

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, JANUARY 18, 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, January 18, 2022.

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

Commissioners Present

Ron Bemis
Ging Smith
Jerry Wahlstrom

Commissioners Absent

Herodote Hounsrou Adjegan
Deanna Cada

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:

<u>Ayes</u>	<u>Nays</u>
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 Smith made a Motion to approve the meeting minutes. Commissioner Bemis seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Ging Smith	None
Ron Bemis	
Jerry Wahlstrom	

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

Public Comment. Two members of the public were present, the only commenter was Mark Charvat. Mr. Charvat provided comments regarding HACD's response time to FOIA's, noting that responses have been compliant under the statute, but they should be done faster under the "spirit" of expedient and efficient response.

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Financial Report, Bills & Payroll. The December YTD financials were reviewed and discussed noting that all program earnings are over budget year to date. To provide the Commissioners with information to continue discussion on the FY23 wage budget, staff updated the FY22 budget summary with the preliminary FY23 proposed wage increases and reviewed the data with the Commissioners. Staff will provide wage and benefit detail by program along with the preliminary FY23 agency wide budget at the February board meeting to continue the discussion. Staff updated the Commissioners on the Audit proposals received noting that four staff members reviewed and scored the four proposals. Hawkins Ash CPAs received the highest average score and will be awarded the FY22 audit contract with the option to renew for 3 additional years. The following items were also shared with the Commissioners: Executive Director's evaluation packet was emailed, and hard copy provided at the meeting. Completed ED evaluations are due to CFO on 2/1/2022; the quarterly reports were reviewed; and economic interest statements will be sent to the Commissioners in February via email and regular mail with a new format.

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 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	
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. Horning specifically noted the PAC issued finding dated January 18, 2022, that "the Board did not violate OMA in connection with its November 16, 2021, meeting." Perkins noted that there were no new vacancies in Public Housing for the month of December and that the Housing Choice Voucher Program has returned to normal attrition noting that Staff continues to work diligently to fill the Public Housing vacancies and return to optimal voucher utilization.

Sunset View Apartments [Hinckley] - Fire. The site is secured with fencing. Progress is slow due to weather and waiting for the final report from the structural engineer. When additional information is received, the restoration company will resume activity. We estimate activity to begin in mid to late spring.

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

Capital Projects. TSP Air Condensing Unit no longer functions and will need to be fully replaced. Staff is working with the architect on plans and an RFP targeted to go out in late January. Primary focus over the next few months will be on the Civic Water Pipe Replacement project. Initial tenant information meetings were conducted on December 21, 2021. Planning and communication efforts are underway. Staff will be working on timelines and relocation strategies in the next month. Work on the first floor has already begun.

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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 upcoming meetings.

Reports of Committees. None

Resolutions: No resolutions were presented to the Board.

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 Smith made a motion to adjourn. Commissioner Bemis seconded the Motion. The Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Ging Smith	None
Ron Bemis	
Jerry Wahlstrom	

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

The meeting was adjourned at 3:29 PM until the regular meeting scheduled to take place, in person on Tuesday, February 15, 2022, 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 January 18, 2022, and roll call showed the following members to be present and absent:

Commissioners Present

Ron Bemis
Ging Smith
Jerry Wahlstrom

Commissioners Absent

Herodote Hounsrou Adjegan
Deanna Cada

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this January 19, 2022.

ACTING SECRETARY
