

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, NOVEMBER 16, 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 2:35 PM on Tuesday, November 16, 2021.

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

Commissioners Present

Herodote Hounsrou Adjegan
Ron Bemis
Deanna Cada
Ging Smith (2:43 PM)
Jerry Wahlstrom

Commissioners Absent

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 continued disdain of the operations of the housing authority and specifically that the executive staff is terrible. Mr. Charvat stated several items he takes issue with including but not limited to Commissioner Adjegan's previous stipend, issues with FOIA responses, disapproval of the bylaw revisions specifically indemnifying board members, board and staff travel and he feels HACD has violated the public trust and it is "very disgusting".

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

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

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

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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 Adjegan 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
Ron Bemis	
Herodote Hounsrou Adjegan	
Jerry Wahlstrom	

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 Adjegan seconded the Motion. Upon roll call, 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.

Financial: CFO Sauter reviewed the CY2021 voucher utilization sheet noting that leasing and HAP utilization are both projected to end strong at 98% for the calendar year. It was also noted that due to recent terminations the unit months leased number has dropped and will start the new calendar year below baseline. Staff is working to get more vouchers issued. The October YTD financials were reviewed and discussed. The following items were also shared with the Commissioners: The HUD VMS review results; FY22 Audit RFP went out 11/2/21 and are due 12/17/21; Staff will review the Nelrod salary study completed in April 2021 to aid in updating wage ranges; Procurement will begin for a new TSP truck (two 10-yr old trucks will be traded in); The 2022 AHRMA renewal was received with a 6.48% increase. The Board will be presented with a resolution to approve the renewal at the December meeting.

Executive Director Report: *Legal.* Attorney Horning provided an update on current tenant evictions and court actions including an applicant administrative review. Horning noted that he has consulted and reviewed bylaw revisions, FOIAs and responded to a review by the Public Access Bureau. It was noted that the recent FOIA increase has cost the Housing Authority more than \$10K and 200+ hours of staff time, not including attorney costs. Horning confirmed the HACD's travel policy has been updated via resolution 18-04 and that it recognizes and incorporates the Local Government Travel Expense Control Act (50 ILCS 150). Horning stated that HACD properly handled "canceled travel" by staff and Commissioners as evidenced by communications from ED Perkins. Perkins remarked on the vacancy across Public Housing and the Housing Choice Voucher Program noting that Staff continues to work diligently to fill the vacancies noting the continued difficulty with applicants responding and providing the required documentation.

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Sunset View Apartments [Hinckley] - Fire. All four dislocated tenants have vouchers, and one has already released in building A and another tenant may take an upcoming unit that is currently being rehabbed. The two remaining tenants are placed and currently working with supportive services to find new units. The fire is ruled as “undetermined cause” and restoration work has begun; no time estimates for completion have been provided.

Administrative Plan & ACOP Modifications. Staff conducted their public notice and hearing relating to policy changes. One citizen attended the public hearing providing comments and questions relating to Limited English Proficiency [LEP], criminal background lookback period and language for the rent burden preference. Perkins noted that due to the complexities and lack of guidance around the changes in 310 ILCS 10/25, staff recommends staying static with the current lookback periods until further guidance and clarity is received. Perkins stated that she will continue to work with Attorney Horning and the IAHA with intent to present a policy update within the next six months.

Rental Assistance Demonstration [RAD]. No further action with RAD this month. Perkins noted that the Build Back Better plan provides for significant Public Housing Capital Funding of which a RAD conversion would most likely not receive any of those monies and perhaps we should consider postponing conversion. Greg Byrne has released another “chalk talk” that addresses this. Perkins will review and provide update to Commissioners. Next steps will involve review of the application and supplying Commissioners the more in-depth RAD financial analysis provided by HUD.

Section 3. Staff continues to work towards Section 3 compliance and has reached out to other agencies and the IAHA to collaborate on best practices. With the requirement of 30% of 100% of the HACD staff hours worked must be by a Section 3/Targeted Section 3 worker proves to be very difficult for a small staff. HUD provides for qualitative actions that would demonstrate efforts of compliance which include providing job training, job fairs, apprenticeship opportunities, resume writing, application, and interview assistance and more. These qualitative actions are out of the scope of HACD expertise and staff are looking for ways to collaborate with agencies to meet these options.

Capital Projects. Difficulty continues in the ability to acquire materials such as cabinets, counter tops, appliances, mechanical parts, 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 noting the Mason Court Beautification Project and that Civic Water Pipe Replacement project planning efforts are underway. Staff will be working on timelines and relocation strategies in the next month.

Housing Needs – project discussion. No update.

Perkins reviewed some general items noting that the Emergency Housing Vouchers are going well and HACD was #1 on the HUD leader board. The 2021 Homeless Assistance Grant has been submitted. Perkins noted the FOIA report and that the DCRDC 3rd quarter meeting was held the board members are happy with the operations and they passed the 2022 budget.

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Resolutions: The Board was presented with **Resolution 22-11 Approval of Modifications to HACD Bylaws.** Commissioners reviewed the modifications made to the bylaws and with no further changes Commissioner Smith made a motion to approve the changes to the bylaws. Commissioner Adjegan seconded the Motion. The Ayes and Nays were as follows:

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

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

The Board was presented with **Resolution 22-15 Modifications to the Admissions & Continued Occupancy Policy.** 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>
Deanna Cada	None
Ging Smith	
Ron Bemis	
Herodote Hounsrou Adjegan	
Jerry Wahlstrom	

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

The Board was presented with **Resolution 22-16 Modifications to the Administrative Plan.** Commissioner Bemis made a motion to approve the resolution. 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	
Ging Smith	
Jerry Wahlstrom	

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

New Business: No New business.

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

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

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

The meeting was adjourned at 3:30 PM until the regular meeting scheduled to take place, in person on Tuesday, December 21, 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 November 16, 2021, and roll call showed the following members to be present and absent:

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan Ron Bemis Deanna Cada Ging Smith Jerry Wahlstrom	None

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

ACTING SECRETARY
