

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, APRIL 30, 2013**

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 30, 2013.

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

PRESENT:           Ron Bemis  
                      Donna Moulton  
                      Jerry Wahlstrom  
                      Ging Smith

ABSENT:           None

ALSO PRESENT:   Michelle Perkins, Executive Director  
                      Tim Horning, Attorney  
                      Christine Sauter, CFO  
                      Vivian Bright, Operations 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, Commissioner Smith made a Motion to approve the Agenda. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of the Minutes. Commissioner Bemis asked for changes to the Minutes. With changes, Commissioner Moulton 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 Wahlstrom moved that the bills and payroll be approved as submitted. Commissioner Moulton seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

AYES:           Ron Bemis  
                      Donna Moulton  
                      Jerry Wahlstrom  
                      Ging Smith

NAYS:           None

ABSENT:       None

**BUSINESS:**

**Public Comment:** None.

**Legal:** Chairman Bemis lead a discussion regarding the process for taking and providing notes from all closed sessions. Attorney Horning will take and provide closed meeting notes to Chairman. Chairman will provide comment and forward any changes to Attorney Horning. ED Perkins noted two tenants at GYP received \$300.00 Chronic Nuisance Ordinance Citations from the City of DeKalb. The City of DeKalb has sent letters to HACD for follow-up. HCV Terminations – None and Public Housing has one – 30 day termination.

**Financials:** CFO Sauter directed the Commissioners to the financial summary page noting that the revised 3/31/13 agency net earnings budget amount, presented at the March meeting, did not include a few new accounts and as a result the revised agency actual net earnings are (\$44,848) and not (\$34,432). Sauter noted that the detail excel sheets contained all of the accounts, but that the summary page had the omission. Sauter noted that all year end accruals were posted to the March 2013 financials resulting in unaudited agency earnings of \$167,958. Sauter updated the Commissioners on 2013 funding, noting that HCV HAP proration remained at 94.1% and admin fee at 68.5%. Sauter noted that the HCV admin fee rate increased from \$67.15 to \$67.92 for 2013. Sauter was happy to report that public housing subsidy proration increased from 73% to 82% resulting in approximately \$79,000 additional 2013 funding. Sauter and ED Perkins informed the Commissioners that the City of DeKalb removed a water bill credit Golden Years Plaza has received since October 2010 amounting to approximate savings of \$10,000-\$14,000 annually. The City stated that the Housing Authority was not eligible and should not have been awarded this credit in 2010. ED Perkins has a call into the City Manager for further discussion. CFO Sauter reviewed the quarterly grant and public housing reserve reports with the Commissioners.

**Annual Meeting of the Municipal Corporation.** A Motion was made by Commissioner Moulton to open the Annual Meeting and seconded by Commissioner Wahlstrom. The Annual Meeting was held from 2:55 P.M. to 3:05 P.M. Roll call was conducted. Commissioner Bemis reviewed Commissioner attendance records, noting the high attendance rates. Commissioner Bemis reviewed remaining terms of Commissioner appointments. ED Perkins asked for nominations for Chairman. Chairman Bemis nominated Donna Moulton for appointment to Chairman and Commissioner Smith 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  
Ron Bemis

NAYS: None

ABSENT: None

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

AYES: Ron Bemis  
Ging Smith  
Jerry Wahlstrom

NAYS: None

ABSENT: None

Motion then carried.

ED Perkins asked for nominations for Vice-Chairman. Commissioner Bemis nominated Commissioner Wahlstrom and Commissioner Moulton seconded the Motion.

There being no further nominations, Commissioner Bemis 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: Ron Bemis  
Ging Smith  
Donna Moulton

NAYS: None

ABSENT: None

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

AYES: Ging Smith  
Donna Moulton  
Ron Bemis

NAYS: None

ABSENT: None

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 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 14-01 Annual 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 Bemis made a motion to approve. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 14-02 Approval of Contract with Johnco Constructions for GYP Exterior Renovations.** Resolution approval authorizes the Executive Director to enter into contract with Johnco Construction, Inc. to carry out the work specified within the Invitation for Bid DCH-B13-0003 at Golden Years Plaza. Commissioner Smith made a motion to approve. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 14-03 Briarwood Rent Concession Policy.** Resolution approval authorizes the Housing Authority of the County of DeKalb to offer a rent concession to be used as a tool to attract new tenants and when necessary retain tenants whose lease is expiring at Briarwood Apartments. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

**Staff Report: Sequestration.** ED Perkins informed Sequestration still in effect resulting in 94.1% for HAP funding, 73% for Public Housing Operating Subsidy and 68.5% for HCV Administrative fee funding.

