

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, JUNE 28, 2011**

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 2:34 p.m. on Tuesday, June 28, 2011.

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

PRESENT:               Susie Hill  
                              Jerry Wahlstrom  
                              Donna Moulton  
                              Ging Smith

ABSENT:                Ron Bemis

ALSO PRESENT:        Brett Brown, ED  
                              Chris Sauter, CFO  
                              Shelly Perkins, Ops. Mgr.

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

Approval of the Agenda. Commissioner Wahlstrom asked for changes to the Agenda. There being no changes to the agenda, Commissioner Hill made a Motion to approve the Agenda. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of the Minutes. Commissioners reviewed the minutes of the regular May 2011 meeting. Commissioner Hill made a Motion to approve the meeting Minutes. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of Bills and Payroll. The bills and payroll were submitted to the Commissioners for approval of payment. Commissioner Hill 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:

AYES:                Susie Hill  
                              Jerry Wahlstrom  
                              Donna Moulton  
                              Ging Smith

NAYS:                None

**BUSINESS:**

Public Comment. None.

Legal. Hughes Judicial Appeal. ED Brown stated that there is no change in the status. The court still holds the appeal under advisement. GYP Tendon Assessment. Initial report of insurer engineering consultant indicated denial of coverage for tendon inspection; Staff requested reconsideration of claim. Ed Brown anticipates a response in the next few days.

Financials. CFO Sauter reviewed monthly reports. Sauter discussed Central Office FY11 Final budget variances. Sauter noted that \$37,208 of the \$57,118 budgeted for Grant administration revenue will not be recorded because it relates to the BTOP computer grant. Circular A-87 appears to restrict charging the AMP a grant admin fee because we use contributed labor as a matching requirement. To address concerns of HUD representatives, the remaining \$19,910 relating to the U of I appliance grant and will be recorded in FY12, the period the grant funds were received rather than FY11, the period the fees were earned. Sauter stated that HCV program fees will be under budget by \$7,098 because an adjustment was made to record fees based on Unit Months Leased and not baseline. Staff training and travel will be over budget a combined amount of \$4,800 due to reclassifying from AMP expenses, some travel expenses incurred by Executive Director for advocacy work and training in Washington DC. Sauter noted that the Revised "FINAL" Central Office FY11 net earnings are \$82,650 and not \$151,083.

ED Brown discussed obtaining a \$100,000 Line of Credit to support payment of improvement expenses; improvement loans to be repaid from operating reserves. Brown also discussed that HUD staff has not developed consistent interpretation of its rules for COCC fees for administering non-program AMP grants. Fee accountant, auditor and consultant regard fee issue as a management decision subject to reasonableness. Advice trended to delay of realization of COCC fees until grant funds actually received, rather than accruing income. As noted by Sauter, FY11 financials adjusted accordingly.

Annual Meeting of the Municipal Corporation. A Motion was made by Commissioner Moulton to open the Annual Meeting and seconded by Commissioner Hill. The Annual Meeting was held 3:10 P.M. to 3:25 P.M. Roll call was conducted. Commissioner Wahlstrom reviewed Commissioner attendance records, noting the high attendance rates. Director Brown reviewed remaining terms of Commissioner appointments.

Director Brown, Board Secretary, asked for nominations for Chairman. Commissioner Moulton nominated Ron Bemis for reappointment and Commissioner Hill seconded the Motion.

There being no further nominations, Commissioner Wahlstrom made a Motion that nominations be closed. The Motion was seconded by Commissioner Moulton. Upon roll call the Ayes and Nays were as follows:

AYES:	Donna Moulton Ging Smith Jerry Wahlstrom Susie Hill
NAYS:	None
ABSENT:	Ron Bemis

Voting for Chairman Bemis to continue in the position of Chairman was as follows:

AYES: Donna Moulton  
Ging Smith  
Jerry Wahlstrom  
Susie Hill

NAYS: None

ABSENT: Ron Bemis

Motion then carried.

Secretary Brown asked for nominations for Vice-Chairman. Commissioner Wahlstrom nominated Commissioner Moulton and Commissioner Hill seconded the Motion.

There being no further nominations, Commissioner Wahlstrom made a Motion that nominations be closed. The Motion was seconded by Commissioner Smith. Upon roll call the Ayes and Nays were as follows:

AYES: Donna Moulton  
Ging Smith  
Jerry Wahlstrom  
Susie Hill

NAYS: None

ABSENT: Ron Bemis

Voting for Commissioner Moulton for the position of Vice-Chairman was as follows:

AYES: Donna Moulton  
Ging Smith  
Jerry Wahlstrom  
Susie Hill

NAYS: None

ABSENT: Ron Bemis

Motion then carried.

