

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, FEBRUARY 16, 2010**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority's central office, 310 N. Sixth Street, DeKalb, IL at 2:51 p.m. on Tuesday, February 16, 2010.

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

PRESENT: Ron Bemis
 Ging Smith
 Donna Moulton
 Jerry Wahlstrom

ABSENT: Donna Caul

ALSO PRESENT: Rochelle Graff, Civic Resident
 Brett Brown, Executive Director
 Chris Sauter, CFO
 Jennifer Yochem, Admissions Coordinator

There being a quorum present and the meeting duly convened, business was transacted as follows:

Approval of the Agenda. Commissioner Bemis asked for changes to the Agenda. There being no changes to the agenda, Commissioner Smith made a Motion to approve the Agenda. Commissioner Wahlstrom seconded the Motion. Motion unanimously carried.

Approval of the Minutes. Commissioners reviewed the minutes of the regular January 2010 meeting. Commissioner Moulton made a Motion to approve the meeting Minutes. Commissioner Smith seconded the Motion. Motion unanimously carried.

Approval of Bills and Payroll. The bills and payroll were submitted to the Commissioners for approval of payment. Commissioner Moulton moved that the bills and payroll be approved as submitted. Commissioner Wahlstrom seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

AYES: Ron Bemis
 Ging Smith
 Donna Moulton
 Jerry Wahlstrom

NAYS: None

BUSINESS:

Public Comment. Civic Resident Rochelle Graff introduced herself and gave a brief explanation of her experience to be considered for the open Resident Board Member seat.

Legal. Director Brown informed the board of the meeting he attended with the AHRMA-selected attorney to represent the Authority in the Hughes appeal. At this time, Hughes' have not hired an attorney. AHRMA Counsel expressed some surprise that we had been able to obtain a lack of substantial evidence finding to conclude the IDHR investigation, as the majority of claims pass that initial threshold and proceed to hearing. Staff provided the attorney with copies of submissions and file contents. Brown informed the board that the Golden Years Plaza resident with a water-related disability discrimination complaint was not resolved by two offers of accommodation; IDHR investigation continues. Brown also stated that staff continues to collect statements related to complaint filed with IDHR alleging race discrimination in HCV admission process.

Financials. Commissioners confirmed the receipt of the YTD financials for February 2010. CFO Sauter directed the Commissioners' attention to the Financial Summary provided in the board Packet. Sauter reviewed the monthly reports noting no significant changes. Sauter did inform the board that the water meter at Civic Apartments may be defective causing incorrect water usage reports demonstrating decrease in expense. Brown reviewed current HAP and provided Commissioners with a preliminary notification of CY10 HAP funding of \$3.39 million. Brown stated that using the current average voucher cost of \$586 per month, proposed funding will only support 481 vouchers which is 58 below our baseline of 539. Staff will investigate possible additional "set aside" funding. Applications for additional funding are due by March 9th. Sauter informed the board that if no additional funds are received at the end of December 2010, there would be approximately \$30,000 left in reserve if the Authority stays on current course and attrition rate.

Administrative Resolutions: The board was presented with two resolutions. **Resolution 10-19 Maintenance Wage Determination** was presented for the Commissioners' to approve. The resolution reflects the maintenance job classifications and wage rates as they appear on the Maintenance Wage Rate Determination Paper. A 2% wage increase is consistent with the COLA raises given for other governmental agencies in area. Commissioner Moulton made a motion to approve, and Commissioner Wahlstrom seconded it. All were in favor, none opposed. Motion then carried.

The board was presented with **Resolution 10-20 Donna Caul Service Recognition.** Commissioner Caul has provided 10 years of service to the Authority. Commissioner Wahlstrom made a motion to approve, and Commissioner Moulton seconded it. All were in favor, none opposed. Motion then carried.

Projected FY11 Budget: Sauter and Brown presented projections for the FY11 Budget. Brown stated that the projections will need refinement. Brown made note of the section on the budget sheets "below line items" were primarily fixed assets (i.e., potential feasible improvements to properties) and the "above line items" are the Authority's main operating budget items (i.e., utilities, security, etc.). Commissioner Bemis noted that the Net Earnings were not included in the below line items.

Staff Report: Director Brown informed the board that GYP Water project continues to proceed without issue. Current adjusted contract price is \$1,098,150.83 with \$444,115 stated value of work completed through 1/31/10. Project contractor, Steve Irving, has requested an extension of the original completion date as the Authority encouraged the work to cease during the holidays for the comfort and benefit of the residents; contractor also requested reduction in retainage to 5%.

Energy review results received from University of Illinois Architecture School staff indicate only minor short term, cost-effective energy savings opportunities. Estimated cost for "Key" measures was

just less than \$5,000. Overall, Brown was satisfied with the energy review and felt a definite value in having the information

Director Brown advised that inquiry had been received about the Authority's possible interest in purchasing a 48 unit property. It is worth reviewing along with investigating the different funds available to acquire this property as it may fit into the 5-year plan.

Commissioner Bemis asked for the remainder of the meeting to go to a Closed Executive Session. Commissioner Moulton made a Motion to approve the Closed Executive Session. Commissioner Wahlstrom seconded the Motion. Motion unanimously carried. Upon conclusion of the closed session Commissioner Wahlstrom made a Motion to approve the conclusion and Commissioner Moulton seconded the Motion.

Other Business. None

As there was no further discussion to come before the Commissioners, Commissioner Smith proposed a Motion to Adjourn. Commissioner Moulton seconded the Motion and Motion then carried. The regular meeting was adjourned at 4:10 P.M. until the regular March meeting on Tuesday, March 16, 2010 at 2:30 P.M., at Civic Apartments, 350 Grant Street, Sycamore, IL.

CHAIRMAN

(SEAL)

ATTEST:

SECRETARY-TREASURER

CERTIFICATE

I, BRETT S. BROWN, 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 Regular Meeting was held February 16, 2009 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT: Ron Bemis
 Ging Smith
 Donna Moulton
 Jerry Wahlstrom

ABSENT: Donna Caul

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this 10th day of March, 2010.

ACTING SECRETARY