

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, MARCH 16, 2021**

The Commissioners of the Housing Authority of the County of DeKalb met via zoom at 2:35 PM on Tuesday, March 16, 2021.

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	
Ging Smith	
Jerry Wahlstrom	

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

Commissioner Wahlstrom stated that due to the COVID19 disaster proclamation and the requirements of 5 ILCS120/7 (e), the Housing Authority of the County of DeKalb Board of Commissioner Meeting will be held via video and phone conference.

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 Adjegan made a Motion to approve the Agenda. Commissioner Cada seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

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

All were in favor, none opposed. Motion then carried.

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

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

All were in favor, none opposed. Motion then carried.

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Approval of Bills and Payroll. The bills and payroll were submitted to the Commissioners for approval of payment. Commissioner Smith moved that the bills and payroll be approved as submitted. Commissioner Bemis seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

All were in favor, none opposed. Motion then carried.

Financial Report: The YTD financials were reviewed noting that Agency earnings now include all the CARES funds received (\$341K) from both Public Housing and HCV programs. CFO Sauter noted that the HCV \$203K CARES funds were posted to revenue in February. It was also noted that HUD expanded the eligible use of the CARES funding to include wages, benefits, and operating expenses in addition to COVID 19 related expenses. CFO Sauter updated the Commissioners on the following items: no mileage reimbursement for FY21 since all meetings were held via Zoom; staff was happy to learn that the CY21 CFP award is \$768,071; CY21 Public Housing Operating Subsidy increased \$178K from preliminary FY22 budget that was presented at the February meeting; and reviewed and discussed the Agency historical earnings report with Board suggesting some improvements for next year.

Executive Director Report: *Legal.* Attorney Horning reviewed the eviction moratorium dates with Commissioners noting that lease termination notices have been issued, limited court action is available however court action evictions are at a minimum until the moratorium is lifted.

Housing Needs – Project Discussion. Staff provided Commissioners with the “Fair Share Subsidy” numbers, a draft project budget based on 20 units and intends to provide that to Commissioners a reserve analysis and financing information.

General. Staff noted the upcoming issuance of several RFP for spring/summer projects and that the Mason Club House renovation is almost complete. Thankfully, there are no positive staff or tenant reported COVID19 cases and the situation remains the same with continued precautionary measures, however we are targeting October to return to in person appointments.

Resolutions: The Board was presented with **Resolution 21-14 Collection Loss Write Off FYE 3/31/21.** 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 \$31,290.11. Approval of the resolution would maintain compliance with HUD and HACD policy. Commissioner Bemis made a motion to approve. Commissioner Adjegan seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

All were in favor, none opposed. Motion then carried.

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The Board was presented with **Resolution 21-15 Write Off of Non-Expendable Equipment FYE 3/31/21**. 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 \$254,805.87. Approval of the resolution would maintain compliance with HUD and HACD policy. Commissioner Smith made a motion to approve. Commissioner Adjegan seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

All were in favor, none opposed. Motion then carried.

The Board was then presented with **Resolution 21-16 Approval of Operating Budget for FYB 4/1/21 [FY22]**. In compliance with HUD regulations Housing Authority's must approve and submit an approved agency operating budget annually to HUD. Commissioner Bemis made a motion to approve. Commissioner Adjegan seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

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 Smith seconded the Motion. The Ayes and Nays were as follows:

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

All were in favor, none opposed. Motion then carried.

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The meeting was adjourned at 3:52 PM until the regular meeting scheduled to take place on Tuesday, April 20, 2021 at 2:30 PM via zoom link to be provided.

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 16, 2021 via zoom and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Ron Bemis
Deanna Cada
Ging Smith
Jerry Wahlstrom

Commissioners Absent

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this March 17, 2021.

ACTING SECRETARY
