

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, NOVEMBER 19, 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 Tuesday, November 19, 2019.

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

<u>Commissioners Present</u>	<u>Commissioners Absent</u>
Herodote Hounsrou Adjegan	Jerry Wahlstrom
Deanna Cada	Ron Bemis
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 were no members from the public present for comments.*

Approval of the Agenda. Vice-Chairperson Smith asked for changes to the Agenda. There being no changes, Commissioner Cada 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. Vice-Chairperson Smith asked for changes to the meeting minutes. There being no changes, Commissioner Adjegan made a Motion to approve the meeting minutes. Commissioner Cada 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 Cada 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:

<u>Ayes</u>	<u>Nays</u>
Herodote Hounsrou Adjegan	None
Deanna Cada	
Ging Smith	

Absent
Ron Bemis
Jerry Wahlstrom

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, NOVEMBER 19, 2019**

Financial Report: CFO Sauter noted that YTD earnings continue to be strong and well over budget. Sauter noted that the excess Public Housing Subsidy received this fiscal year has created more of an excess in operating reserves than the 4-month expense guideline. Staff will be working on using those excess reserve funds for needed Public Housing property expenditures before the end of the fiscal year. Sauter noted that HCV unit month utilization for CY2019 is projected to end at 99.4% and will set the agency up for optimal HAP funding for CY2020. The AHRMA property and workers compensation insurance renewal for CY2020 was received with a total cost of \$145,448, up 4.59% from CY2019. It was noted that staff reached out to two other insurance agencies for quotes, one was non-responsive, and the other has not provided their final quote, but is expected soon.

Executive Director Report: *Legal.* A former Briarwood tenant who is a current voucher holder has submitted a perfected charge to IDHR regarding disability discrimination. Attorney Horning has filed a response to the perfected charge and IDHR has asked for a continuance. No change since the previous report. A Public Housing Applicant L. Davis who was denied has filed in court for an administrative review. Two notices have been issued to tenants at Taylor Street Plaza one for smoking, one for failure to respond to PHA. One termination issued at Gurler Street Apartments for violation of peaceful right to enjoyment of the premises, one notice issued for Sunset View Apartments for failure to adhere to HQS, one notice issued for Mason for failure to pay rent.

PHA 5-Year & Annual Plan/Admin Plan & ACOP. Commissioners were provided with all draft plan changes. Staff welcomes any comment or review. Commissioners will be presented with resolutions to approve changes at the December meeting.

Lewis Court Addition. Staff continues to explore the option of adding additional units to Lewis Court Apartments. Staff met with the architect to discuss project details and it was agreed that 8 – 2-bedroom 1.5-bathroom units set in a 2 building 4-unit configuration. Staff will get topographical survey of the grounds and soil sampling. Staff conferenced with HUD to discuss disposition from the Public Housing land learning that next steps must include getting a fair market value appraisal of the land is necessary and any development done would have to be commiserate with public compensation. HUD advised that an application would need to be submitted and approved by the SAC. Staff will continue to investigate the feasibility of the project and possible next steps for development.

Perkins reviewed capital projects noting that the Taylor Street Plaza Elevator Renovation is underway and that the boiler project for that building is complete. Perkins noted that key staff members have participated in a series of webinars designed to improve and support the supportive service provider and property management relationship. Perkins provided the Commissioners an overview of pertinent meetings, community outreach and upcoming key dates.

Resolutions: The Board was presented with **Resolution 20-11 Approval of SprintCom Rooftop Cellular Lease.** In compliance with HUD regulations and PIH Notice 2017-24, the Board of Commissioners must approve leases that involve third-party agreements. Commissioner Cada made a motion to approve entering the lease. 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
TUESDAY, NOVEMBER 19, 2019**

The Board was presented with **Resolution 20-13 Approval of Health Insurance Contract.** Approval of the resolution would maintain compliance with HUD procurement regulations and HACD policy and allow the Executive Director to enter in to contract with Blue Cross Blue Shield of Illinois to provide employee health insurance. CFO Sauter advised Commissioners that the annual premium has increased from the initial amount of \$146,475 presented in the packet to \$150,283 due to a change of an employee adding a family member to the plan. Commissioner Adjegan made a motion to accept the modification of the premium, Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried. With the new annual premium updated to \$150,283, Commissioner Cada made a motion to approve the Health Insurance Contract and Commissioner Adjegan seconded the motion. Motion then carried. All were in favor, none opposed.

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

The meeting was adjourned at 3:00 PM until the regular meeting scheduled to take place on Tuesday, December 17, 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 November 19, 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
Deanna Cada
Ging Smith

Commissioners Absent
Ron Bemis
Jerry Wahlstrom

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this November 22, 2019.

ACTING SECRETARY
