

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, OCTOBER 19, 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, October 19, 2021.

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

**Commissioners Present**

Deanna Cada  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**

Herodote Hounsrou Adjegan  
Ron Bemis

**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. The only commenter was Mark Charvat. Mr. Charvat provided detailed comments of his disdain of the operations of the housing authority and that he feels the board and the executive staff needs a complete overhaul. Charvat conveyed his overall disapproval for HACD operations. Mr. Charvat noted several issues including but not limited to OMA violations, \$7K water softener, the position of public comment on the agenda, Commissioner Adjegan's previous stipend and staff appreciation efforts. Mr. Charvat provided copies of HACD payables included as Exhibit A.

**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 Smith seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Ging Smith	None
Deanna Cada	
Jerry Wahlstrom	

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 Cada made a Motion to approve the meeting minutes. Commissioner Wahlstrom seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Jerry Wahlstrom	None
Deanna Cada	
Ging Smith	

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

---

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, OCTOBER 19, 2021**

---

**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 Smith seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Ging Smith	None
Deanna Cada	
Jerry Wahlstrom	

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

**Financial:** CFO Sauter reviewed the September 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: The EHV voucher program will have its own financials in next month's board packet; no update on the 2012 Public Housing operating reserve offset lawsuit settlement; the HUD VMS remote desk review went well with a few items noted to staff. The review report will be shared with the Commissioners when it is released to staff; the quarterly reports were reviewed and discussed.

**Executive Director Report:** *Legal.* Attorney Horning provided an update on the eviction moratorium, noting it was over but now termination notices regarding rent have new procedures. Horning noted that he has consulted and reviewed bylaw revisions and FOIAs. Perkins remarked on the occupancy attrition across Public Housing and the Housing Choice Voucher Program. Staff continues to work diligently on Admissions to fill the vacancies. There continues to be difficulty with applicants responding and providing the required documentation.

*Rental Assistance Demonstration [RAD].* No further action with RAD this month. Next steps will involve review of the application and supplying Commissioners the more in-depth RAD financial analysis provided by HUD.

*Capital Projects.* There is an increased difficulty in ability to acquire materials such as cabinets, counter tops, appliances, and other items that can cause difficulty with timeliness of turning units and in general any project. A brief overview and status of projects in progress was provided including a review of bids received and rejected for Mason Court Beautification Project and of the Civic Water Pipe Replacement project bids.

*Housing Needs – project discussion.* No update.

Perkins reviewed some general items beginning with an update to Commissioners regarding the Sunset View fire in the 180 Garfield building on October 17, 2021. Perkins noted the 2021 Homeless Assistance Grant Competition, and those applications are due to HUD by November 16, 2021; no questions or comments have been received regarding modifications to the ACOP and Admin Plan. Perkins noted the FOIA report, the October 28, 2021, upcoming DCRDC meeting and that she and Operations Director Bright will be attending the IAHA Annual Conference in Bloomington October 20-22.

---

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, OCTOBER 19, 2021**

---

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

<u>Ayes</u>	<u>Nays</u>
Ging Smith	None
Deanna Cada	
Jerry Wahlstrom	

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

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 Cada made a motion to *layover* the resolution allowing additional edits to be made. Commissioner Smith seconded the Motion. The Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Ging Smith	None
Deanna Cada	
Jerry Wahlstrom	

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

The Board was presented with **Resolution 22-12 Housing Choice Voucher Payment Standards.** Commissioner Cada made a motion to approve the resolution. Commissioner Smith seconded the Motion. The Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Ging Smith	None
Deanna Cada	
Jerry Wahlstrom	

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

The Board was presented with **Resolution 22-13 Public Housing Flat Rents.** Commissioner Smith made a motion to approve the resolution. Commissioner Cada seconded the Motion. The Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Deanna Cada	None
Ging Smith	
Jerry Wahlstrom	

