resolution 17-18 Write-Off Non-Expendable Equipment for FYE 3/31/17.** In compliance with our Disposition Policy, every attempt was made to recover funds from the liquidation of these assets and as part of the fiscal year closure the Commissioners are made aware of the disposed assets totaling \$26,669.00. Approval of the resolution would maintain compliance with HUD and HACD policy. 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 17-19 Collection Loss Write-offs.** In compliance with our policy, every attempt was made to recover funds from these tenants. As part of the fiscal year closure the Commissioners are made aware of the balance of the account write offs totaling \$45,900.00. Approval of the resolution would maintain compliance with HUD and HACD policy. 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 17-20 Revision of Agency Budget for FYE 3/31/17.** With Commissioner approval the FYE 3/31/17 budget will be amended to reflect expenses that came in over budget. 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 17-21 Operating Budget for FYB 4/1/17 [FY18].** In compliance with HUD regulations Housing Authority's must approve and submit an approved agency operating budget annually to HUD. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. 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 4:10 PM until the regular meeting scheduled to take place on Tuesday, April 18, 2017 at 2:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6th Street, DeKalb, IL.

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 Meeting was held on March 21, 2017 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

Commissioners Present

Ron Bemis
Jerry Wahlstrom
Ging Smith

Commissioners Absent

Herodote Hounsrou Adjegan

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority this
March 28, 2017.

ACTING SECRETARY
