

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

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

PRESENT: Herodote Hounsrou Adjegan  
Jerry Wahlstrom  
Ron Bemis  
Donna Moulton  
Ging Smith

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 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 August meeting minutes. There being no changes, Commissioner Bemis 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 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: Herodote Hounsrou Adjegan  
Jerry Wahlstrom  
Ron Bemis  
Donna Moulton  
Ging Smith

NAYS: None

ABSENT: None

## **BUSINESS:**

**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 of one pending Housing Choice Voucher termination.

**Financials:** CFO Sauter directed the Commissioners to the 8/31/14 financial summary page noting that \$22,000 in property management revenue was received from the County for Evergreen Village. ED Perkins noted that the park residents are vacating at a consistent pace and fully expects the majority of the residents to be vacated by December. Sauter updated the Commissioners on the audit performed by new auditors, HAB CPAs, the previous week. Sauter and ED Perkins were very pleased with the professionalism of the staff and the quality of their work. Sauter shared the suggestions provided by the auditors noting that staff will implement changes immediately. There were no findings or major concerns brought forth by auditors. Commissioner Wahlstrom inquired about the large net earnings variance for the Public Housing Program and asked if further explanation may be needed. Sauter explained that the earnings currently shown on the summary page reflects all capital expenditures and does not reflect true operating earnings. Transfers of assets or disposals will skew the numbers as presented. After discussion it was agreed that the financial summary page going forward will include a separate summary line item showing net "operating" earnings excluding capital expenditure activity.

**Resolutions:** There were no resolutions to come before the Commissioners.

**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.

*Over Subsidy.* HUD has provided step-by-step instructions to cure the over subsidy. Staff will be wire transferring the funds with a detailed explanation. No further action is necessary.

*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.

*IKE Grant.* Other than anticipated annual reports and possible inspection from IHDA, staff considers this grant to be closed.

*Civic Boiler Project.* The new boilers are installed and functioning. Staff works to resolve minor valve issues and air within the lines. All issues are expected to be resolved shortly.

*Strategic Plan.* Commissioners were provided with a Survey Monkey link to complete a survey for data collection. Consultant has met with resident groups and will now proceed to community leaders for additional information. Commissioners, ED, CFO, & DO are confirmed for strategic planning meetings on October 30, 2014 from 9:00 AM to 3:30 PM and October 31, 2014 from 9:00 AM to Noon. HACD's regular October meeting will be rescheduled from the 21<sup>st</sup> to October 31, 2014 at 12:30.

*HCV Landlord.* ED Perkins discussed a recent landlord situation whereby an ongoing participating landlord recently had a large rental property condemned. The condemned property was not home to any voucher participants; however the landlord's inspection history has been reviewed and noted for any future requested tenancy's with this landlord.

Housing Authority 101. Staff hosted a “Housing Authority 101” session for social service agencies. Approximately 30 people representing multiple agencies attended a session held at the central office. HA 101 was presented at Goodwill in late August and will be presented to the Safe Passage Staff later in the month.

PHA Plan. Annual resident meetings (Capital Planning) have been completed. Data is being compiled and documentation being prepared for submission to HUD in January. Commissioners Strategic Planning outcome will also be part of the PHA Plan.

Personnel Policy. Staff has been working on modernizing the HACD Personnel Policy with the intent to provide Commissioners a draft copy for review over the next few weeks with the goal of approval at the October meeting.

Shabbona Drainage Project. Project has not started yet. Contractor is waiting for materials, estimating starting later this week.

Briarwood Capital Projects. Window World from Rockford was awarded the window contract. Installation is expected to begin around mid to end October. The project is expected to take two full days. Windows will be replaced in 16 units. Units are in buildings A & B. Roofing repair will not commence until spring due to contractor availability.

ED Perkins reviewed the upcoming important dates including the PHADA Conference scheduled for January 25-28, 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 regular meeting was adjourned at 3:10 PM until the regular meeting rescheduled to take place on Friday, October 31, 2014 at 12:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6<sup>th</sup> 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 on September 16, 2014 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT:   Ron Bemis  
              Herodote Hounsrou Adjegan  
              Jerry Wahlstrom  
              Donna Moulton  
              Ging Smith

ABSENT:   None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this October 7, 2014.

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ACTING SECRETARY