

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, AUGUST 15, 2023**

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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 2:33 PM on Tuesday, August 15, 2023.

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

**Commissioners Present**

Hounsrou Adjegan  
Sabrina Nicholson  
Jerry Wahlstrom

**Commissioners Absent**

Ging Smith  
Ron Bemis

**Others Present**

Tim Horning, Attorney  
Jill Morgan, Operations Director  
Christine Sauter, Chief Finance Officer  
Dave Siegel, Executive 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 Adjegan made a Motion to approve the Agenda and Commissioner Nicholson seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

**Ayes**  
Hounsrou Adjegan  
Sabrina Nicholson  
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 Minutes and Commissioner Nicholson seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

**Ayes**  
Hounsrou Adjegan  
Sabrina Nicholson  
Jerry Wahlstrom

**Nays**  
None

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

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**Public Comment.** One member of the public was present, but declined to speak.

**Financial Report, Bills & Payroll** July YTD financials were reviewed. Net Earnings are well above budget. It was noted that all projects are coming in over budget. Questions were then taken. There was a brief discussion about Briarwood and the revenue being strong, but not quite as strong as last year. A great deal of this was due to substantial tenant billing last year and also the wastewater project that had been completed recently.

The bills and payroll were submitted to the Commissioners for approval of payment. There was a brief discussion around HDLI and its usefulness in reviewing policies and troubleshooting unique situations. 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>
Hounsrou Adjegan	None
Sabrina Nicholson	
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

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➤ **Terminations/Vacates for last month -**

- **7 Move outs for HCV** – (1 absorbed, 2 assistance no longer needed, 1 deceased, 3 ported)
- **3 Vacate in Public Housing** – (1 assistance no longer needed, 1 transfer to HCV)

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

- Heat Pumps installed at Gurler and Lewis...Shabbona will be installed this week!!
- New Epoxy Floors at Civic and TSP.
- Hinckley-bids for rebuild open on August 16<sup>th</sup>. We are hopeful that construction can begin in late September.
- **General:**
- HCV was net positive 7 vouchers in July! August should be even better. We are targeting 100% utilization for January 1<sup>st</sup>, 2024.
- Public Housing was at 99.3% occupancy for the month of July. We anticipate exceeding FY2023 starting in August and hope to carry that through the remainder of FY2024.
- Next HACD Board meeting is scheduled for Tuesday, September 19, 2023.

**Reports of Committees.** None

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**Resolutions.** The Board was presented with **24-06 Shabbona Utility Allowance.** 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.

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

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Hounsrou Adjegan	
Sabrina Nicholson	
Jerry Wahlstrom	

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

The Board was presented with **24-07 TSP ACCU Replacement Contract Approval.** This resolution seeks Board approval to utilize Capital Funds to replace ACCU at Taylor Street Plaza. This contract shall be awarded to the low-bidder, DeKalb Mechanical.

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

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Hounsrou Adjegan	
Sabrina Nicholson	
Jerry Wahlstrom	

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

**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 Nicholson made a motion to adjourn. Commissioner Adjegan seconded the Motion. The Ayes and Nays were as follows:

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Hounsrou Adjegan	
Sabrina Nicholson	
Jerry Wahlstrom	

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

The meeting was adjourned at 3:00 PM until the regular meeting scheduled to take place, in person on Tuesday, September 19, 2023, at 2:30 PM at 310 N. 6<sup>th</sup> Street, DeKalb IL 60115.

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CHAIRMAN

(SEAL)

ATTEST:

\_\_\_\_\_  
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 August 15, 2023, and roll call showed the following members to be present and absent:

**Commissioners Present**

Hounsrou Adjegan  
Sabrina Nicholson  
Jerry Wahlstrom

**Commissioners Absent**

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this August 16, 2023.

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SECRETARY

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