

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, AUGUST 20, 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 2:34 PM on Tuesday, August 20, 2013.

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

PRESENT: Donna Moulton  
Jerry Wahlstrom  
Ron Bemis  
Ging Smith  
Herodote Hounsrou Adjegan

ABSENT: None

ALSO PRESENT: Michelle Perkins, Executive Director  
Christine Sauter, CFO  
Tim Horning, Attorney  
Vivian Bright, Operations Coordinator

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 Minutes. There being no changes, Commissioner Bemis made a Motion to approve the Meeting Minutes. Commissioner Wahlstrom 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 Wahlstrom seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

AYES: Donna Moulton  
Jerry Wahlstrom  
Ron Bemis  
Ging Smith  
Herodote Hounsrou Adjegan

NAYS: None

ABSENT: None

## **BUSINESS:**

**Public Comment:** No public comment.

**Legal:** Attorney Horning discussed his final recommendations regarding the lease modification for Public Housing. Final modifications include additional language for the new conceal carry law. Target effective date for the new lease is January 1, 2014. ED Perkins provided an overview of the changes to the Lease, House Rules, and General Fees and Charges. The mandatory thirty-day comment period will commence on August 30, 2013 and conclude on September 30, 2013. At the October Board Meeting, ED Perkins will present any resident comments received to the Commissioners, along with a formal resolution to adopt the changes. A mandatory sixty-day time period from adoption of resolution must occur before implementation. Attorney Horning noted that he and ED Perkins discussed the renewal of the fiber license with DeKalb County and noted that no changes are necessary and that Perkins will move forward with the renewal. HCV Terminations – None and Public Housing terminations – one 3-day notice.

**Financials:** CFO Sauter directed the Commissioners to the Financial summary page to review the July 31, 2013 YTD financials. CFO Sauter noted that all programs and AMPS were performing better than budget year to date. CFO Sauter noted that HUD released the 2013 capital fund grant awards with HACD receiving \$344,689. ED Perkins noted that the 2013 grant funds were assigned to projects in process and will be expended quickly. CFO Sauter gave an update on the FY13 audit noting that it went well, with no issues other than comments relating to the excess amount of documents in participant files and the recommendation to re-evaluate file structure. CFO Sauter informed the Commissioners that she will be working on an RFP for audit services for next fiscal year. CFO Sauter noted health insurance renewal quotes should be available by the September board meeting. CFO Sauter noted that the property insurance renewal will be coming later in the fall.

**Resolutions:** The Board was presented with **Resolution 14-08 GYP Exterior Renovation Contract Change Order Approval.** Resolution approval authorizes the Housing Authority of the County of DeKalb to approve the change order of up to \$85,000.00 thereby modifying the contract amount to \$417,375.00 to complete the exterior renovation work specified within the Invitation for Bid DCH-B13-0003 and as amended by Change Order No 1 at Golden Years Plaza as described. Commissioner Wahlstrom 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 14-09 GYP Boiler Rebuild Contract Change Order Approval.** Resolution approval authorizes the Housing Authority of the County of DeKalb to approve the change order of \$7,137.90 thereby modifying the contract amount to \$120,187.90 to complete the Boiler Rebuild specified within the Invitation for Bid IL89-1 and as amended by Change Order No 1 at Golden Years Plaza as described. Commissioner Wahlstrom made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

**Staff Report:** *Medical Marijuana.* ED Perkins informed Commissioners that HACD received an email from HUD regarding HUD's stance on medical marijuana use in subsidized properties. HUD's long standing position on marijuana (including medical use) is that it is, and continues to be, an illegal and controlled substance for federal purposes. Nothing about any of the recent laws in WA, CO or IL has changed or will change the federal position.

**DCRDC.** ED Perkins informed Commissioners that the second quarter meeting with DCRDC was held on July 29, 2013. Good discussion commenced regarding possible future projects and direction of

DCRDC. Concepts and comments regarding DCRDC's future were discussed. ED Perkins to research and provide recommendations for creating an agreement between HACD and DCRDC.

CoC Program. ED Perkins noted changes in the HEARTH Act/former SPC program will be forcing change in how Dresser Court Apartments, Gurler Street Apartments, and Vouchers are managed. ED Perkins and Lesley Wicks (Hope Haven) will be working with technical advisors from CSH to determine if conversion of one of our facilities to serve families is feasible. Any changes to the current CoC structure will have to obtain approval from DCRDC, Hope Haven Board and the CoC as a whole.

IKE Grant. ED Perkins noted that 100% of the new windows are installed. ADA units are 95% complete. Roof is complete with no issues. Blinds are being installed in all units, floor replacement in common areas of the 1<sup>st</sup> floor and accessible door system installation on the East side of the building will begin in the next few weeks.

Financial Training. ED Perkins and OC Bright attended HUD sponsored financial training. During the training there was discussion of reserve investments where many PHA's utilize "sweep accounts". HACD will begin to utilize sweep accounts. Internal Controls were also discussed. HACD will review current controls and implement changes where necessary.

Strategic Planning/Board Retreat. ED Perkins reached out to a few firms for pricing and services to assist in a board retreat and strategic planning. Original target date was the October board meeting. Due to schedules and quantity of prep work a target date is yet to be determined. ED Perkins will keep Commissioners informed of progress.

Website. OC Bright noted that the "go live" was targeted for the 1<sup>st</sup> week of September. Due to current outside vendor getting out of the website hosting business, the "go live" date will need to be pushed back until an agreement is entered with a new vendor for website hosting.

September Board Meeting. ED Perkins noted that she received an invitation from HUD to speak at the HUD peer-to-peer conference in Springfield on September 17 and 18. ED Perkins would like consideration for moving the September board meeting to September 24, 2013. All Commissioners were in agreement.

Renaming of GYP. Commissioners requested that consideration be given to changing the name of Golden Year Plaza. HACD will provide cost estimates for formally changing GYP's name.

As there was no further discussion to come before the meeting, Commissioner Smith moved to adjourn the regular meeting. Commissioner Adjegan seconded the Motion and Motion then carried. The regular meeting was adjourned at 4:08 PM until the regular meeting rescheduled to take place on Tuesday, September 24, 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.

---

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 August 20, 2013 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT: Donna Moulton  
Ron Bemis  
Jerry Wahlstrom  
Ging Smith  
Herodote Hounsrou Adjegan

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this August 23, 2013.

---

ACTING SECRETARY