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

---

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, OCTOBER 19, 2021**

---

The Board was presented with **Resolution 22-14 Health Insurance Renewal**. Commissioner Cada made a motion to approve the resolution. Commissioner Smith seconded the Motion. The Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Ging Smith	None
Deanna Cada	
Jerry Wahlstrom	

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

New Business: Chairperson Wahlstrom stated that Vice-Chairperson Smith has resigned from the position of Vice Chairperson however she will continue on as a Commissioner. Commissioner Bemis contacted Chairperson Wahlstrom and is agreeable to take on the remaining Vice-Chair term of office. Commissioner Cada made a Motion to appoint Ron Bemis to finish the current term of Vice-Chairperson. Commissioner Smith seconded the Motion. The Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Ging Smith	None
Deanna Cada	
Jerry Wahlstrom	

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

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 Smith seconded the Motion. The Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Ging Smith	None
Deanna Cada	
Jerry Wahlstrom	

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

The meeting was adjourned at 3:32 PM until the regular meeting scheduled to take place, in person on Tuesday, November 16, 2021, at 2:30 PM at 310 N. 6<sup>th</sup> Street, DeKalb IL 60115.

---

CHAIRMAN

(SEAL)

ATTEST:

---

SECRETARY-TREASURER

---

Citizen Original - Bare 6 Copies

Exhibit A

Date: 07/30/2021  
Time: 3:25:19 PM

H.M.S. Accounts Payable  
Payment Detail Report  
By Payment Number

Payment Number	Payment Date	Description	Vendor	Inv. S.Amt	*****Distribution GL Code/Amounts*****	Net Check
6671	07/01/2021	89-1 Resident Stipend	[REDACTED]	\$150.00	10-1-000-001-4230.000	\$150.00
6672	07/01/2021	Commissioner Stipend	Herodote Hounsrou Adjegan	\$200.00	10-1-000-001-4230.000 10-1-000-002-4230.000 10-1-000-003-4230.000 10-1-000-004-4230.000 10-1-000-005-4230.000	\$200.00
6673	07/01/2021	89-1 Night Manager	[REDACTED]	\$150.00	10-1-000-001-4230.000	\$150.00
6674	07/01/2021	mileage - miles= 196	Jerry Dudzik	\$109.76	10-1-000-002-4150.750 10-1-000-005-4150.750 92-1-000-000-4150.750	\$109.76
6675	07/01/2021	cell reimbursement	Jill Morgan	\$55.00	10-1-000-002-4180.100 10-1-000-005-4180.100 92-1-000-000-4180.100	\$55.00
6676	07/01/2021	Amp 3 cellphone-05.08.21-06.07.21	Kevin Zirzow	\$36.90	10-1-000-004-4180.100 10-1-000-003-4180.100 70-1-000-000-4180.000 80-1-000-000-4180.000 10-1-000-003-4150.750 10-1-000-004-4150.750 70-1-000-000-4150.750 80-1-000-000-4150.750	\$46.42
6677	07/01/2021	89-1 maint clothing	Roy Kimpfflin	\$42.81	10-1-000-001-4430.840	\$42.81
6678	07/01/2021	c.kirk-907 kimberly #3	C.L.A. Enterprises, Inc.	\$380.00	90-0-000-000-2290.000	\$380.00
6679	07/07/2021	HOUS03 spring maintenance club house	DeKalb Mechanical, Inc.	\$165.00	10-1-000-004-4430.760	\$305.00
6680	07/07/2021	HOUS03 replaced capacitor for addition	Kurt Warren	\$140.00	10-1-000-001-4430.760 10-1-000-003-4180.100 10-1-000-004-4180.100 70-1-000-000-4180.000 80-1-000-000-4180.000	\$55.00

A

## 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 October 19, 2021, and roll call showed the following members to be present and absent:

**Commissioners Present**

Deanna Cada  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**

Herodote Hounsrou Adjegan  
Ron Bemis

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this October 25, 2021.

---

ACTING SECRETARY

---