

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, DECEMBER 16, 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, December 16, 2014.

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

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

Others Present

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

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 Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of the Minutes. Commissioner Moulton asked for changes to the November meeting minutes. There being no changes, Commissioner Wahlstrom 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 Bemis moved that the bills and payroll be approved as submitted. Commissioner Adjegan seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

Absent – None

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Public Comment: None.

Legal: Attorney Horning and ED Perkins continue to work with the HUD office to complete compliance documentation for cellular antennas, Briarwood and not-for-profit affiliate. ED Perkins informed the board that there were two pending HCV terminations, one due to cannabis ticket and one for a drug arrest.

Financials: CFO Sauter provided the Commissioners with a revised 11/30/14 financial summary page handed out at the meeting. Sauter directed the Commissioners to the net earnings section of the agency wide financials noting that net earnings before capital items included \$25,320 U of I grant revenue for the Civic hot water heater and thus needed to be deducted to reflect true net earnings excluding all capital transactions. Sauter noted that all programs were performing better than budget year to date. Sauter informed Commissioners that FY16 budget work was underway with the plan to present a preliminary budget at the February meeting and final at the March meeting. Sauter reviewed the calendar year end HCV utilization tables noting that current HAP HUD held funds were \$367,368 and projected 12/31/14 internally held HAP reserves were (\$7,933). Sauter noted that per the HCV cash management process the authority would be requesting funds from HUD to cover the deficit. Sauter then briefly noted that procurement for natural gas and electric contracts were underway and that a board resolution was being presented on the matter and more discussion would resume at that time.

Resolutions: The Board was presented with **Resolution 15-07 Adoption of the Strategic Plan.** Resolution approval provides for adoption of the strategic plan developed with the board of Commissioners and executive staff in October of 2014. Commissioner Bemis made a Motion to approve and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 15-08 Certification of the PHA Plan.** Resolution approval authorizes submission of the PHA plan and Compliance with the governing regulations. Commissioner Smith made a motion to approve and Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 15-09 5-Year Capital Plan 2015-2019.** Resolution approves the 5-Year Capital Plans for HACD's Public Housing Properties. Commissioner Wahlstrom made a motion to approve and Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 15-10 Authorization to Execute Bulk Utility Contract.** Resolution approves and authorizes the Executive Director to procure a bulk utility contract for electric and gas at locked rates. Commissioner Bemis made a motion to approve Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Staff Report: *Re-federalization of COCC Funds.* Industry advocacy agencies continue to refute the concept of re-federalizing Central Office Cost Center funds. HUD has remained silent on the issue.

City of DeKalb Consolidated Plan. HUD has modified the reporting requirements and the mechanism for CDBG recipients (City) to report their jurisdictional information. The new data requirements for the Consolidated Plan have significantly increased for housing, public housing and homeless information. ED Perkins is working with City Staff on completion of the plan.

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Sunset View Apartments Pre-payment of Loan. ED Perkins supplied Commissioners with information regarding the current loan balance, pre-payment rules and after payment outlook for property cash flow. Commissioners and staff discussed the financial potential of the property and the operation changes. Staff is due to discuss details with Rural Development and present additional information to the Commissioners at the January meeting.

Kishwaukee College Adult Education Area Planning Council. ED Perkins ED Perkins sits on the Adult Education Area Planning Council. Annual Planning took place in December.

Briarwood Apartments Window Replacement. ED Perkins shared with the Commissioners that window & sliding door replacement in 16 units has been successfully completed. Tenants and staff are very happy with the quality and look of the new doors and windows. Completing the project will be a huge improvement to Briarwood.

NIU Director of Student Legal Assistance. Joe Lovelace is the new NIU Director of Student Legal Assistance and presented at a DARA meeting. Mr. Lovelace and ED Perkins will be meeting in December to get acquainted.

Evergreen Village Park Management. Operations continue to go well. Demolition continues along with residents vacating the park. Majority of the park should be vacant by winter. There are approximately 12 mobile homes with people still living in them.

ED Perkins thanked the Commissioners for their time and reminded the Commissioners of the holiday dinner this evening. Perkins reminded the Commissioners of the next meeting date in January. Due to time conflicts and the inability to assemble a quorum the Commissioners rescheduled the meeting to January 13, 2015.

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 Smith seconded the Motion. All were in favor, none opposed. Motion then carried. The meeting was adjourned at 4:10 PM until the regular meeting **rescheduled** to take place on Tuesday, January 13, 2015 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 was held on December 16, 2014 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
Donna Moulton
Ging Smith
Jerry Wahlstrom

Commissioners Absent
None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this January 2, 2015.

ACTING SECRETARY
