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

**HOUSING AUTHORITY OF THE COUNTY OF DEKALB**

# TUESDAY, NOVEMBER 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 2:35 PM on Tuesday, November 19, 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 Wahlstrom made a Motion to approve the Agenda. Commissioner Adjegan 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 Wahlstrom 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:

AYES: Donna Moulton

Jerry Wahlstrom

Ron Bemis

Ging Smith

Herodote Hounsrou Adjegan

NAYS: None

ABSENT: None

**BUSINESS**:

**Public Comment**: No public comment.

**Legal**: HCV Terminations – Two pending due to Landlord eviction and Public Housing terminations – one 30-day notice – pending for violation of peaceful right and enjoyment of property.

**Financials:** CFO Sauter directed the Commissioners to the funds distribution overview summary noting the public housing account balance was significantly lower than previous month due to timing of capital fund requests.CFO Sauter noted that the funds were received in November. CFO Sauter briefly discussed the projection for CY14 voucher program HAP funds noting that Authority expects to have sufficient HAP funds to serve baseline vouchers. CFO Sauter reviewed the October 2013 financial summary page noting that before capital expenditures the Agency was performing better than budget. Sauter noted that the Sunset house had to replace the sewer line at a cost of $9K. All other programs were performing better than budget. Sauter updated the Commissioners on various other accounting items: six audit firms submitted audit proposals with the FY14 audit contract being awarded to Hawkins Ash CPAs from Lacrosse Wisconsin; AHRMA 2014 property insurance renewal reflects premium increase of 2.3% (lowest increase in 10 years). CFO Sauter shared with Commissioners the historical data compiled for the public housing operating subsidy ratios. Sauter noted that the ratio trends are healthy and staff will continue to monitor monthly.

**Resolutions:** The Board was presented with **Resolution** **14-13 Code of Ethics.** Resolution approval authorizes the Housing Authority of the County of DeKalb to adopt the updated Code of Ethics Policy that has been merged with fraud policy to include necessary provisions. 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** **14-14 Credit Card Policy.** Resolution approval authorizes the Housing Authority of the County of DeKalb to facilitate purchases necessary for operation, lodging and travel to approved functions, and to facilitate other necessary transactions where use of a credit card would expedite the transaction in an efficient manner. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution** **14-15 Amendment of the Personnel Policy.** Resolution approval authorizes the Housing Authority of the County of DeKalb to amend Section 2-5, Employee Classifications and Benefits and Section 3-13, Retirement Plan, of the Housing Authority of the County of DeKalb’s Personnel Policy as presented in Exhibit A and become effective November 19, 2013. 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** **14-16 Approval of Name Change for 507 E. Taylor Street.** Resolution approval authorizes the Housing Authority of the County of DeKalb to change the name of Golden Years Plaza to reflect the extensive modernization and significant changes in tenant demographics. Commissioner Moulton made a motion to table Resolution 14-16 until the regular meeting scheduled to take place on Tuesday, December 17, 2013. All were in favor, none opposed. Motion then carried.

**Staff Report**: *HUD*. Advocacy agencies (PHADA/NELROD) indicate that the best we can hope for in funding for FFY14 is to remain at the sequestration levels. ED Perkins and CFO Sauter are beginning to run budget scenarios. At this time HACD plans to continue the health plan as is and look at alternative cost saving measures.

*CoC Program*. Ben Gordon Center and Community Support Program have agreed to include and provide services for mentally disabled families to be housed at Gurler along with embracing the “harm reduction” concept.

*DCRDC*. ED Perkins noted the quarterly meeting was held on October 30, 2013. FY/CY2014 budget was approved.

*Occupancy*. ED Perkins noted the one-bedroom public housing waiting list was opened on October 28 to November 4, 2013 to the general public yielding approximately 156 applicants. All waiting lists remain open to the elderly and/or disabled.

*Evergreen Village Park Management*. ED Perkins noted that HACD will be providing park management services for the County during the park closure process. No activity will happen until the park is purchased by the County. HACD will charge $105 per unit/per month for management and $2,000.00 per month for general park management.

*IKE Grant*. HACD is waiting on final draw to begin close out procedures.

*GYP Exterior Renovations*. Renovations are almost complete. Final touches on “penthouse” are being completed. Estimates are coming in under budget.

*HQS Inspections*. Staff continues to struggle with the current service provider for HQS inspections. Communications along with customer service to tenants, landlords and HACD are failing to meet expectations. Staff will continue to work with current provider while exploring other options.

As there was no further discussion to come before the meeting, Commissioner Wahlstrom moved to adjourn the regular meeting. Commissioner Bemis seconded the Motion and Motion then carried. The regular meeting was adjourned at 3:42 PM until the regular meeting scheduled to take place on Tuesday, December 17, 2013 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 November 19, 2013 at 310 N. 6th 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 November 25, 2013.

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ACTING SECRETARY