

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, MAY 17, 2022**

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, May 17, 2022.

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

Commissioners Present

Herodote Hounsrou Adjegan
Ron Bemis
Deanna Cada
Ging Smith
Jerry Wahlstrom

Commissioners Absent

Others Present

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

There being a quorum present, the meeting duly convened.

Approval of the Agenda. Chairperson Wahlstrom asked for changes to the agenda. There being no changes to the agenda, Commissioner Smith made a Motion to approve the Agenda and Commissioner Adjegan seconded the Motion. Upon roll call of the vote, 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.

Approval of the Minutes. Chairperson Wahlstrom asked for changes to the meeting minutes presented (April 19 Annual & Regular meeting, and the Special Meeting on April 26, 2022). 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	
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All were in favor, none opposed. Motion then carried.

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Public Comment. Two members of the public were present. Derek Van Buer presented his critiques regarding HACD FOIA responses. Mark Charvat began his comments with name calling of the executive staff, critiques on HACD FOIA responses, overall disapproval of the Housing Authority.

Financial Report, Bills & Payroll. The April YTD financials were reviewed and discussed. Staff updated the Commissioners on the following items: Staff is pleased to report the 2022 Capital Fund grant award amount is \$923K, the highest in agency history; Audit date set for June 13-15, all financial data has been submitted to the auditors for the annual Financial Data Schedule submission and pre-audit work; HUD released the 2022 HCV HAP funding with a 100% proration; staff is in the process of updating all bank account signature cards removing ED Perkins and adding CFO Sauter; and a new corporate credit card has been activated.

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>
Ron Bemis	None
Ging Smith	
Herodote Hounsrou Adjegan	
Deanna Cada	
Jerry Wahlstrom	

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

Report of the Secretary-Treasurer/Executive Director. *Legal.* Attorney Horning provided an update on current tenant evictions and court actions. Horning noted that he has consulted and assisted ED Perkins with recent FOIA's, Public Access Bureau [PAC] complaints and provided Commissioners an overview of the FOIA and PAC process. Perkins noted that the attrition for Public Housing and the Housing Choice Voucher Program is normal and that moving forward HACD will most likely need to increase the HCV Payment Standards to 110% of FMR to accommodate increased rents and open housing options for tenants. Staff continues to aggressively process applicants; however, it has been difficult to get responses and or paperwork back. Perkins discussed the amount of port out tenants noting that absorption by agencies may be a utilization concern.

Sunset View Apartments [Hinckley] - Fire. Staff is seeking permits from the City of Hinckley for demolition of 180 Garfield and working with utility providers for complete shut off. Perkins discussed some general construction costs (i.e., \$225 sq. ft./\$600K+ rebuild cost) noting that they would move forward with demolition, but no further action would be taken until a new Director is in place and the time is appropriate. Staff will confer with City of Hinckley on any timing issues related to rebuilding.

Capital Projects. Primary focus continues to be on the Civic Water Pipe Replacement project. Progress has been made on the first floor and at this time the plan is to begin with the kitchens only of units 213-513 the first full week of June. The Intellihot tankless water heaters were replaced, and Hot water is back to normal temps. Additional preventative maintenance will take place during the water project to minimize rust accumulation. The TSP Air Condensing Unit bid package is complete. It has been sent to Elevate Energy for review to determine if any components can be adjusted and covered by grant funds. Staff intends to get the bid out late May. Mason Landscaping project continues. Concrete

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work is underway and asphalt contractors are secured despite difficulty in gaining bidders. Staff is waiting on the contract for Radon Testing. Parts, materials, and services continue to be difficult to obtain.

Perkins reviewed some general items noting that all Emergency Housing Vouchers continue to be leased; NSPIRE inspections were conducted for AMP 1 & AMP 2, and all went well. This should target HACD for REAC inspections sometime in late 2023 or 2024. Staff have been participating in the Continuum of Care grant HUD monitoring session. The monitoring has been very beneficial as we have improved our documented policies and procedures. DISH WiFi contract is wrapping up and the Sprint tower decommission is set to begin in June. April 28th was the DCRDC 1st quarter meeting, and all went well. Members said good by to Fred Rhynders as he has retired from the board. His service has been greatly appreciated. Perkins stated that the June meeting has a scheduling conflict and proposed moving the regular board meeting to the 28th. No members objected to the move; Staff will update the website.

Reports of Committees. None

Resolutions: The Board was presented with **Resolution 23-02 General Fees & Charges.** Annually staff reviews the tenant fees and charges and where necessary will recommend changes. Commissioner Cada 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>
Deanna Cada	None
Herodote Hounsrou Adjegan	
Ron Bemis	
Ging Smith	
Jerry Wahlstrom	

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

Resolutions: The Board was presented with **Resolution 23-03 Housing Choice Voucher Utility Allowance.** 24 CFR 982.517 requires public housing authorities to annually review the schedule of utilities and where there is a 10% or more increase in the utility rate, the schedule shall be revised. 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.

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Resolutions: The Board was presented with **Resolution 23-04 Public Housing Utility Allowance.** 24 CFR 965.502, 965.505 and 965.507 in various parts requires public housing authorities to annually review the schedule of utilities and where there is a 10% or more increase in the utility rate, the schedule shall be revised. Commissioner Adjegan made a motion to approve. 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
Ging Smith	
Deanna Cada	
Ron Bemis	
Jerry Wahlstrom	

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

Resolutions: The Board was presented with **Resolution 23-05 Bylaws.** Commissioner annually review the Bylaws for adherence and any necessary changes. Per comments from the members the changes were presented. Commissioner Cada made a Motion to approve. Commissioner Smith seconded the Motion. Upon roll call, 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.

Old Business. Commissioners did not enter closed session but discussed the next steps in the process of hiring a new Executive Director. It was agreed that advertising for the position would be suspended and that two special meetings will be planned for interviewing.

New Business. Commissioners discussed contract terms and appointment of an Interim Director. Attorney Horning will draft a contract for Commissioners to review and an official appointment of an Interim Director shall take place later in the month.

Adjournment. There being no further business to come before the Commissioners, Chairperson Wahlstrom asked for a Motion to adjourn the regular meeting. Commissioner Adjegan made a motion to adjourn. Commissioner Cada seconded the Motion. The Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Herodote Hounsrou Adjegan	None
Deanna Cada	
Ron Bemis	
Ging Smith	
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All were in favor, none opposed. Motion then carried.

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The meeting was adjourned at 4:29 PM until the regular meeting scheduled to take place, in person on Tuesday, June 28, 2022, at 2:30 PM at 310 N. 6th Street, DeKalb IL 60115.

CHAIRMAN

(SEAL)

ATTEST:

SECRETARY-TREASURER

CERTIFICATE

I, VIVIAN BRIGHT, 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 May 17, 2022, 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 May 19, 2022.

ACTING SECRETARY
