

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, DECEMBER 19, 2023**

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, December 19, 2023.

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

Commissioners Present

Hounsrou Adjegan
Michelle Bringas
Ron Bemis
Jerry Wahlstrom

Commissioners Absent

Sabrina Nicholson

Others Present

Tim Horning, Attorney
Jill Morgan, Operations Director
Christine Sauter, Chief Finance Officer
Dave Siegel, Executive 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 Adjegan made a Motion to approve the Agenda and Commissioner Bemis seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

Ayes

Hounsrou Adjegan
Michelle Bringas
Ron Bemis
Jerry Wahlstrom

Nays

None

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

Approval of the Minutes. Chairperson Wahlstrom asked for changes to the meeting minutes presented. Commissioner Bemis made a Motion to approve the Minutes and Commissioner Adjegan seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

Ayes

Hounsrou Adjegan
Michelle Bringas
Ron Bemis
Jerry Wahlstrom

Nays

None

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

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Public Comment. One member of the public was present, but elected not to speak.

Financial Report, Bills & Payroll November YTD financials were reviewed. It was noted that budgets for all programs are in great shape. Agency wide, Operating Earnings are at \$613,000 vs a budget of \$176,000. It was noted that each individual program is above budget for earnings.. CFO Sauter mentioned that FY2025 budget preparation is underway. It was also noted that the RFP for Audit Services has been posted and proposals are due back by January 26, 2024. There was then a brief discussion on details of the operating budget. It is anticipated the final 4 months of the fiscal year will be consistent with the first 8 months.

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 Adjegan seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

| <u>Ayes</u> | <u>Nays</u> |
|------------------|-------------|
| Hounsrou Adjegan | None |
| Michelle Bringas | |
| Ron Bemis | |
| Jerry Wahlstrom | |

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

Report of the Secretary-Treasurer/Executive Director.

Legal:

➤ **General:**

- Reviewed/Consulted on FOIA & Public Access Bureau
- Consulted on and represented HACD on tenant terminations

➤ **Terminations/Vacates for last month -**

- **6 Move outs for HCV** – (2 terminated, 2 assistance no longer needed, 2 port absorbs)
- **6 Vacate in Public Housing** – (3 assistance no longer needed, 1 exited to assisted living, 1 terminated, 1 deceased, 2 living with family, 3 transferred to HCV)

Capital Projects & General Property (not capital fund) Projects – In Progress

- New Air Handler has been installed at Civic, wiring of unit is taking place this week.
- Briarwood will have 18 more refrigerators installed tomorrow, December 20. That will complete the refrigerator replacement at that property. Dresser Court is the final property that will have qualifying refrigerators replaced and we anticipate that will be completed by January 2024.

General:

- HCV Program was net positive 1 voucher in November! We stand at 608 vouchers currently being utilized
 - Public Housing was at 99.4% occupancy for the month of November.
 - Jill will present on TAR in Public Housing.
 - Next HACD Board meeting is scheduled for Tuesday, January 16, 2024.
 - After a brief discussion it was agreed that any Board Members interested in attending the PHADA conference inform Jerry Wahlstrom by Tuesday, November 28.
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Reports of Committees. None

Resolutions. The Board was presented with **24-11 Property, Liability, and Work Comp Insurance
Renewal**

Commissioner Bemis made a motion to approve the resolution. Commissioner Adjegan seconded the Motion. The Ayes and Nays were as follows:

| <u>Ayes</u> | <u>Nays</u> |
|--------------------|--------------------|
| Hounsrou Adjegan | |
| Ron Bemis | |
| Michelle Bringas | |
| Jerry Wahlstrom | |

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

24-12 5-Year Capital Plan 2024-2028

Commissioner Bringas made a motion to approve the resolution. Commissioner Bemis seconded the Motion. The Ayes and Nays were as follows:

| <u>Ayes</u> | <u>Nays</u> |
|--------------------|--------------------|
| Hounsrou Adjegan | |
| Ron Bemis | |
| Michelle Bringas | |
| Jerry Wahlstrom | |

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

24-13 Annual Plan FY2025

Commissioner Adjegan made a motion to approve the resolution. Commissioner Bemis seconded the Motion. The Ayes and Nays were as follows:

| <u>Ayes</u> | <u>Nays</u> |
|--------------------|--------------------|
| Hounsrou Adjegan | |
| Ron Bemis | |
| Michelle Bringas | |
| Jerry Wahlstrom | |

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

Old Business. None

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New Business. None

Adjournment. 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. The Ayes and Nays were as follows:

Ayes
Hounsrou Adjegan
Sabrina Nicholson
Ron Bemis
Jerry Wahlstrom

Nays

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

The meeting was adjourned at 3:46 PM until the regular meeting scheduled to take place, in person on Tuesday, January 16, 2024, at 2:30 PM at 310 N. 6th Street, DeKalb IL 60115.

CHAIRMAN

(SEAL)

ATTEST:

SECRETARY-TREASURER

CERTIFICATE

I, David Siegel, 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 December 19, 2023, and roll call showed the following members to be present and absent:

Commissioners Present

Hounsrou Adjegan
Michelle Bringas
Ron Bemis
Jerry Wahlstrom

Commissioners Absent

Sabrina Nicholson

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this December 20, 2023.

SECRETARY
