

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, FEBRUARY 19, 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, February 19, 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
 Ging Smith
 Susie Hill

ABSENT: Jerry Wahlstrom

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 Moulton made a Motion to approve the Agenda. Commissioner Hill seconded the Motion. All were in favor, none opposed. Motion then carried.

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

AYES:	Ron Bemis Donna Moulton Susie Hill Ging Smith
NAYS:	None
ABSENT:	Jerry Wahlstrom

BUSINESS:

Public Comment: None.

Legal: ED Perkins noted that a letter was recently distributed to all residents living in any property owned by the Housing Authority of DeKalb County informing the residents about the partnership with local law enforcement involving utilization of the canine units to keep our properties crime free. In the upcoming weeks, officers from the DeKalb County Sheriff's Department and the DeKalb Police Department, their canine partners and housing authority staff will be visiting our properties. These exercises will consist of officers and staff members walking the halls, community rooms, laundry rooms, lobby areas and grounds. All common areas will be walked. ED Perkins noted - HCV Termination(s) – None. Public Housing Termination(s) None.

Financials: CFO Sauter presented the Commissioners with a budget review folder containing a projected Final FY13 budget and proposed FY14 budget. CFO Sauter noted that Final FY13 is projected to end much better than budgeted. Additional income related to Briarwood rents, HCV admin frees, fraud recovery and other tenant charges as well as decreased salary, utility, and contract service expenses contribute to the improved earnings. CFO Sauter presented the Commissioners with historical funding proration data noting that FY14 budget contained very conservative proration estimates of 80% for Public Housing operating subsidy and 75% for HCV administrative fees. CFO Sauter reviewed the proposed FY14 budgets noting projected Agency wide earnings of \$130,070. Public Housing, HCV, and Hinckley programs are budgeted for a loss, however, CFO Sauter noted that if proration is set higher than budgeted by as little as 5%, it will have a significant impact on the FY14 Budget. CFO Sauter reviewed the proposed FY14 wage budget. Chairman Bemis asked CFO Sauter to distribute the Executive Director's evaluation to staff for Commissioner review at the March board meeting.

Resolutions: The Board was presented with **Resolution 13-21 Annual Maintenance Wage Rate Determination.** Resolution approval authorizes wage rate increase for maintenance staff consistent with raises given for other governmental agencies in this area. Commissioner Moulton made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Staff Report: Sequestration. ED Perkins noted resolution is still pending with no updates.

Briarwood Apartments. ED Perkins provided an update. Currently there are 11 vacancies: Two – 1 bedroom units with a voucher holder leasing on 3/1. Four – 2 bedroom units with a voucher holder leasing on 3/1. Five – 3 bedroom units no current prospective tenants. ED Perkins noted that the prior advertised phone number has been reinstated. Advertising and outreach has been underway. Receiving a lot of interest and applications however vast majority of applicants do not meet the income requirements. ED Perkins noted that staff completed inventory and all unit inspection. Work orders have been created and prioritized based on the results from the inspection. ED Perkins informed of a significant plumbing issue in building E/F. Working with MO-ST Plumbing to determine actual cause. Tenants are able to use their own plumbing at this time. ED Perkins informed we have a resident hired on stipend to do sidewalk snow removal and night manager type of duties.

IKE Grant. ED Perkins provided an update. Progress continues to be made, expecting first “draw” on grant fund in the next 2-4 weeks. Initial construction target start date of March 4, 2013.

Hinckley Payoff. ED Perkins informed that the payoff amount on the RD loan for the Hinckley property is \$93,769.00. We have \$57,030 in RD reserve that can be used toward the payoff for a net result of \$36,769.00 balance. Staff will be meeting with RD personnel to discuss the payoff process.

ROSS Grant. ED Perkins informed that the grant application has been submitted.

GYP Channel 950. ED Perkins informed that Comcast fixed channel 950 and it has been operational for the last 2 weeks.

Evergreen Village. ED Perkins noted there is no update. Authority involvement and level of assistance is yet to be determined.

Sunset House. ED Perkins informed there is no update. The Sunset House plumbing is still doing fine.

Website/PR. ED Perkins provided an update. Design has been determined, working on content. Target project completion is April 1, 2013.

Mental Health First Aid. ED Perkins informed that DCHA staff will be attending in-house Mental Health First Aid training provided by Linden Oaks at Edward March. This training will result in staff certification.

Rent Burden Preference. ED Perkins - more information to come. Interest is still strong about implementing the new Rent Burden Preference. Implementing a “rent burden preference” point would provide preference to “non-subsidized” households, giving an advantage over families currently living in a subsidized property or families who are paying more than 50% of their income towards rent. This would help reduce the “churn” of assistance. [i.e. establish residency in University Village, Public Housing, and Gideon Court to gain residency preference].

As there was no further discussion to come before the meeting, Commissioner Moulton moved to adjourn the regular meeting. Commissioner Hill seconded the Motion and Motion then carried. The regular meeting was adjourned at 3:35 PM until the regular meeting scheduled on Tuesday, March 19, 2013 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 February 19, 2013 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT: Ron Bemis
 Donna Moulton
 Ging Smith
 Susie Hill

ABSENT: Jerry Wahlstrom

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority this February 21, 2013.

ACTING SECRETARY