**HUD Chicago Field Office.** ED Perkins noted that Steve Meiss announced at the M&M clinic that the Housing Authority of the County of DeKalb is one of the top 10 PHAS scores in Illinois. Mr. Meiss requested that ED Perkins provide her contact information so he may follow-up with CoC & homeless work.

**Resident Commissioner.** ED Perkins noted staff has received 5 letters of interest for the resident commissioner position. CFO Sauter and ED Perkins will be interviewing the top 3 candidates and provide Commissioners with a recommendation for appointment by the County Board.

**Briarwood Apartments.** ED Perkins provided an update. Currently there are 9 vacancies: 4 lease-up's pending. ED Perkins noted that the plumbing issue in building E/F with sewage drainage is believed to be solved. Kuhn Plumbing found a couple of broken lids from a cleanout valve stuck in the waste line. Briarwood will be listed on [www.forrent.com](http://www.forrent.com) beginning May 14, 2013. This will include photos. Commissioner Wahlstrom suggested that we look into [www.dekalbrent.com](http://www.dekalbrent.com) as well. With the passage of Resolution 14-03 ED Perkins will implement 6 month rent concession as leasing strategy beginning May 1, 2013 to October 1, 2013. ED Perkins and Property Manager to evaluate extension based upon upcoming lease renewals and occupancy at that time.

**IKE Grant.** ED Perkins provided an update. Received first draw and second under way. ED Perkins noted a second solution was offered by Koch Corporation for the windows that contain the air conditioners. Architect and staff did not approve. Waiting on response from Koch Corporation.

**Evergreen Village.** ED Perkins noted DeKalb County received commitment from DCEO to fund the overflow relocation costs for the project. Project is expected to move forward.

**Website.** ED Perkins provided an update. Design has been determined; content has been delivered to Weblinx. Target "Go Live" is mid May.

**GYP Water Bill.** ED Perkins noted the City of DeKalb has notified HACD that we will no longer be receiving the water discount for senior citizens or disabled individuals. When transferring to a new software system they discovered that the discount was erroneously applied to us since 2010. GYP was billed as one vs. individual tenants. Per Attorney Horning, we do not have a legal position to pursue based on how the ordinance is written. Result is a potential increase in annual water utility cost of \$10,000.00.

**DCRDC Board Meeting.** ED Perkins informed meeting commenced Monday, April 29, 2013. The meeting went very well. Board members are very happy with programs and properties.

**U of I Study.** ED Perkins informed that Dr. Andrew Greenlee of U of I is conducting a state wide study of "landlord participation in the Housing Choice Voucher Program". Dr. Greenlee and ED Perkins have spoken and will be seeking input from 100+ local landlords. Dr. Greenlee will share his findings with HACD.

**Local Preferences.** ED Perkins reviewed HACD current local preferences and two newly proposed preferences which if adopted would govern the wait list organization and thus modify program admission. The newly proposed preferences are Rent Burden and DeKalb Continuum of Care. Formal presentation in the form of resolution will be at the July 18, 2013 meeting.

HACD Policy Review. ED Perkins informed that staff is working on revisions and digital revamp of Administrative Plan for Housing Choice Voucher/VASH/SPC, Admissions and Continued Occupancy Policy for LIPH, Safety & Disaster Plan (i.e., OSHA/Chemicals/Evacuation/Fire), and General Governance (Board/Personnel/Financial/Maintenance). ED Perkins noted Admin Plan and ACOP require public notice. Polices will be provided to the board for approval as they are finished.

Opening the Door to Independence. ED Perkins informed 4 participants are voluntarily withdrawing from HCV at the end of April. 1 inherited a home from a deceased relative, 1 is getting married and moving out of state, 1 is purchasing a home due to the opportunities of this program and cleaning up her credit, and 1 is moving out of the country to take care of a sick relative.

June Board of Commissions Meeting. ED Perkins led a discussion on options of moving the June Board of Commissions Meetings due to schedule conflicts and the ability to convene a quorum. Commissioners consensus was to move the June Board of Commissions Meeting to June 20, 2013.

As there was no further discussion to come before the meeting, Commissioner Moulton moved to adjourn the regular meeting. Commissioner Wahlstrom seconded the Motion and Motion then carried. The regular meeting was adjourned at 3:58 PM until the regular meeting rescheduled to take place on Thursday, June 20, 2013 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, 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 April 30, 2013 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT:    Ron Bemis  
                 Donna Moulton  
                 Jerry Wahlstrom  
                 Ging Smith

ABSENT:     None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this May 6, 2013.

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ACTING SECRETARY