

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, AUGUST 15, 2017**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority Main Office located at 310 N. 6th Street, DeKalb, IL 60115 at 2:38 PM on Tuesday, August 15, 2017.

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

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

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. *No one from the public was present.*

Approval of the Agenda. Chairperson Wahlstrom asked for changes to the Agenda. There being no changes, Commissioner Adjegan 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. Chairperson Wahlstrom asked for changes to the regular session meeting minutes. There being no changes, Commissioner Adjegan 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 Smith seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Herodote Hounsrou Adjegan Ron Bemis Jerry Wahlstrom Ging Smith	None

Absent – None

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Financial Report: CFO Sauter and Commissioners discussed the financials and reviewed the agency wide statement to clarify understanding. After some discussion, it was decided that Sauter would reword the net operating section of the statement and would reformat the report for improved presentation of the data. Sauter noted that all programs were doing well YTD and that the Central Office will continue to support the HCV program due to Admin Fee shortage. Staff will monitor the CO reserve balance and will decide if funds from Briarwood or Shabbona are needed to help fund the HCV Admin Fee shortage. Sauter reviewed the quarterly reports with Commissioners.

Executive Director Report: *Legal.* Attorney Horning gave a brief overview of current evictions and a recent court summons for administrative review for an HCV program participant termination noting that the next court date for the administrative review is in September. Perkins discussed the current tenant terminations that are in progress and also noted that we have entered in to our final contract year with Meyer & Horning and that a RFP will be distributed and posted in the spring of 2018. It was discussed that Commissioners will participate in the evaluation along with select staff members. Commissioners will review the RFP before release.

SEMAP. Perkins shared with the Commissioners the 100% HUD High Performer score for the Housing Choice Voucher Section Eight Management Assessment System [SEMAP] noting that for several years the program has continued to operate at a very high level noting the quality administration and performance by the team.

Annie Glidden North Revitalization. Perkins attended the August 14, 2017 City Council meeting and presented to the Council HACD's position and support for the project. Council passed the vote and will enter in to contract with a consulting firm to begin implementing changes, along with data collection towards a sub-plan for the City's Consolidated plan.

New Commissioner. A letter of recommendation for a new Commissioner nominee has been sent to the County Board for approval, with the intent to have it on their August board meeting agenda and subsequently approved so that the new Commissioners could attend the September Housing Authority Board Meeting.

Policy Review. Perkins will present HACD's local preferences for review at the September meeting with the intent of having the new Commissioner present for an introduction to our admissions policies. Commissioners asked that the review of preferences coincide with the start of the new Commissioner.

ED Perkins gave a general overview of happenings beginning with the DCRDC board meeting held on Thursday July 27, 2017, noting that it went very well and that Board Members are very happy with current operations; Perkins discussed a few community member meetings that were held regarding future projects in DeKalb noting that good, positive discussions are happening about upcoming changes and investments in the community. On August 10, 2017, the City of DeKalb "State of the City: First 100 Days" breakfast meeting was held, HACD staff and Commissioners attended; Perkins noted that staff from Rockford Housing Authority will be visiting HACD in September to share administrative processes.

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Resolutions: No resolutions presented.

As there was no further discussion to come before the meeting, Chairperson Wahlstrom 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. The regular meeting was adjourned at 3:50 PM until the regular meeting scheduled to take place on Tuesday, September 26, 2017 at 2:30 PM at 310 N. 6th Street, DeKalb II, 60115.

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 August 15, 2017 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan	None
Ron Bemis	
Jerry Wahlstrom	
Ging Smith	

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this August 31, 2017.

ACTING SECRETARY
