

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, DECEMBER 21, 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 2:34 PM on Tuesday, December 21, 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 (2:53 PM)  
Ron Bemis  
Deanna Cada (2:36 PM)  
Ging Smith  
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.

**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 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>
Ron Bemis	None
Ging Smith	
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 Bemis made a Motion to approve the meeting minutes. 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>
Ron Bemis	None
Ging Smith	
Jerry Wahlstrom	

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

**Public Comment.** Three members of the public were present, the only commenter was Mark Charvat. Mr. Charvat provided comments that included HACD's responsibility to taxpayers, travel, accessibility to the public, Commissioner Adjegan's previous stipend, honesty, posting of the board packet on our website and various other additional statements.

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**Financial Report, Bills & Payroll.** The November YTD financials were reviewed and discussed noting that all program earnings are over budget year to date. The Nelrod Salary study was discussed noting that re-benchmarking of staff wages is planned for FY23 budget. Staff reviewed and discussed the proposed wage changes with the Commissioners and noted that the FY23 budget will include two new full-time employees for maintenance and case management staffing needs. The following items were also shared with the Commissioners: Staff will provide preliminary FY23 wage budget information and the Executive Director's FY22 evaluation packet at the January meeting; Commissioners will approve the selected FY23 auditing firm at the January meeting; the FY23 preliminary agency budget will be reviewed at the February meeting; the Executive Director's FY22 evaluation will be reviewed at the February meeting; and no information has been received from HUD on CY2023 funding outlook.

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	
Ging Smith	
Jerry Wahlstrom	

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

**Report of the Secretary-Treasurer/Executive Director.** *Legal.* Attorney Horning provided an update on current tenant evictions and court actions including one applicant administrative review and one applicant informal review involving legal aid. Horning noted that he has consulted and assisted ED Perkins with recent FOIA's and has also responded to the Public Access Bureau for recent complaints. Perkins remarked on vacancy across Public Housing and the Housing Choice Voucher Program noting that Staff continues to work diligently to fill the vacancies and that terminations have somewhat subsided however, there is continued difficulty with applicants responding and providing the required documentation to determine final eligibility and proceed to lease up.

*Sunset View Apartments [Hinckley] - Fire.* All four dislocated tenants have vouchers, and one has already released in building A, another tenant will be taking an upcoming unit that is in eviction process and will need to be rehabbed. The two other victims of the fire have found new homes and are or will be leasing shortly. The final fire cause will be ruled as undetermined. Weather permitting the restoration company will work on clearing debris and begin planning for rebuild, which we believe to begin in mid to late spring.

*Rental Assistance Demonstration [RAD].* No further action with RAD this month.

*Capital Projects.* Perkins provided a brief overview noting that difficulty continues in the ability to acquire materials. The number of projects has slowed down with a focus on the Civic Water Pipe Replacement project. Planning and communication efforts are underway. Staff will be working on timelines and relocation strategies in the next month with a target of mid-February 2022 to begin the first floor. All materials must be onsite before the notice to proceed is issued.

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Housing Needs – project discussion. No update.

Perkins reviewed some general items recapping leasing status of the Emergency Housing Vouchers, the updated FOIA report and that this is the “longest night of the year” and that our local Continuum of Care is holding a memorial service for homeless persons who passed in 2021.

**Reports of Committees.** None

**Resolutions:** The Board was presented with **Resolution 22-17 5-Year Capital Action Plan 2022-2026.** Approval of the resolution would maintain HUD compliance for planning and proposed spending within the Public Housing Capital Fund Grant program for years 2022-2026. Commissioner Cada made a Motion to approve, and 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	
Ging Smith	
Jerry Wahlstrom	

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

The Board was presented with **Resolution 22-18 PHA Plan Certification for the Annual Plan FYB 4/1/22.** Approval of the resolution certifies compliance with the elements listed and mandated by HUD and is part of the PHA 5-Year Plan and PHA Annual Plan. Commissioner Adjegan 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>
Herodote Hounsrou Adjegan	None
Ging Smith	
Ron Bemis	
Deanna Cada	
Jerry Wahlstrom	

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

The Board was presented with **Resolution 22-19 Property, Liability & Work Comp Insurance Renewal.** Approval of the resolution would allow the Executive Director to renew the property, liability, and workers compensation insurance with AHRMA at the annual cost of \$159,273. 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>
Ging Smith	None
Deanna Cada	
Ron Bemis	
Herodote Hounsrou Adjegan	
Jerry Wahlstrom	

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

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**Old Business.** No old business.

**New Business.** No new business.

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

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

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

The meeting was adjourned at 3:39 PM until the regular meeting scheduled to take place, in person on Tuesday, January 18, 2022, 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 December 21, 2021, and roll call showed the following members to be present and absent:

<b><u>Commissioners Present</u></b>	<b><u>Commissioners Absent</u></b>
Herodote Hounsrou Adjegan (2:53PM) Ron Bemis Deanna Cada (2:36PM) Ging Smith Jerry Wahlstrom	None

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

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ACTING SECRETARY

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