

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, APRIL 22, 2014**

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 2:30 PM on Tuesday, April 22, 2014.

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

PRESENT: Ron Bemis
 Donna Moulton
 Herodote Hounsrou Adjegan
 Ging Smith

ABSENT: Jerry Wahlstrom

ALSO PRESENT: Michelle Perkins, Executive Director
 Tim Horning, Attorney
 Christine Sauter, CFO

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

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 March closed session minutes and the regular meeting minutes. There being no changes, Commissioner Bemis 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 Adjegan moved that the bills and payroll be approved as submitted. Commissioner Bemis seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

AYES: Ron Bemis
 Donna Moulton
 Herodote Hounsrou Adjegan
 Ging Smith

NAYS: None

ABSENT: Jerry Wahlstrom

BUSINESS:

Public Comment: None.

Legal: Attorney Horning gave an update on the AT&T cellular antenna lease for the roof top of 507 E. Taylor Street. To complete the transaction, AT&T requires documented board approval specifically authorizing ED Perkins to execute the lease. Acknowledging the request, Chairman Moulton asked for a motion authorizing ED Perkins to execute the AT&T cellular antenna lease for 507 E. Taylor Street. Commissioner Bemis made a Motion approving ED Perkins execution of said lease. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion the carried. Attorney Horning noted that there are currently no pending terminations.

Financials: CFO Sauter directed the Commissioners to the 3/31/14 financial excel summary table created in place of the financial summary narrative to provide clarity to the yearend financials. Sauter noted that table was provided to assist in reviewing the FY14 operating earnings excluding *IKE grant* and *fixed asset* transactions. This table will only be provided this month and normal financial narrative format will resume next month. As part of the yearend financial process, IKE Grant revenue and corresponding fixed assets were posted to the financials. Asset disposals approved at last month's board meeting were also posted to the financials. In an effort to review the FYE14 "operating" earnings the table was created to exclude the IKE grant revenue and the corresponding fixed assets transactions. Sauter then distributed the quarterly public housing reserve review and capital grant reports. Sauter discussed both reports noting that due to a decrease in public housing reserves AMP 1 and 3 received a cash transfer from the Central Office to increase the MENARS ratio to a level above the 3.0 guideline.

Annual Meeting of the Municipal Corporation. A Motion was made by Commissioner Bemis to open the Annual Meeting and seconded by Commissioner Smith. The Annual Meeting was held from 2:55 P.M. to 3:05 P.M. Roll call was conducted noting that Commissioner Wahlstrom was absent. Commissioner Moulton reviewed Commissioner attendance records, noting the high attendance rates. Commissioner Moulton reviewed remaining terms of Commissioner appointments.

ED Perkins asked for nominations for Chairman. Commissioner Bemis nominated Donna Moulton for appointment to Chairman and Commissioner Adjegan seconded the Motion. There being no further nominations, Commissioner Bemis made a Motion that nominations be closed. The Motion was seconded by Commissioner Adjegan. Upon roll call the Ayes and Nays were as follows:

AYES: Ging Smith
 Donna Moulton
 Ron Bemis
 Herodote Hounsrou Adjegan

NAYS: None

ABSENT: Jerry Wahlstrom

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

AYES: Ging Smith
 Donna Moulton
 Ron Bemis
 Herodote Hounsrou Adjegan

NAYS: None

ABSENT: Jerry Wahlstrom

Motion then carried.

ED Perkins asked for nominations for Vice-Chairman. Commissioner Bemis nominated Commissioner Wahlstrom and Commissioner Adjegan seconded the Motion. There being no further nominations, Commissioner Bemis made a Motion that nominations be closed. The Motion was seconded by Commissioner Adjegan. Upon roll call the Ayes and Nays were as follows:

AYES: Ging Smith
 Donna Moulton
 Ron Bemis
 Herodote Hounsrou Adjegan

NAYS: None

ABSENT: Jerry Wahlstrom

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

AYES: Ging Smith
 Donna Moulton
 Ron Bemis
 Herodote Hounsrou Adjegan

NAYS: None

ABSENT: Jerry Wahlstrom

Motion then carried.

There being no further business to come before the Annual Meeting, Commissioner Bemis made a Motion to close the Annual Meeting. Commissioner Smith 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 15-01 SEMAP Certification**. This is an annual resolution whereby Commissioners approve submission to HUD, the Authority's self-certification of its Section 8 Management Assessment Program. Commissioner Smith made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

Staff Report: *HUD*. The funding appropriations bill included regulation that flat rent must be at or above 80% of the FMR. HACD is in compliance with the June 1, 2014 deadline as mandated. HACD currently has 2 tenants paying flat rent. This mandate is causing many issues for the smaller rural agencies.

Staffing. As planned in our FY15 budget, staffing changes have taken effect as reflected in the provided organizational chart.

Evergreen Village Park Management. Park owner has agreed to sell Evergreen Village to the Dekalb County Government. Expected closing date is May 30, 2014. Immediate relocation efforts will begin. HACD key staff along with County representatives will meeting with the park owner to understand management needs during closure.

IKE Grant. Wrapping up the final details of the projects.

507 E. Taylor St. Exterior Rennovations. Final walk through is scheduled for today. Staff is estimating that the project will come in under budget.

Waiting List/Occupancy. Staff continues to improve vacancy bubble. No further issues anticipated.

HUD REAC Inspections. Staff is preparing for our HUD REAC inspections. Inspections are scheduled for July 7-9, 2014. Last inspections were 2010.

Enhanced Portable Vouchers. ED Perkins has been contacted by a large landlord to discuss the Authority working with them to administer “enhanced vouchers”. Current location of the property in question would not be conducive to deconcentration efforts. Perkins will be researching the option.

As there was no further discussion to come before the meeting, Commissioner Moulton asked for a Motion to adjourn the regular meeting. Commissioner Bemis made a motion to adjourn. Commissioner Adjegan seconded the Motion. Motion then carried. The regular meeting was adjourned at 3:25 PM until the regular meeting scheduled to take place on Tuesday, May 20, 2014 at 2:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6th Street, DeKalb, 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 and Annual Meeting was held on April 22, 2014 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT: Ging Smith
 Donna Moulton
 Ron Bemis
 Herodote Hounsrou Adjegan

ABSENT: Jerry Wahlstrom

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this May 7, 2014.

ACTING SECRETARY