There being no further business to come before the Annual Meeting, Commissioner Wahlstrom made a Motion to close the Annual Meeting. Commissioner Hill seconded the Motion. All were in favor, none opposed. Motion then carried and the Commissioners continued on with regular session business.

Resolutions. The board was presented with **Resolution 12-04 Housing Choice Voucher Income Limit** to change the HCV program admission income limits to be compliant with the Administrative plan and be in compliance with HUD's new income figures for DeKalb County.

The board was presented with **Resolution 12-05 Public Housing Utility Allowance Revision** requesting modification to the Public Housing Utility Allowance to reflect the annual analysis and evaluation that determined a rate increase of 10%.

The board was presented with **Resolution 12-06 Public Housing Income Limits** to change the Public Housing program admission income limits to be compliant with the ACOP and be in compliance with HUD's new income figures for Dekalb County.

Commissioners were presented with and reviewed all three resolutions together. Commissioner Smith made a motion to approve all three resolutions, and Commissioner Wahlstrom seconded it. All were in favor, none opposed. Motion then carried.

Approval/Ratification. Sunset Real Estate Purchase Contract. ED Brown provided Commissioners with detailed information on a 2-bedroom, single-family detached residence intended to support neighborhood distribution of voucher assistance, possible development of HUD or non-HUD self-sufficiency program and/or homeownership program, consistent with 5-year plan. Discussions with DCCS regarding possible case management support for a self-sufficiency or homeownership family are preliminary. Seller agreement for \$74,000 purchase price, "as is" and quit claim deed; staff requiring inspection and board-approval contingencies. Staff estimates \$5 -\$6,000 in repairs, not including replacement of water heater and reconnection of water supply. Staff has asked for Seller replacement of water heater at Seller expense. Brown stated that he is currently waiting for the Seller's response. Commissioners viewed the neighborhood and property characteristics favorably. Brown requested consent to proceed to contract. Consensus was that ED Brown should negotiate and execute contract as described.

County Fiber Optic Line. Subject to board approval, ED Brown has reached agreement with county Administrator Bockman to license County installation of fiber line at GYP at no charge for 30 months. County will not allow Authority use of fiber line without payment of \$7,000 in annual fees; 9-11 Board, County and City agencies do not wish to pay fees for antennas in use at GYP. Staff cannot account for County perspective on fees, but Authority has no immediate needs for fiber line and staff recommends 30-month license. Fiber license to specify that County and City rights to antenna use are not extended by entry of the license and that, on notice from the Authority, County and City antennas may need to be moved or removed during the 30-month license period. ED Brown requests board authorization to enter license agreement. Commissioners inquired about negotiations and through general consensus granted approved entry of the license agreement.

Digital Divide Grant. Sperkins informed the board that the Authority has been awarded \$40,000 as part of the Digital Divide Grant. This grant will allow for installation of a computer training center and computer skills training at Civic Apartments. Staff will begin implementation immediately to correspond with grant requirements. IKE Capital Grant Application for Hinckley. Sperkins informed the board of the "IKE Grant" which is a second round of the previous CDBG Disaster Funds from IHDA and is specific to rehabilitation of 515 properties such as Hinckley. Sperkins will begin work on grant request. Wait List Opening. Sperkins informed the Commissioners that wait list analysis and "hit rate" indicates that the HCV and PH waiting lists should be opened for additional applicants. Sperkins stated that the Authority will open the lists on August 1, 2011 for the first 500 applicants that are income eligible and qualify for two or more local preferences. Perkins also stated that once the 500 maximum is met, the lists will remain open to the elderly and disabled only. Sperkins stated that significant outreach is set to happen over the next three weeks. DeKalb Housing Task Force. Work with data subcommittee and Landlord Tenant subcommittees continue.

Briarwood Apartments. ED Brown presented the Commissioners with a fact sheet containing financial feasibility and statistics for consideration in acquiring Briarwood Apartments. Commissioners discussed the possibility of seller financing for a purchase. Commissioners considered the size of the project and feasibility for use with a mix of market and subsidized units. ED Brown will develop information on seller financing, comparable property characteristic and viability of market and subsidized unit mix.

As there was no further discussion to come before the meeting, Commissioner Hill moved to adjourn the regular meeting. Commissioner Smith seconded the Motion and Motion then carried. The regular meeting was adjourned at 5:10 PM until the regular July meeting on Tuesday July 19, 2011 at 2:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6<sup>th</sup> Street, DeKalb, IL.

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CHAIRMAN

(SEAL)

ATTEST:

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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 June 28, 2011 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT:    Susie Hill  
                 Jerry Wahlstrom  
                 Donna Moulton  
                 Ging Smith

ABSENT:     Ron Bemis

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this 12th day of July, 2011.

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ACTING SECRETARY