

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, MARCH 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 2:31 PM on Tuesday, March 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 Smith seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

Ayes

Ron Bemis
Ging Smith
Herodote Hounsrou Adjegan
Deanna Cada
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 Cada seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

Ayes

Herodote Hounsrou Adjegan
Deanna Cada
Ron Bemis
Ging Smith
Jerry Wahlstrom

Nays

None

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

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Public Comment. Members of the public were present; however, no comments were made.

Financial Report, Bills & Payroll. The February YTD financials were reviewed and discussed noting that all program earnings are over budget year to date. The agency is pleased with the outlook of finishing another fiscal year with strong earnings. Staff updated the Board on the FY22 HUD appropriations signed into law March 11, 2022. Overall HUD funding increased 7.5% with increases to PH operating fund, Capital funds, and HCV HAP and admin fee funding. It was noted by PHADA that the increase is appreciated, however, the HCV admin fees, and capital funds are still severely underfunded for their program needs. Staff noted that the FY22 financial audit is set for June 13-15, 2022.

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

<u>Ayes</u>	<u>Nays</u>
Herodote Hounsrou Adjegan	None
Deanna Cada	
Ron Bemis	
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 gave a brief overview of the attrition for Public Housing and the Housing Choice Voucher Program, noting it was typical.

Sunset View Apartments [Hinckley] - Fire. No progress to report. Concerns remain about the amount of moisture present and what impact it will have on the rebuild. 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. Primary focus continues to be on the Civic Water Pipe Replacement project. Staff continues to work on timelines and relocation plans. We are very pleased with attention to detail of the contractor. Because of their due diligence in checking materials and fittings before beginning, they were able to determine a discrepancy in piping size, helping to stave off unnecessary project delays. Staff is waiting for the architect to complete the RFP for the TSP Air Condensing Unit. Civic Boiler Blower Fans have been replaced and the project is complete. Replacement parts and materials continue to be difficult to obtain in a timely manner. Staff will be working on preparation of a Radon Testing RFP.

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Housing Needs – project discussion. No update.

Perkins reviewed some general items noting that all Emergency Housing Vouchers are leased; the new owners of 403 units (previously Hunter Properties) are in process of rehabbing units and are interested in working with the voucher program. HACD was contacted by a HUD contractor performing NSPIRE inspections. Civic and Mason Apartments were to be inspected however due to the capital project in progress we were afforded a temporary pass. The Sprint antenna at Taylor Street Plaza will be decommissioned due to their buy out by T-Mobile and the fact that T-Mobile has an existing platform. Some of the lost Sprint revenue will be recouped by the new incoming DISH Wireless platform. Staff continues to work on Section 3 compliance and are contemplating an intergovernmental agreement with Rockford Housing Authority to assist in meeting the requirements. Perkins noted that VASH vouchers have had a persistent underutilization issue. While the lack of homeless Veterans is a very good thing, being underutilized in the program is not and some form of resolution will be needed. Perkins informed Commissioners that Chicago Housing Authority intends to absorb 25 port out vouchers which will drastically impact HACD utilization and most likely take six months to a year to recover.

Reports of Committees. None

Resolutions: The Board was presented with **Resolution 22-21 Collection Loss Write Off FYE 3/31/22.** In compliance with our policy, every attempt was made to recover funds from these tenants. As part of the fiscal year closure the Commissioners are made aware of the balance of the account write offs totaling \$30,597.84. Approval of the resolution would maintain compliance with HUD and HACD policy. Commissioner Bemis made a motion to approve. 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.

The Board was presented with **Resolution 22-22 Write Off of Non-Expendable Equipment FYE 3/31/22.** In compliance with our Financial Management Handbook's Disposition Policy, every attempt was made to recover funds from the liquidation of these assets and as part of the fiscal year closure the Commissioners are made aware of the disposed assets totaling \$118,233.30. Approval of the resolution would maintain compliance with HUD and HACD policy. Commissioner Cada made a motion to approve. 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.

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The Board was then presented with **Resolution 22-23 Approval of Operating Budget for FYB 4/1/22 [FY23]**. In compliance with HUD regulations Housing Authority's must approve and submit an approved agency operating budget annually to HUD. Commissioners were presented with two budgets, Budget A (staff recommended) and Budget B. Commissioner Bemis made a motion to approve Budget B. 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.

Old Business. To cure any OMA concerns stemming from the February 15, 2022, board meeting, Commissioners revoted on the compensation for the Executive Director. Commissioner Smith made a motion to reapprove the fiscal year 2023 salary of the Executive Director to be sat at a 3% increase, a bonus of \$10,000.00 and an auto allowance of \$200.00 per month. Commissioner Adjegan seconded the motion. Upon roll call, 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	

New Business. Chairperson Wahlstrom announced the Resignation of Executive Director Michelle Perkins and read in full the comments in Exhibit A. Commissioners discussed a tentative plan for initial review of resumes.

Adjournment. There being no further business to come before the Commissioners, Chairperson Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Adjegan made a motion to adjourn. Commissioner Bemis seconded the Motion. 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.

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The meeting was adjourned at 3:37 PM until the regular meeting scheduled to take place, in person on Tuesday, April 19, 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 March 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 March 16, 2022.

ACTING SECRETARY
