

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, AUGUST 17, 2021**

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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 2:30 PM on Tuesday, August 17, 2021.

In recognition of the absence of the appointed Chairperson, a motion was made by Commissioner Cada to have Commissioner Bemis act as the temporary chairperson to conduct the meeting. The motion was seconded by Commissioner Adjegan. Upon roll call of the vote, the Ayes and Nays were as follows:

| <u><b>Ayes</b></u>        | <u><b>Nays</b></u> |
|---------------------------|--------------------|
| Herodote Hounsrou Adjegan | None               |
| Ron Bemis                 |                    |
| Deanna Cada               |                    |

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

The meeting was called to order by temporary Chairperson Bemis 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           | Ging Smith                         |
| Ron Bemis                           | Jerry Wahlstrom                    |
| Deanna Cada                         |                                    |

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

There being a quorum present, the meeting duly convened opening with the hearing of any public comments.

Mark Charvat provided detailed comments of his disapproval of Executive Director Perkins, and Operations Director Bright. Charvat stated that OD Bright participated in unfair bidding practice based on a 2016 email conversation between OD Bright and Cohen Barnes of Sundog. Mr. Charvat provided a copy of said email requesting it be part of the official record. Documents are attached to these minutes as Exhibit A. Mr. Charvat stated his disapproval of the relationship between HACD and Sundog, his disapproval of compensation of the Executive Director and that bonuses and salaries would be better used serving the low-income and poor families of the County. He stated that he felt the Authority violated the laws of OMA. Mr. Charvat also stated that the position of public comment on the agenda was incorrect.

Lynn Fazekas provided comment stating it was strange that after more than a year of zoom meetings, Commissioners are meeting in person during the surge of the COVID Delta Variant.

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**Approval of the Agenda.** Temporary Chairperson Bemis asked for changes to the agenda. There being no changes to the agenda, Commissioner Cada made a Motion to approve the Agenda and Commissioner Adjegan seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

| <u>Ayes</u>               | <u>Nays</u> |
|---------------------------|-------------|
| Herodote Hounsrou Adjegan | None        |
| Ron Bemis                 |             |
| Deanna Cada               |             |

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

**Approval of the Minutes.** Temporary Chairperson Bemis asked for changes to the meeting minutes as noted on the agenda. There being no changes, Commissioner Adjegan made a Motion to approve the meeting minutes. Commissioner Cada 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        |
| Herodote Hounsrou Adjegan |             |
| Ron Bemis                 |             |

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 Cada 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:

| <u>Ayes</u>               | <u>Nays</u> |
|---------------------------|-------------|
| Deanna Cada               | None        |
| Herodote Hounsrou Adjegan |             |
| Ron Bemis                 |             |

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

**Financial:** CFO Sauter reviewed the July YTD financials noting that agency earnings are above budget, and all programs are doing well. It was noted that total revenues are above budget, and all expense categories are below budget YTD. The following items were also shared with the Commissioners: FY21 Audit draft report should be completed by the end of the week; staff will complete the FY21 Management and Discussion Analysis for the audit report; final Audit report should be complete and distributed to the Commissioners in September; 2022 DCRDC budget prep will begin in September; and the FY22 Audit RFP will go out in October.

**Executive Director Report:** *Legal.* Attorney Horning provided an update on the eviction moratorium. Perkins noted the occupancy attrition due to multiple factors of normal vacates, terminations and transfers and stated that a dip in occupancy is expected over the next few months.

**Shabbona MOR.** Perkins provided gave a overview of the Management & Occupancy Review completed by National Housing Compliance (NHC) on May 24, 2021. Perkins noted the satisfactory rating and score of 79. Perkins also noted that several of the items included on the report were disputed

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specifically noting the two-bedroom unit occupied by a single household member and that HUD had granted the Authority a waiver. Other items were removed from the MOR report however, NHC would not amend the score.

Rental Assistance Demonstration [RAD]. Perkins provided the Commissioners additional HUD information and a general summary of what operational changes would take place under RAD along with a breakout of the Project Based Vouchers as compared to the Project Based Rental Assistance and its effect on tenants. Staff will continue to provide Commissioner's information and education on transitioning to RAD over the next few months.

Capital Projects. Perkins gave an overview of projects in progress such as the Taylor Street Mailbox replacement, and heat pump replacement. Civic apartments will be getting a new Roof Top A/C condensing unit and bids for the Mason Court Beautification Project will be going out starting with landscaping and following up with saw cutting and milling of asphalt and walkways, finishing with brick entrance pillars and fencing. Lewis Court storage door replacement is complete.

Housing Needs – project discussion. Perkins stated that discussions continue with various community members on possible project considerations noting that nothing has come to the fore front and that it will take time and research and analysis to come to any sort of direction or decision for a new project.

FOIA. Perkins provided Commissioners a listing of recent FOIA requests noting that this was an unusual high volume of requests. Normally the agency receives less than five requests a year and are generally commercial request.

HCV Check Run Stats. Commissioners were provided an internal summary report of activity for the Housing Choice Voucher program. The information demonstrates fluidity of how the vouchers are moving such as issuance, leasing, port outs and ins and more.

In closing of comments, Perkins informed Commissioners that due to the successful program implementation and barring any issues or changes from HUD, the Emergency Housing Vouchers will become part of the board Utilization report. Tenant issues involving the Paycheck Protection Program have been closed, 2022 Fair Market Rents have been released from HUD and will trigger the Payment Standard review and Public Housing Flat rent review. Modifications to the Administrative Plan and the Admissions and Continued Occupancy Report will be released to the public for comments beginning September 1, 2021. Commissioners were provided preliminary drafts of the edits which include a summary statement of edits to be considered.

**Resolutions:** The Board was presented with **Resolution 22-09 Approval of Civic Water Pipe Replacement Contract**. Commissioner Cada made a motion to table the resolution. Commissioner Adjegan seconded the Motion. The Ayes and Nays were as follows:

|                           |             |
|---------------------------|-------------|
| <u>Ayes</u>               | <u>Nays</u> |
| Deanna Cada               | None        |
| Herodote Hounsrou Adjegan |             |
| Ron Bemis                 |             |

All were in favor, none opposed. Motion then carried table the resolution.

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**Resolutions:** The Board was presented with **Resolution 22-10 Revisions to the Employee Handbook.** Commissioner Cada made a motion to approve the resolution with the noted changes. Commissioner Adjegan seconded the Motion. The Ayes and Nays were as follows:

| <u>Ayes</u>               | <u>Nays</u> |
|---------------------------|-------------|
| Deanna Cada               | None        |
| Herodote Hounsrou Adjegan |             |
| Ron Bemis                 |             |

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

There being no further business to come before the Commissioners, Temporary Chairperson Bemis asked for a Motion to adjourn the regular meeting. Commissioner Adjegan made a motion to adjourn. Commissioner Cada seconded the Motion. The Ayes and Nays were as follows:

| <u>Ayes</u>               | <u>Nays</u> |
|---------------------------|-------------|
| Herodote Hounsrou Adjegan | None        |
| Deanna Cada               |             |
| Ron Bemis                 |             |

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

The meeting was adjourned at 3:05 PM until the regular meeting scheduled to take place, in person on Tuesday, September 21, 2021, at 2:30 PM at 310 N. 6<sup>th</sup> Street, DeKalb IL 60115.

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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 August 17, 2021, and roll call showed the following members to be present and absent:

**Commissioners Present**  
Herodote Hounsrou Adjegan  
Ron Bemis  
Deanna Cada

**Commissioners Absent**  
Ging Smith  
Jerry Wahlstrom

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this August 20, 2021.

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ACTING SECRETARY

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