

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, MARCH 21, 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 2:32 PM on Tuesday, March 21, 2023.

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

Commissioners Present

Ging Smith
Ron Bemis
Hounsrou Adjegan
Sabrina Nicholson
Jerry Wahlstrom

Commissioners Absent

Others Present

Tim Horning, Attorney
Jill Morgan, Operations Director
Dave Siegel, Executive Director
Christine Sauter, CFO

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

<u>Ayes</u>	<u>Nays</u>
Hounsrou Adjegan	None
Ron Bemis	
Sabrina Nicholson	
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 presented for February 21, 2023 – Regular Meeting. There being no changes, Commissioner Smith 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:

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

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

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Public Comment. No members of the public were present

Financial Report, Bills & Payroll February YTD financials were reviewed. There were no new variances to discuss. It was noted that revenues are above budget overall. Expenses are overall below budget. It was noted, however, that a few expenses are above budget, namely legal, tenant services, and collection losses. In the recap, it was noted that the AHRMA payment for Hinckley has been received. A brief discussion around Hinckley financials took place.

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>
Herodote Hounsrou Adjegan	None
Ron Bemis	
Sabrina Nicholson	
Ging Smith	
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 December -**

- **5 Move outs for HCV** – (2 port out, 2 assistance no longer needed, 1 terminated)
- **9 Vacate in Public Housing** – (4 assistance no longer needed, 2 terminated, 3 unknown)

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

- Briarwood-We are replacing the waste lines at Briarwood E building. These lines have been problematic for years and it wise to replace them now. Total cost estimated to be roughly \$49,000. This work should begin on April 5 and be completed by mid-May.
 - Civic-Allstate Concrete Sawing and Construction will be on site tomorrow to demo chimney and trash chute so that the final 4 kitchens can be completed. New chute should take 6-8 weeks to construct.
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 - **General:**
 - SEMAP processing has begun and should be completed by April 1, 2023.
 - Public Housing is above 99% occupancy
 - HCV utilization increased by 6 vouchers last month
 - HOTMA rule will now impose an income limit on Public Housing to be set at 120% of AMI.
 - Next HACD Board meeting is scheduled for Tuesday, April 18, 2023.
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Reports of Committees. None

Resolutions. The Board was presented with **Resolution 23-16 FY2023 Collection Loss Write-Off.** 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. Approval of the resolution would maintain compliance with HUD and HACD policy.

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

<u>Ayes</u>	<u>Nays</u>
Herodote Hounsrou Adjegan	
Ron Bemis	
Sabrina Nicholson	
Ging Smith	
Jerry Wahlstrom	

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

The Board was presented with **Resolution 23-17 Write Off of Non-Expendable Equipment FYE 3/31/23.** In compliance with our Financial Management Handbook's 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. Approval of the resolution would maintain compliance with HUD and HACD policy.

Commissioner Bemis made a motion to approve. Commissioner Nicholson seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

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

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

The Board was then presented with **Resolution 23-18 Approval of Operating Budget for FYB 4/1/23 [FY24].** In compliance with HUD regulations Housing Authority's must approve and submit an approved agency operating budget annually to HUD.

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
Ron Bemis	
Sabrina Nicholson	
Ging Smith	
Jerry Wahlstrom	

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

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The Board was then presented with **Resolution 23-19 Executive Director Compensation.**

Commissioner Smith made a motion to approve. Commissioner Nicholson seconded the Motion.

Upon roll call, the Ayes and Nays were as follows:

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

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

Old Business. None

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:

<u>Ayes</u>	<u>Nays</u>
Herodote Hounsrou Adjegan	
Ron Bemis	
Sabrina Nicholson	
Ging Smith	
Jerry Wahlstrom	

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

The meeting was adjourned at 4:13 PM until the regular meeting scheduled to take place, in person on Tuesday, April 18, 2023, 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 March 21, 2023, and roll call showed the following members to be present and absent:

Commissioners Present
Herodote Hounsrou Adjegan
Ron Bemis
Sabrina Nicholson
Ging Smith
Jerry Wahlstrom

Commissioners Absent

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this March 22, 2023.

SECRETARY
