**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE COUNTY OF DEKALB**

# TUESDAY, FEBRUARY 18, 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 2:35 PM on Tuesday, January 21, 2014.

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

 PRESENT: Jerry Wahlstrom

 Ron Bemis

Ging Smith

Herodote Hounsrou Adjegan

Donna Moulton

ABSENT: None

 ALSO PRESENT: Michelle Perkins, Executive Director

 Christine Sauter, CFO

 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 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 Wahlstrom made a Motion to approve the Meeting Minutes. Commissioner Adjegan 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 Smith seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

 AYES: Jerry Wahlstrom

 Ron Bemis

Ging Smith

Herodote Hounsrou Adjegan

Donna Moulton

NAYS: None

ABSENT: None

**BUSINESS**:

**Public Comment**: No public comment.

**Legal**: Attorney Horning stated that he no legal action is underway. ED Perkins stated that there are two Public Housing terminations and one HCV termination pending.

**Financials:** CFO Sauter directed the Commissioners to the Funds Distribution Overview chart to discuss the HCV Administrative Fee reserve deficit. Sauter noted that the Central Office reserves will provide a cash transfer to the HCV program to offset the deficit balance.  A payable will be reflected on the HCV balance sheet and that same amount will also be reflected on the Funds Distribution sheet.  CFO Sauter then reviewed the Revised FY14 and proposed FY15 budgets with the Commissioners.  There was discussion regarding the process of preparing the budget revision and whether the Authority would prefer to keep the initial budget and not have any revisions at year end.  Sauter will consult with the new auditor and will update Commissioners and provide a recommendation.  FY15 proposed budget outlook is improved from previous year due to increased proration levels.  Sauter noted that the Central Office needs some capital improvements and also plans to purchase a new truck for the grounds work done in house.  Central Office reserves will be used for these expenditures.  The Final FY14 and proposed FY15 budgets will be approved at the March board meeting.

**Resolutions:** The Board was presented with **Resolution** **14-18 Maintenance Wage Rates.** Resolution is an annual HUD required resolution that documents the minimum wage that the Authority will hire Maintenance personnel. Commissioner Smith 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** **14-19 NB&T Corporate Authorization.** Resolution approves new signatories for accounts held at the National Bank & Trust Company. Commissioner Bemis made a motion to approve Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried

**Staff Report:** ED Perkins reviewed the final proration levels for the programs. Public Housing Operating Fund will be at 87%, Public Housing Capital Fund will be a 5% increase of FY13, HAP funding will be at 99% and Voucher Administrative Fees will be at 75%.

*CoC Program*. ED Perkins submitted the grant on January 31, 2014 and on that same date the County’s Homeless Point-In-Time-Count was conducted. Results have not yet been tabulated.

*Evergreen Village park Management.* ED Perkins noted no movement on project. County is still negotiating purchase price with landowner.

*IKE Grant.* ED Perkins noted waiting on final draw to begin close out procedures.

*GYP Exterior Renovations.* Renovations are almost complete. Due to early onset of harsh wet/cold weather, final work will happen in the spring of 2013. Staff is estimating coming in under budget.

*HQS Inspections*. Nan McKay was in house during the first week of February, preparing for the March transition. Outlook is positive.

*Landlord “Coffee Talk”*. On February 12, 2014 staff held the first “Landlord Coffee Talk” for participating Voucher landlords. Staff gave a brief overview of the Authority and its operations. After the informal presentation landlords used the opportunity to get to know staff and ask questions. Staff plans to routinely hold landlord meetings to provide support along with outreach to non-participating landlords.

*Waiting List/Occupancy*. Staff continues to pull/place applicants at the high-rises. High turnover due to various circumstances (death, termination, etc.) coupled with time loss due to snow and lack of eligible applicants are creating an vacancy bubble.

*Crime Free Housing Training*. Staff attended the City of DeKalb’s Crime Free Housing Training for Landlords. Training was interesting; City was gracious about representing the voucher program. The training proved to be a good networking opportunity.

*Civic Hot Water*. Conversion to tankless water heaters has proven to be challenging. Tenants are experiencing issues with the hot water not being consistent. Contracted professionals along with the project manager are working to resolve the issue.

*Landlord Recruitment*. Staff met with a local large landlord to discuss concerns with participating in the Voucher program. Meeting went well, concluding with Authority staff making a site visit to meet and answer any questions for their staff. These units will be a quality alternative for voucher participants.

Perkins reviewed some general staff happenings which included meetings and trainings. Commissioner Bemis moved to go into closed session at 3:55 p.m. Commissioner Smith seconded. At 4:30 p.m. Commissioner Wahlstrom moved to come out of closed session. Commissioner Smith seconded.

As there was no further discussion to come before the meeting, Commissioner Bemis moved to adjourn the regular meeting. Commissioner Smith seconded the Motion and Motion then carried. The regular meeting was adjourned at 4:30 PM until the regular meeting scheduled to take place on Tuesday, March 18, 2014 at 2:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6th 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 February 18, 2014 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

 PRESENT: Jerry Wahlstrom

 Ron Bemis

 Ging Smith

 Herodote Hounsrou Adjegan

 Donna Moulton

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority this February 21, 2014.

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ACTING SECRETARY