

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, SEPTEMBER 20, 2022**

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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 2:30 PM on Tuesday, September 20, 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**

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**Others Present**

Tim Horning, Attorney  
Dave Siegel, 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 for August 16, 2022 – Regular Meeting. 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:

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

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

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**Public Comment.** Two members of the public were present. Mr. Van Buer commented June and July meeting minutes were approved even though he felt the minutes were false. Mr. Van Buer recommended that HACD records the meetings. Mr. Charvat commented that the response to his board meeting FOIA request was incomplete. Mr. Charvat feels that HACD’s attorney should present PAC findings at the board meetings. Mr. Charvat also would like to know the status of stipend payments made to the resident commissioner.

**Financial Report, Bills & Payroll.** Staff noted that the funds distribution overview was updated for the funds transferred to CDs and that the checking interest rate increased. It was also noted that staff continues to focus efforts on increasing HCV utilization by conducting in person briefers, in person eligibility workshops and reaching out recent voucher holder recipients to provide support and answer questions. The August YTD financials were reviewed and discussed noting that agency net earnings are higher than budgeted. The favorable budget variance is due to an increase in HCV admin fee revenue and capital fund revenue and the public housing litigation funds received. Additionally, total agency expenses are under budget. It was noted that Hinckley earnings are under budget due to demolition, haul away and landfill expense for the fire unit and a large collection loss write off. Staff noted that the Blue Cross Blue Shield health insurance renewal will be presented in a resolution at the October meeting. The FY22 Audit report was distributed and reviewed.

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 and court actions. Horning noted that he has consulted and assisted ED Siegel and staff with recent FOIA’s, Public Access Bureau [PAC] complaints and provided Commissioners an overview of the FOIA and PAC process. Staff continues to aggressively process applicants; however, it has been difficult to get responses and or paperwork back

**Capital Projects & General Property (not capital funds) Projects – In Progress.**

- Civic Apartments - The project is progressing well. By the end on this week, 1/3 of the units will have been completed. The schedule is set, and all the apartments shall be completed by Friday, December 2nd. Tenants’ cooperation has been outstanding, and they have been ready each week since we started the project.
  - Civic Apartments - Weaver Construction has been contracted to install a concrete bike rack pad to house the bikes at Civic Apartments. Residents have asked for a long time to get the bike rack removed from the east patio to make room for additional furniture and cooking area. Weaver Construction will start work this week.
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- TSP Air Condensing Unit – Bid opening took place on Thursday, August 18th. We received two bids: \$390,000 & \$409,000 which exceeds our budget for this project. The ACCU replacement is more involved than originally planned. It is basically an overhaul of the air conditioning system for the hallways. HACD will need to discuss this in further detail to determine how we may want to proceed.
- Mason Landscaping - Weaver Construction finished building the Entrance Pillars. Working on getting quotes for the entrance fencing to complete the project.

**Reports of Committees. None**

**Resolutions:** The Board was presented with **Resolution 23-07 Utility Allowance Revision for Shabbona.** HACD is required to gather and provide actual utility data for each unit of the Shabbona property to National Housing Compliance bi-annually to determine if the utility allowance needs to be adjusted. National Housing Compliance is the HUD appointed contract administrator for the Shabbona program.

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Ron Bemis	
Ging Smith	
Jerry Wahlstrom	

**Resolution 23-08 Housing Choice Voucher Payment Standard.** (HUD) requires public housing authorities (PHAs) which administer a Housing Choice Voucher program (HCV) to establish payment standards which are used to calculate housing assistance payments (HAP) that the PHA pays to landlords/owners on behalf of participant families leasing an HCV unit.

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Ron Bemis	
Ging Smith	
Jerry Wahlstrom	

**Resolution 23-09 Public Housing Flat Rents.** The Annual Contributions Contract (ACC) between the Housing Authority of the County of DeKalb (HACD) and the United States Department of Housing and Urban Development (HUD) and federal program regulations require HACD to annually review, revise, and adopt as needed Public Housing Program Flat Rents.

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Ron Bemis	
Ging Smith	
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**Old Business.** None

**New Business.** None

**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:

**Ayes**

Ron Bemis

Ging Smith

Jerry Wahlstrom

**Nays**

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

The meeting was adjourned at 3:27 PM until the regular meeting scheduled to take place, in person on Tuesday, October 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, David Siegel, 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 September 20, 2022, and roll call showed the following members to be present and absent:

**Commissioners Present**

Ron Bemis  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this September 21, 2022.

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ACTING SECRETARY

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