

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, APRIL 18, 2023**

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 2:41 PM on Tuesday, April 18, 2023.

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

Commissioners Present

Ging Smith
Ron Bemis
Hounsrou Adjegan
Sabrina Nicholson
Jerry Wahlstrom

Commissioners Absent

Others Present

Tim Horning, Attorney
Jill Morgan, Operations Director
Dave Siegel, Executive Director
Christine Sauter, CFO

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 Smith made a Motion to approve the Agenda and Commissioner Adjegan seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

| | |
|---------------------------|--------------------|
| <u>Ayes</u> | <u>Nays</u> |
| Sabrina Nicholson | None |
| Ging Smith | |
| Jerry Wahlstrom | |
| Herodote Hounsrou Adjegan | |
| Ron Bemis | |

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

Approval of the Minutes. Chairperson Wahlstrom asked for changes to the meeting minutes presented for March 21, 2023 – Regular Meeting. There being no changes, Commissioner Adjegan made a Motion to approve the Minutes and Commissioner Bemis seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

| | |
|---------------------------|--------------------|
| <u>Ayes</u> | <u>Nays</u> |
| Herodote Hounsrou Adjegan | None |
| Ron Bemis | |
| Sabrina Nicholson | |
| Ging Smith | |
| Jerry Wahlstrom | |

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

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Public Comment. Two members of the public were present. Derek Van Buer provided comments regarding Illinois Municipality Budget Law. Mr. Van Buer feels that the Housing Authority must comply with this statute. Mr. Van Buer would also like board packets to be made available to the public prior to HACD Board Meetings. Mark Charvat relayed a story from the Human Relations Committee about a young woman who accepted a job at NIU and has struggled to find housing in the private market. Mr. Charvat felt it was a responsibility of this housing authority to investigate and remedy the potential discrimination despite this person not being a voucher holder.

Financial Report, Bills & Payroll March YTD financials were reviewed. Ms. Sauter briefly discussed upcoming audit that is scheduled for mid-June and preparations taken by staff. There were no new variance changes presented. Ms. Sauter also noted that Quarterly Financial Reports and brought Board attention to two major capital fund projects affecting 2022 and 2023 capital expenditures, the Civic Water Project and the possibility of TSP Air Conditioning Project. There was then a brief discussion regarding Briarwood financials, which CFO will follow up on for resolution.

The bills and payroll were submitted to the Commissioners for approval of payment. Commissioner Nicholson 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> |
|---------------------------|-------------|
| Herodote Hounsrou Adjegan | None |
| Ron Bemis | |
| Sabrina Nicholson | |
| Ging Smith | |
| Jerry Wahlstrom | |

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

Report of the Secretary-Treasurer/Executive Director.

Legal:

➤ **General:**

- Reviewed/Consulted on FOIA & Public Access Bureau
- Consulted on and represented HACD on tenant terminations

➤ **Terminations/Vacates for December -**

- **6 Move outs for HCV** – (2 port out, 2 voluntary, 1 terminated, 1 deceased)
- **13 Vacate in Public Housing** – (5 assistance no longer needed, 4 terminated, 4 voluntary)

Capital Projects & General Property (not capital fund) Projects – In Progress

- Briarwood-We are replacing the waste lines at Briarwood E building. This work began on April 5 and should be completed by mid-May. On schedule.
 - Civic-4 kitchens done and are set for inspection this week. New chute should take 6-8 weeks to construct.
 - West Gurler building hit by a car on South side. Repairs nearly complete and DCRDC has been informed.
 - Interest in pursuing AC unit at TSP this year? We could go out to bid and perhaps start the work “off-season” in the Fall.
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➤ **General:**

- SEMAP processing done and indicates we will remain a “high performing HA”
- Public Housing is at 98.3% occupancy
- HCV utilization increased by 1 voucher last month
- Next HACD Board meeting is scheduled for Tuesday, May 16, 2023.

Reports of Committees. None

Resolutions. The Board was presented with **Resolution 24-01 FY23 SEMAP Certification.** Pursuant to 24 CFR 985.101, PHAs administering a Section 8 tenant-based assistance program must submit an annual Section 8 Management Assessment Program Certification within 60 days after the end of its fiscal year. Staff have completed the internal audit and prepared Certification for HUD 52648 for submission of agency performance.

Commissioner Bemis made a motion to approve the resolution. Commissioner Adjegan seconded the motion. The Ayes and Nays were as follows:

| <u>Ayes</u> | <u>Nays</u> |
|---------------------------|-------------|
| Herodote Hounsrou Adjegan | |
| Ron Bemis | |
| Sabrina Nicholson | |
| Ging Smith | |
| Jerry Wahlstrom | |

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

Old Business. None

New Business. Commissioner Bemis announced he will not make the next Board Meeting. Commissioner Adjegan also presented the possibility that he may have a conflict.

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 Nicholson seconded the Motion. The Ayes and Nays were as follows:

| <u>Ayes</u> | <u>Nays</u> |
|---------------------------|-------------|
| Herodote Hounsrou Adjegan | |
| Ron Bemis | |
| Sabrina Nicholson | |
| Ging Smith | |
| Jerry Wahlstrom | |

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

The meeting was adjourned at 3:24 PM until the regular meeting scheduled to take place, in person on Tuesday, May 16, 2023, at 2:30 PM at 310 N. 6th Street, DeKalb IL 60115.

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CHAIRMAN

(SEAL)

ATTEST:

SECRETARY-TREASURER

CERTIFICATE

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 April 18, 2023, and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Ron Bemis
Sabrina Nicholson
Ging Smith
Jerry Wahlstrom

Commissioners Absent

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this April 19, 2023.

SECRETARY
