

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
MONDAY, MARCH 18, 2019**

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 2:35 PM on Monday, March 18, 2019.

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

| <u>Commissioners Present</u> | <u>Commissioners Absent</u> |
|--|------------------------------------|
| Herodote Hounsrou Adjegan Ron Bemis Deanna Cada Jerry Wahlstrom | Ging Smith |

Others Present
Vivian Bright, Director of Operations
Tim Horning, Attorney
Michelle Perkins, Executive Director
Christine Sauter, CFO

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 Wahlstrom asked for changes to the Agenda. There being no changes, Commissioner Cada made a Motion to approve the Agenda. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of the Minutes. Chairperson Wahlstrom asked for changes to the meeting minutes. There being no changes, Commissioner Adjegan made a Motion to approve the meeting minutes. Commissioner Bemis 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 Cada seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

| <u>Ayes</u> | <u>Nays</u> |
|--|--------------------|
| Herodote Hounsrou Adjegan Ron Bemis Deanna Cada Jerry Wahlstrom | None |

Absent
Ging Smith

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
MONDAY, MARCH 18, 2019**

Financial Report: CFO Sauter updated the Commissioners on 2019 program funding noting that the CY19 Public Housing Operating subsidy for AMP 1 had minimal change from 2018, but that AMPs 2 & 3 funding decreased \$4K and \$5K respectively. Sauter also noted that 2019 HCV Admin fee rates increased from \$74.08 to \$75.77 per voucher unit month leased. Sauter noted that HUD has not released information on 2019 funding prorations, but staff is pleased with the initial funding outlook for 2019. Sauter updated the Commissioners on the upcoming FY19 audit date set for June 17th – June 19th. The Commissioners agreed to move the June Board meeting from June 18th to June 25th to accommodate the planned audit. Sauter noted that more FY19 financial information would be shared later in the meeting when the yearend resolutions were presented.

Executive Director Report: *Legal.* No change in status of IDHR case 2018CH0946 or 2018CH2508. Horning noted that he has filed a response to K. Fletcher’s filing of an administrative review of termination from the HCV Program. Perkins reviewed current court action and lease termination notices with Commissioners.

Capital Projects. Perkins reviewed the upcoming capital projects noting the resolution to enter in to contract for the Taylor Street Elevator modernization project. Commissioners were supplied a listing of pending projects including the Energy Efficiency grant which will provide a significant amount of refrigerator, A/C and water heater replacements across all HACD properties.

Dresser Court Refinance. Perkins shared with Commissioners that IHDA has declined to refinance the balloon mortgage payment for Dresser Court Apartments. Per IHDA, the property is in excellent condition both financially and physically and they generally reserve refinancing for properties in need of support. IHDA noted that DCA was one of the finest they have seen and encouraged moving forward with a new project for additional supportive housing.

REAC Inspection Policy Change. REAC has changed its notification for inspections to 14-days or less. It was noted that this is a concern for future scores and that having less time to prepare will make high scores more difficult to achieve. Perkins noted that all inspections are currently 90+ with a 3-year reprieve. Staff will implement a protocol to further enforce the “we can’t get ready, we’ve got to be ready” philosophy.

Perkins provided the Commissioners several upcoming key dates and meetings.

Resolutions: The Board was presented with **Resolution 19-16 Collection Write Off.** In compliance with our policy, every attempt was made to recover funds from these tenants. As part of the fiscal year closure the Commissioners are made aware of the balance of the account write offs totaling \$69,539.67. Approval of the resolution would maintain compliance with HUD and HACD policy. Commissioner Bemis 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 19-17 Write Off of Non-Expendable Equipment.** In compliance with our Disposition Policy, every attempt was made to recover funds from the liquidation of these assets and as part of the fiscal year closure the Commissioners are made aware of the disposed assets totaling \$152,090.49. Approval of the resolution would maintain compliance with HUD and HACD policy. Commissioner Cada made a motion to approve. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
MONDAY, MARCH 18, 2019**

The Board was presented with **Resolution 19-18 Revision of Agency Budget for FYE 3/31/19.** With Commissioner approval the FYE 3/31/19 budget will be amended to reflect expenses and revenue that came in over budget. Commissioner Bemis made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was then presented with **Resolution 19-19 Approval of Operating Budget for FYB 4/1/19 [FY20].** In compliance with HUD regulations Housing Authority's must approve and submit an approved agency operating budget annually to HUD. Commissioner Adjegan made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was then presented with **Resolution 19-20 Approval of Taylor Street Plaza Elevator Modernization Contract.** In compliance with HUD regulations and the Housing Authority Procurement Policy, under sealed bid and negotiated final contract price of \$791,937 approval of this resolution allows for the executive director to enter in to contract for the Modernization of Taylor Street Plaza Elevator. Commissioner Adjegan made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

There being no further business to come before the Commissioners, Chairperson Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Bemis made a motion to adjourn. Commissioner Adjegan seconded the Motion. All were in favor, none opposed. Motion then carried.

The meeting was adjourned at 3:35 PM until the regular meeting scheduled to take place on Tuesday, April 16, 2019 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 Meeting was held on March 18, 2019 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
Deanna Cada
Jerry Wahlstrom

Commissioners Absent
Ging Smith

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this March 19, 2019.

ACTING SECRETARY
