

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, JANUARY 16, 2024**

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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, January 16, 2024.

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

**Commissioners Present**

Michelle Bringas  
Ron Bemis  
Sabrina Nicholson

**Commissioners Absent**

Jerry Wahlstrom  
Hounsrou Adjegan

**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.** Vice-Chairperson Bemis asked for changes to the agenda. There being no changes to the agenda, Commissioner Bringas made a Motion to approve the Agenda and Commissioner Nicholson seconded the Motion. Upon roll call of the vote, the Ayes and Nays were as follows:

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Sabrina Nicholson	None
Michelle Bringas	
Ron Bemis	

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

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

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Sabrina Nicholson	None
Michelle Bringas	
Ron Bemis	

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

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**Public Comment.** Two member of the public were present, but declined the offer to speak.

**Financial Report, Bills & Payroll** December YTD financials were reviewed. It was noted that budgets for all programs are in great shape. Attention was drawn to the expense for the blueprints on the Hinckley rebuild. The Board was reminded that there are no current plans to undertake the rebuild, but should labor costs become more reasonable, these blueprints could be utilized. CFO Sauter then informed the Board that staff evaluations are now being conducted along with budget preparation for Fiscal Year 2025. Other year end tasks were discussed with an emphasis on the Audit RFP that is currently out and will be accepting bids until January 26, 2024.

The discussion then turned to Quarterly Reports, which were discussed in detail for the benefit of new Chairperson Bringas.

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

<u>Ayes</u>	<u>Nays</u>
Sabrina Nicholson	None
Michelle Bringas	
Ron Bemis	

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

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

- **8 Move outs for HCV** – (3 voluntary, 3 terminated, 2 exited to assisted living)
- **2 Vacate in Public Housing** – (1 assistance no longer needed, 1 terminated, other)

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

- New Air Handler has been installed at Civic and there are currently no major projects taking place at Civic!
- Refrigerator Grant has been completed.
- Snow Removal has been fantastic and cost effective so far.

**General:**

- HCV Program was net positive 1 voucher in November! We stand at 608 vouchers currently being utilized
  - Public Housing was at 99.2% occupancy for the month of December.
  - Jill will lead PHADA debrief.
  - Next HACD Board meeting is scheduled for Tuesday, February 20, 2024.
  - **Please send all reimbursable expenses from PHADA within 1 week.**
  - **Please be ready to meet individually with Chris and myself for budget question/answer session.**
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**Reports of Committees.** None

**Resolutions.** None

**Old Business.** None

**New Business.** None

**Adjournment.** There being no further business to come before the Commissioners, Vice-Chairperson Bemis asked for a Motion to adjourn the regular meeting. Commissioner Bringas made a motion to adjourn. Commissioner Nicholson seconded the Motion. The Ayes and Nays were as follows:

**Ayes**

Sabrina Nicholson  
Michelle Bringas  
Ron Bemis

**Nays**

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

The meeting was adjourned at 3:06 PM until the regular meeting scheduled to take place, in person on Tuesday, February 20, 2024, 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, 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 January 16, 2024, and roll call showed the following members to be present and absent:

**Commissioners Present**

Sabrina Nicholson  
Michelle Bringas  
Ron Bemis

**Commissioners Absent**

Jerry Wahlstrom  
Hounsrou Adjegan

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this January 17, 2024.

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SECRETARY

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