

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, SEPTEMBER 21, 2021**

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, September 21, 2021.

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 Jerry Wahlstrom	Ging Smith

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. *No one from the public was present.*

Approval of the Agenda. Chairperson Wahlstrom 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 Deanna Cada Ron Bemis Jerry Wahlstrom	None

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

Approval of the Minutes. Chairperson Wahlstrom asked for changes to the meeting minutes presented. 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 Herodote Hounsrou Adjegan Ron Bemis	None

Commissioner Wahlstrom abstained from the vote noting he was not present at the meeting. 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 Adjegan moved that the bills and payroll be approved as submitted. Commissioner Bemis seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

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

Financial: CFO Sauter reviewed the HCV HAP utilization projection chart explaining that the change in projected CYE HAP reserves from the prior month is due to the timing of the funding offset noted in HUD’s funding renewal document. The August YTD financials were reviewed and discussed 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: Commissioner Bemis’ reappointment was approved at the August County Board meeting; the 2012 Public Housing operating reserve offset lawsuit has been settled and HACD will be notified of settlement amount awarded in the next couple months; staff will be providing HUD VMS submission back up data to complete a remote desk review in early October; 2022 AHRMA and health insurance renewals are in progress and will be presented to the Board for approval before calendar year end; and the FY21 Audit reports were distributed, reviewed and discussed.

Executive Director Report: *Legal.* Attorney Horning provided an update on the eviction moratorium. Horning noted that he has reviewed contracts regarding roof top leasing at Taylor Street Plaza and has consulted and reviewed bylaw revisions and FOIAs. Horning has been asked by Chairperson Wahlstrom to work with Executive Director Perkins to provide a review and response to recent citizen email concerns. Perkins remarked on the occupancy attrition across Public Housing and the Housing Choice Voucher Program discussing the multiple factors contributing to a dip in occupancy, staff has been working diligently in Admissions to back fill the vacancies and expects improvement by November.

Rental Assistance Demonstration [RAD]. No further action with RAD this month other than introducing the concept to tenants during the annual resident advisory board meetings. Commissioners were supplied the HUD required RAD “General Information Notices” which would also coincide with mandatory meetings. It was noted that HACDs RAD conversion would not involve relocation or demolition and that a revised communication would be preferred. HACDs consideration of a RAD conversion will be noted in the 2022 Annual Plan. Next steps will involve review of the application and supplying Commissioners the more in-depth RAD financial analysis provided by HUD.

Capital Projects. Attendees were provided a brief overview and status of projects in progress including the Taylor Street Mailbox replacement, and heat pump replacement, Civic roof top A/C condensing unit, bids for the Mason Court Beautification Project, Lewis Court concrete work and an update on the Civic Water Pipe Replacement project, noting that the project was rebid with a bid opening date of October 6, 2021, and anticipated contract approval at the October 19, 2021, meeting.

Housing Needs – project discussion. No update at this time.

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FOIA. Perkins provided Commissioners a listing of recent FOIA requests noting that this was an unusual high volume of requests.

Continuum of Care. The 2021 Homeless Assistance Grant Competition has begun with the IL501 Collaborative Application due to HUD by November 16, 2021, and that HACD's Rental Assistance Renewal application is due before October 14, 2021.

Resolutions: The Board was presented with **Resolution 22-09 Approval of Civic Water Pipe Replacement Contract.** Commissioner Cada made a motion to layover 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	
Jerry Wahlstrom	

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

The Board was presented with **Resolution 22-11 Approval of Modifications to HACD Bylaws.** Commissioners reviewed and discussed additional modifications that they wanted added to the draft modifications and therefore Commissioner Bemis made a motion to layover the resolution allowing additional edits to be made. Commissioner Adjegan seconded the Motion. The Ayes and Nays were as follows:

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

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

New Business: Chairperson Wahlstrom stated that Vice-Chairperson Smith has resigned from the position of Vice Chairperson and will continue in position as Commissioner. Chairperson Wahlstrom asked Commissioners to consider this opportunity and to contact him if they are interested in taking on the role of Vice Chairperson.

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

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

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

The meeting was adjourned at 4:51 PM until the regular meeting scheduled to take place, in person on Tuesday, October 19, 2021, at 2:30 PM at 310 N. 6th Street, DeKalb IL 60115.

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 September 21, 2021, and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Ron Bemis
Deanna Cada
Jerry Wahlstrom

Commissioners Absent
Ging Smith

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this September 22, 2021.

ACTING SECRETARY
