

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, SEPTEMBER 20, 2016**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority's Central Office, 310 N. 6th Street, DeKalb, IL at 2:30 PM on Tuesday, September 20, 2016.

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

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan	None
Ron Bemis	
Ging Smith	
Jerry Wahlstrom	
Donna Moulton	

Others Present

Michelle Perkins, Executive Director
Vivian Bright, DO
Christine Sauter, CFO
Tim Horning, Attorney

There being a quorum present, the meeting duly convened opening with the hearing of any public comments. *There was no one present from the public.*

Approval of the Agenda. Chairperson Moulton asked for changes to the Agenda. There being no changes, Commissioner Bemis 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. Chairperson Moulton asked for changes to the regular session meeting minutes. With no changes being requested, Commissioner Adjegan 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 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:

<u>Ayes</u>	<u>Nays</u>
Herodote Hounsrou Adjegan	None
Ron Bemis	
Ging Smith	
Jerry Wahlstrom	
Donna Moulton	

Absent – None

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Financial Report: Commissioners reviewed the financials and Sauter noted that all programs are doing well, five months in to FY17. Sauter noted that contract maintenance and capital expenditures are over budget due to using Public Housing operating funds for unit abatements and additional maintenance needs. Sauter discussed the New Federal Overtime Rule going into effect 12/1/16 noting that the minimum salary paid to exempt employees will increase to \$47,476. Payroll adjustments in accordance to this new rule will be incorporated into next year's wage budget. Employee succession planning was also discussed which will involve adding additional staff this fiscal and in FY18. Sauter noted that HUD released a tool that calculates the NEW admin fee rate based on the New Admin Fee Study for the HCV program. Sauter stated that HACD's initial calculation shows an increase in future admin fee funding. Sauter distributed the audit report.

Executive Director Report: *Legal.* Horning reviewed the outstanding legal cases noting that we are waiting on replies from various agencies. Three Public Housing Lease Termination notices have been served; one is pending trial, two are pending first return date. No HCV terminations however one administrative court review for a previously terminated tenant is in process.

Administrative Plan and Admissions & Continued Occupancy Plan – Policy Changes. Staff has begun public comment period for proposed changes to policies. Commissioners were provided with a summary of the changes noting that the majority of changes are to update the policies with existing regulatory changes and clarify language. The most significant proposed changes were to the local preferences by removal of the minimum “30 hours worked per week” from the working preference and the discontinuation of the Involuntary Displaced preference. All documents are available on line and legal notice has been published. Staff will be hosting a public hearing and collecting written comments for consideration before proposed adoption in December.

Continuum of Care. The 2016 grant has been submitted. Perkins continues to work with the CoC and seek to find additional community involvement along with evaluating data for additional needs of the community.

PHAS. Commissioners were provided a copy of the FYE 3/31/2016 PHAS score noting a drop in the physical inspection portion due to the Taylor Street Plaza inspection. Standard Performer rating was issued for FYE 3/31/2016 PHAS score. The re-inspection will take place early 2017.

ED Perkins gave a general overview of items. The Central Office Air Conditioning system will be tabled until the spring of 2017. Estimated cost for repair/replacement is approximately \$4,000.

The Civic Ground Level Flooring project has begun starting with abatement and painting with a target completion date of 10/7/2016. Mason Court Apartments had a large tree removed due to fallen branches, safety of the clubhouse, and heaving of the sidewalk. Tree will be removed and the heaving pavement will be removed and resurfaced along with replacement trees. Two units at Mason were found to have severely leaking windows. Flashing on the windows was not completed properly and dry wall had to be removed to rectify the problem.

Family Site Surveillance System installation continues and we are currently waiting on electrical bids. Resident Advisory Board (RAB) for capital planning has concluded two meetings and has surveyed the larger tenant population for input. Commissioners were provided a summation of the input.

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HACD will be supporting Safe Passage with an application to participate in VOCA transitional housing where survivors would be housed and Briarwood and receive rent subsidy and supportive services through the VOCA grant funding. ScentAir is being reviewed by staff to determine the effectiveness of odor control and impact on quality of life. ScentAir is used by many hospitals, assisted living facilities and hotels. Commissioners were supportive of a solution to quality air and odor control.

Perkins informed the Commissioners of upcoming conferences and those who plan to attend should notify her.

Resolutions: The Board was presented with **Resolution 17-06 HCV Payment Standard**. In compliance with HUD regulations 24 CFR 982.503(b) after HUD releases the new FMRs, PHAs are to analyze Housing Choice Voucher Payment Standards. Approval of this resolution will provide for updated payment standards that are commensurate with FMR's and local area rents. 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 17-07 Public Housing Flat Rents**. In compliance with HUD regulations 24 CFR 960.253(b) after HUD releases the new FMRs, PHAs are to analyze Public Housing Flat rents to ensure compliance. Approval of this resolution will provide for updated flat rents that are commensurate with FMR's and local area rents. Commissioner Bemis made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

As there was no further discussion to come before the meeting, Chairperson Moulton asked for a Motion to adjourn the regular meeting. Commissioner Adjegan made a motion to adjourn. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried. The regular meeting was adjourned at 3:55 PM until the regular meeting scheduled to take place on Tuesday, October 18, 2016 at 2:30 PM at Civic Apartments 350 Grant Street, Sycamore, 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 on September 20, 2016 at 310 N. 6th Street, DeKalb, IL, and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Ron Bemis
Ging Smith
Jerry Wahlstrom
Donna Moulton

Commissioners Absent
None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this October 11, 2016.

ACTING SECRETARY
