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

**HOUSING AUTHORITY OF THE COUNTY OF DEKALB**

# TUESDAY, OCTOBER 15, 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, October 15, 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 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 Smith 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 noted he is working with HACD’s Capital Projects & Procurement Manager Bourdages on reviewing roof-top lease for new AT&T cell tower on GYP. Estimated annual revenue of $24,000-$26,400 is expected. HCV Terminations – None and Public Housing terminations – one 3-day notice - pending.

**Financials:** CFO Sauter directed the Commissioners to the funds distribution overview summary noting the Voucher negative admin fee reserve balance. CFO Sauter noted that the report will reflect the actual balance until March at which time funds will be transferred from the Central Office reserves to cover the negative balance. CFO Sauter reviewed the September 30, 2013 financial summary page noting that before capital expenditures all programs were performing better than budget. CFO Sauter updated the Commissioners on various other accounting items: Four audit RFP proposals have been received and more were expected by the 10/18/13 deadline; 2014 health insurance renewal came back with a 14% increase for health, 10% for dental, and 4% for vision; CFO Sauter noted that employer contribution for insurance coverage will be reviewed during budget preparation; 2014 operating subsidy submission delayed due to government shutdown. CFO Sauter reviewed the quarterly grant report and public housing reserve review reports with the Commissioners. After some discussion it was agreed that the public housing reserve report should show the historical ratios to provide trend information. CFO Sauter will add that information and bring revised report to the November meeting.

**Resolutions:** The Board was presented with **Resolution** **14-11 Amendment of the Public Housing Lease, House Rules & Schedule of Tenant Fees and General Charges.** Resolution approval authorizes the Housing Authority of the County of DeKalb to adopt the Public Housing Lease, House Rules, and Schedule of Tenant Fees and General Charges as presented. Commissioner Wahlstrom 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** **14-12 Housing Choice Voucher Payment Standard.** Resolution approval authorizes the Housing Authority of the County of DeKalb to adopt a payment standard schedule for each FMR area in HACD’s jurisdiction per CFR 982.503(b) based on HUD’s finalized FY2014 Fair Market Rents effective December 1, 2013. HACD’s current Housing Choice Voucher payment standards demonstrate that the current 0, 1, 3, 4 and 5 bedroom payment standard should be modified as presented. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

**Staff Report**: *HUD*. ED Perkins noted the Government Shutdown has created an uncertain situation with regards to HUD support. HUD’s Chicago field office is completely shut down. HUD has issued a contingency plan that states “the housing choice voucher program is funded on a calendar year basis, and the monthly payments for November and December are scheduled to be made timely.” HACD staff continues to monitor the situation. If the Government Shutdown does not end by December, alternative action will be necessary.

*CoC Program*. ED Perkins noted the CoC quarterly meeting was held on October 2, 2013. Continuum discussed changes to the current CoC structure. ED Perkins and Lesly Wicks of Hope Haven will meet with HUD CPD support staff to discuss making the changes under the grant. Hope Haven Board has approved the concept of converting the Transitional Housing Program to a Single Room Occupancy program for the hard to house population along with instituting a bigger rapid re-housing program. Ben Gordon Center/Community Support Program representatives are meeting with Lesly Wicks to discuss the concept of Gurler Street Apartments serving mentally disabled families (only individuals now) and embracing the “harm reduction” concept.

*Occupancy*. HACD will be opening the one-bedroom public housing waiting list on October 28th to November 4th to the general public. After November 4th it will remain open to the elderly and disabled only. HACD has had a very poor eligible applicant response rate. Multiple “wait list pulls” are underway. ED Perkins provided statistics regarding applicants contacted within the last nine months.

*Evergreen Village Park Management*. The County of DeKalb is seeking Evergreen Village Park Management services to manage the park to closure. While the project has a 17 month life span, it is estimated that park management will take approximately 12 months as the County relocates the residents. CFO Sauter and ED Perkins are reviewing the RFP and evaluating the scope of management services required along with evaluation of available staff and HACD resources required to successfully manage this project. HACD, if awarded the RFP, would view this as a 12 month (+/-) project under the Central Office. With a consensus from the Commissioners, CFO Sauter and ED Perkins will submit a response to the RFP due October 30, 2013.

*IKE Grant*. ED Perkins noted that the contractor has been negligent with follow through on closing details of the contract. Units are habitable, however not finished to specification. Procurement Manager Bourdages along with Alliance Architects are working with the contractor to resolve the outstanding issues.

*Golden Years Plaza Rename*. Commissioners were provided with a list of name suggestions for GYP. Commissioners will choose a new name at next Board of Commissioners meeting held on November 19, 2013.

*GYP Exterior Renovations*. Renovations are progressing and appears to be on target. Estimated completion to be November 15th.

*Sunset House*. The sewer pipe between the house and the street was confirmed to be the Orangeburg product that contains asbestos. The pipe had collapsed to approximately 25% of its available drainage capacity and has been replaced at an expected cost between $6,000 -$7,000.

*Ross Grant*. HACD did not receive the Resident Opportunity and Self Sufficiency grant applied for in February. The Grant was split between three other Illinois housing authorities: Henry County ($183,282), Peoria ($246,000) and Green County ($142,325).

*Sequoya Apartments*. The window, door and screen door project for Shabbona is moving along nicely. Curb appeal is significantly better along with improved energy efficiency. Residents are very happy, feedback is very good. The prototype large window has arrived and will be evaluated for installation. Estimated time of completion is late November. ED Perkins noted the first Shabbona resident meeting was held at the local coffee shop. Residents asked for quarterly meetings.

*HQS Inspections*. HACD has been outsourcing its HQS inspections to a large professional inspection firm since August, 2013. As expected, inspections are more stringent than previously performed yielding more fails. ED Perkins noted that landlord comments received are mixed reactions to the new protocol. HACD staff is working through the issues.

As there was no further discussion to come before the meeting, Commissioner Wahlstrom moved to adjourn the regular meeting. Commissioner Adjegan seconded the Motion and Motion then carried. The regular meeting was adjourned at 4:25 PM until the regular meeting scheduled to take place on Tuesday, November 19, 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 October 15, 2013 at 507 E. Taylor 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 October 21, 2013.

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ACTING SECRETARY