

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, FEBRUARY 15, 2022**

---

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 2:33 PM on Tuesday, February 15, 2022.

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  
Jerry Wahlstrom

**Commissioners Absent**

None

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

**Ayes**

Ron Bemis  
Deanna Cada  
Herodote Hounsrou Adjegan  
Ging Smith  
Jerry Wahlstrom

**Nays**

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

**Ayes**

Herodote Hounsrou Adjegan  
Ging Smith  
Ron Bemis  
Deanna Cada  
Jerry Wahlstrom

**Nays**

None

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, FEBRUARY 15, 2022**

---

**Public Comment.** Two members of the public were present, the only commenter was Mark Charvat. Mr. Charvat provided various comments regarding the evaluation template used for the Executive Director review and the stipend payments made in error.

**Financial Report, Bills & Payroll.** The January YTD financials were reviewed and discussed noting that all program earnings are over budget year to date. It was noted that a few unplanned repairs to the hi and low-rise elevators are expected before fiscal year end. The agency is pleased with the outlook of finishing another fiscal year with strong earnings. Staff opened the floor for discussion and questions regarding the “draft” FY23 budget documents that were emailed to the Board. No changes were suggested for the proposed FY23 budget. The FY23 budget will be presented and approved at the March Board meeting. The collection loss and non-expendable equipment write off resolutions will also be presented and approved at the March meeting.

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	
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, court actions and applicant administrative reviews in process. Horning noted that he has consulted and assisted ED Perkins with recent FOIA’s and has provided responses to recent Public Access Bureau complaints. Perkins reviewed the attrition for Public Housing and the Housing Choice Voucher Program for the month of January, noting it was typical.

*Sunset View Apartments [Hinckley] - Fire.* Progress remains slow, along with concerns about the amount of moisture present. To determine next steps additional consultation between the structural engineer, AHRMA, the restoration company and the architect will take place in the coming weeks.

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

*Capital Projects.* Staff is waiting for the architect to complete the RFP for the TSP Air Condensing Unit. Civic Boiler Blower Fans have gone out, one has been replaced two are operable but fail and are awaiting replacement parts. Replacement parts and materials are very difficult to obtain. Primary focus continues to be on the Civic Water Pipe Replacement project. Staff continues to work on timelines and relocation strategies, noting that 36 tenants will have temporary relocation plans 21 of which will require a hotel stay. Work on the first floor has already begun and preparation for the test units will begin shortly.

---

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, FEBRUARY 15, 2022**

---

Housing Needs – project discussion. No update.

Perkins reviewed some general items noting that all Emergency Housing Vouchers are leased, and that focus has been on drafting a process to incorporate the 180 day look back period for Public Housing Screening.

**Reports of Committees.** None

**Resolutions:** The Board was presented with **Resolution 22-20 Maintenance Wage Rate Determination (HUD 4750 & 4752).** Approval of the resolution would maintain HUD compliance for establishing the minimum wage that HACD would pay for listed positions for routine and non-routine maintenance. 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.

**Old Business.** No old business.

The next item on the agenda was discussion of employees and their performance. Per allowable closed session topics in section 2 (c) (1) of the Open Meetings Act 5ILCS 120, Commissioner Bemis made a motion to enter closed session and Commissioner Smith seconded the Motion. Upon roll call the Ayes and Nays were as follows:

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

All were in favor, none opposed. Motion then carried and closed session began at 3:05 PM.

Closed Session discussion ensued. Commissioner Cada made a motion to exit closed session and 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	
Ging Smith	
Jerry Wahlstrom	

All were in favor, none opposed. Motion then carried and closed session ended and a return to regular session commenced at 4:35 PM.

---

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, FEBRUARY 15, 2022**

---

**New Business.** Chairperson Wahlstrom reviewed 2021 activity and accomplishments noting the performance of the Executive Director. Commissioner Smith made a motion of a 3% increase of salary, a bonus of \$10,000 and \$200 per month car allowance for Director Perkins for the FY23 budget. Commissioner Adjegan seconded the motion. They Ayes and Nays were as follows:

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

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

**Adjournment.** 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:

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

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

The meeting was adjourned at 4:45 PM until the regular meeting scheduled to take place, in person on Tuesday, March 15, 2022, at 2:30 PM at 310 N. 6<sup>th</sup> 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 February 15, 2022, and roll call showed the following members to be present and absent:

**Commissioners Present**  
Herodote Hounsrou Adjegan  
Ron Bemis  
Deanna Cada  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**  
None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this February 16, 2022.

---

ACTING SECRETARY

---