

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, APRIL 19, 2016**

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 PM on Tuesday, April 19, 2016.

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

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan	Jerry Wahlstrom
Ron Bemis	
Ging Smith	
Donna Moulton	

Others Present

Michelle Perkins, Executive Director
Christine Sauter, CFO
Vivian Bright, DO
Tim Horning, Attorney

There being a quorum present, the meeting duly convened opening with the hearing of any public comments. Tenant Edward Lauritzen was present to state a series of complaints and express his dissatisfaction with multiple items related to Taylor Street Plaza. Chairwoman Moulton was appreciative of Mr. Lauritzen's comments and advised they would be taken into consideration. Moulton asked for Mr. Lauritzen to document his issues for further review.

Approval of the Agenda. Commissioner Moulton asked for changes to the Agenda. There being no changes, Commissioner Bemis 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. Commissioner Moulton asked for changes to the meeting minutes. With no changes being requested, Commissioner Hounsrou made a Motion to approve the meeting minutes. Commissioner Bemis 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 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>
Herodote Hounsrou Adjegan	None
Ron Bemis	
Ging Smith	
Donna Moulton	
<u>Absent</u> – Jerry Wahlstrom	

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Financial Report: CFO Sauter noted that the budget revisions approved at the March meeting were reflected in the financials and that March YTD financials did not include the year end accruals. Sauter noted that the accruals will be posted to the financials later in April and the updated YTD March 2016 financials will be distributed to the Board at the May meeting. Sauter distributed and reviewed the quarterly PH operating reserve, capital fund grant, and contract listing reports with the Board. Sauter noted that the annual audit is scheduled for June 20-22.

Executive Director Report: *Legal.* Attorney Horning has been working with staff on Public Housing evictions. Horning has been working with staff in efforts to respond to an applicant's allegation of discrimination based upon race and marital status. Response has been submitted to the Illinois Department of Human Rights. IDHR has responded with a notice of exceeding 100 days to respond to the perfected response. Horning is also working with staff regarding the recent inquiry from the County Assessor's office in regards to taxing the cellular antenna income at TSP.

RAMP. Perkins discussed with Commissioners the concept of renovating a 3 bedroom unit at Briarwood to be 504/ADA compliant. RAMP has been working with two individuals who seek to live independently, but to do so require housing that is ADA complaint. Perkins will get construction estimates to help in further consideration of the project.

REAC Inspection. AMP 3 was inspected on June 2, 2015 with a score of 82. AMP 2 was inspected on March 4, 2016 with a score of 85c. AMP 1 was inspected on March 21, 2016 where a HUD QA inspection was conducted. The QA inspection consisted of a HUD Supervisor reviewing the contracted inspector while the inspection took place. AMP 1 unfortunately received a score of 42c. Staff has addressed all of the noted issues and will work diligently in preparation for re-inspection.

ED Perkins gave a general overview and update of items: Briarwood is finished with window & door replacement for the entire complex. Bids for roof C are now being received. Remaining roofs D, E and F to be completed 2017-2018. Civic Window replacement began on April 20th, multiple tenant information meetings have been held along with distribution of a project handbook. Hinckley Deck project is 90% complete with final staining to commence when weather permits. Staff has been working with contractors to finalize the phone rewiring to fix the 02' stack at Taylor Street Plaza and is now complete. CoCC will be doing modifications to the briefing area that will include installation of a cubical to allow for a private work area. Staff is also seeking to purchase mobile partitions to use for privacy purposes when hosting multiple meetings in this area with an estimated cost of \$4,000.

Perkins stated that she continues to work with IHDA and the Supportive Housing Work Group, and the Mayor's community "Bookcase" project. Perkins gave an overview of the M & M Clinic and the knowledge that was learned by staff. Perkins informed the board that DCRDC's quarterly meeting is to be held on May 3. The PHAs Audit is scheduled to take place June 20-22 which will conflict with the board meeting. Perkins recommended rescheduling the meeting to June 28th. Commissioners were in agreement to move the meeting.

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Resolutions: The Board was presented with **Resolution 17-01 SEMAP for FYE 3/31/16.**

Approval of the resolution would maintain HUD compliance and allow for the submission to HUD of the SEMAP for the FYE 3/31/2016. Commissioner Smith made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 17-02 HACD Bylaw Updates.** Approval of the resolution would update HACD bylaws to be gender neutral and allow for more flexibility of the timing of the Annual Meeting. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

With no further discussion to come before the meeting, Commissioner Moulton asked for a Motion to adjourn the regular meeting. Commissioner Smith made a motion to adjourn. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

Annual Meeting of the Municipal Corporation. Commissioner Moulton asked for a Motion to open the Annual Meeting. Commissioner Adjegan made a motion and Commissioner Bemis seconded the Motion. All were in favor, none opposed. The Annual Meeting was held from 4:03 P.M. to 4:10 P.M. Roll call was conducted.

Commissioner Moulton reviewed the Commissioners attendance records, noting the high attendance rates. Commissioner Moulton reviewed the remaining terms of Commissioner appointments. ED Perkins asked for nominations for Chairperson and Vice-Chairperson.

Chairman Bemis nominated a slate of officers consisting of Donna Moulton for appointment to Chairperson and Jerry Wahlstrom for Vice-Chairperson. With no other slate of officers being offered and no further nominations, Commissioner Moulton 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
Herodote Hounsrou Adjegan
Ging Smith
Ron Bemis

NAYS: None

ABSENT: Jerry Wahlstrom

Voting for the slate of officers of Donna Moulton to the position of Chairperson and Jerry Wahlstrom to the position of Vice-Chairperson was as follows:

AYES: Donna Moulton
Herodote Hounsrou Adjegan
Ging Smith
Ron Bemis

NAYS: None

ABSENT: Jerry Wahlstrom

Motion then carried.

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There being no further business to come before the Annual Meeting, Commissioner Smith made a Motion to Adjourn the Annual Meeting. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The meeting was adjourned until the regular meeting scheduled to take place on Tuesday, May 17, 2016 at 2:30 PM tentatively scheduled to be held at Civic Apartments, 350 Grant Street, Sycamore, IL.

CHAIRMAN

(SEAL)

ATTEST:

SECRETARY-TREASURER

CERTIFICATE

I, MICHELLE PERKINS, 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 on April 19, 2016 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Ron Bemis
Ging Smith
Donna Moulton

Commissioners Absent
Jerry Wahlstrom

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this April 25, 2016.

ACTING SECRETARY
