

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, DECEMBER 19, 2017**

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The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority Main Office located at 310 N. 6<sup>th</sup> Street, DeKalb, IL 60115 at 2:34 PM on Tuesday, December 19, 2017.

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

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

**Others Present**

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

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

**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 Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

**Approval of the Minutes.** Chairperson Wahlstrom asked for changes to the regular session meeting minutes. There being no changes to the minutes, 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 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:

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

**Absent** – None

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**Financial Report:** CFO Sauter reviewed YTD financials noting that agency earnings continue to be strong and better than budget. All programs, except Central Office, are performing better than budget YTD. Sauter updated the Commissioners on the following accounting items: No information from HUD on outlook for CY 2018 funding. Sauter noted that HCV HAP funding is based on the prior calendar year actual HAP expense and the agency is on target to be 99.58% utilized for unit months leased and over 100% for HAP expense. These final 2017 numbers will ensure optimal HAP funding for 2018; Public Housing operating subsidy tools have been delayed until February 2018; no word from HUD on HCV program admin fee increases or expected proration for 2018; It is expected that HUD will move forward on re-federalization COCC funds, but to what extent is unknown at this time. Staff will closely monitor information on this topic.

**Executive Director Report**

*Legal.* Attorney Horning has filed a written argument for the current HCV administrative review for program termination and the court set an argument date of December 27, 2017. In regard to the 504-complaint filed by an applicant alleging disability discrimination, no further information has come forward from HUD or IDHR. Perkins reviewed the outstanding termination notices that have been issued to tenants noting no court evictions in process at this time.

*Property.* Owners of property adjacent to Taylor Street Plaza have contacted the Housing Authority notifying Commissioners of their interest in selling the adjacent property. Commissioners were provided with a packet of information to review. Perkins updated the packet with the owners 2015 & 2016 operating and expense reports and notes from the staff about the site visit. Commissioners reviewed the material, discussed the property, its options and price and while appreciative of the owner's consideration, decided to forego the opportunity at this time.

*Taylor Street Property Small Elevator.* Taylor Street Small elevator has been down for two weeks. The shaft has snapped off the motor and due to the age of the elevator the repair is significant and requires a rebuild. This leaves the building with only one functioning elevator for the next four to five weeks. Emergency Services have been notified and all mechanical precautions are being taken to ensure functionality. Tenants are being as amicable as possible during this inconvenience. Staff will be moving forward with elevator modernization plans which could include using non-federal funds or other means of financing the project if the timing does not coincide with the Capital Fund Grant cycle.

*Key2Prepaid Card.* Tenants receiving utility reimbursement checks and resident stipends will now be getting a MasterCard debit card that will be reloaded monthly as they continue to receive the payment. This will alleviate the need for checks, be more secure, efficient, and cost effective.

*Local Preferences:* Commissioners and staff reviewed the current admissions preferences for the Public Housing and Housing Choice Voucher programs. Discussion began with an overview of the regulatory language, followed by a review of what our preferences support and if they continue to meet our local housing needs. Staff discussed application of the preferences during the eligibility process. Discussion about the "burden of proof" to qualify for the preferences and the difficulty of explaining the complex nuances of the preferences when working with persons in a housing crisis. All agreed they do meet our community's housing needs and to continue with the local admissions preferences as they are.

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Perkins gave a general overview of happenings, sharing with the Commissioners some of the outreach that we have been doing such as meeting with the St. Vincent DePaul group, DeKalb Township administrators, DeKalb Kiwanis and Alderman Kate Norieko. Perkins noted the upcoming Continuum of Care meeting to be held on January 17, 2018. Perkins requested that January's meeting be moved one week later due to the PHADA conference. Commissioners did not object to the request and agreed to move it to January 23, 2018.

**Resolutions:** The Board was presented with **Resolution 18-09 Certification of Compliance with PHA Plans & Related Regulations.** Approval of the resolution would certify compliance with the elements listed and mandated by HUD and allow the Executive Director to submit the 2018 PHA Annual Plan. Commissioner Adjegan made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 18-10 Five Year Capital Plan.** Approval of the resolution would maintain HUD compliance and adopt the Five-Year Capital improvement plan recently completed with our Resident Advisory Boards. Commissioner Smith made a motion to approve. Commissioner Cada seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 18-11 Revision of Employee Handbook (Sexual Harassment).** Approval of the resolution would allow for the required changes necessary to the sexual harassment section to comply with P.A. 100-0554, passed by the Illinois General Assembly making our policy compliant. Commissioner Smith made a motion to approve. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 18-12 Property, Liability & Work Comp Insurance Renewal.** Approval of the resolution would allow the Executive Director to renew the property, liability and workers compensation insurance with AHRMA at the annual cost of \$135,293. Commissioner Smith 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 Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Smith made a motion to adjourn. Commissioner Bemis seconded the Motion. All were in favor, none opposed. Motion then carried. The regular meeting was adjourned at 4:07 PM until the regular meeting scheduled to take place on Tuesday, January 23, 2018 at 2:30 PM at 310 N. 6<sup>th</sup> Street, DeKalb IL, 60115.

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CHAIRMAN

(SEAL)

ATTEST:

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SECRETARY-TREASURER

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## CERTIFICATE

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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 December 19, 2017 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

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

**Commissioners Absent**

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this December 20, 2017.

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ACTING SECRETARY

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