

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
TUESDAY, MAY 16, 2023**

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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 2:32 PM on Tuesday, May 16, 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  
Hounsrou Adjegan  
Jerry Wahlstrom

**Commissioners Absent**

Ron Bemis  
Sabrina Nicholson

**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 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:

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Ging Smith	None
Jerry Wahlstrom	
Herodote Hounsrou Adjegan	

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

**Approval of the Minutes.** Chairperson Wahlstrom asked for changes to the meeting minutes presented (April 18 Annual & Regular Meetings). There being no changes, Commissioner Adjegan made a Motion to approve the Minutes and Commissioner Smith 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>
Herodote Hounsrou Adjegan	None
Ging Smith	
Jerry Wahlstrom	

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 began by providing the Board with details of Illinois Statute 50ILCS150/15, which addresses approval of expenses. Mr. Van Buer asked that the document be made part of the meeting record. Mr. Van Buer feels this statute applies to the housing authority and therefore makes the reimbursement of Board Member Smith’s travel expenses for the January 2023 PHADA Conference an illegal act. Mr. Van Buer feels Ms. Smith needs to return this payment. Mr. Charvat then spoke and expressed frustration that the Executive Director provided a 30 second warning to the previous speaker. Mr. Charvat also felt the Executive Director was smirking and asked that this be represented in the minutes. Mr. Charvat then inquired about the status of Board Member Adjegan’s stipend before stating that he believes repayment is due and hasn’t been made. Mr. Charvat then stated Board Member Bemis should recuse himself from approval of bills and payroll. Mr. Charvat then asked that whoever is responsible for recording minutes do better at reflecting public comments.

**Financial Report, Bills & Payroll** April YTD financials were reviewed. Ms. Sauter provided some detail regarding the finance departments preparation for audit. Ms. Sauter provided clarity on the reason legal expenses periodically appear negative due to the fiscal year end dates. There was then some discussion around how insurance reimbursements would be classified for Hinckley in the coming year. Chairman Wahlstrom then initiated a brief discussion about the substantial expense of new paint for the Housing Authority.

The bills and payroll were submitted to the Commissioners for approval of payment. Commissioner Adjegan 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>
Herodote Hounsrou Adjegan	None
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

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➤ **Terminations/Vacates for December -**

- **13 Move outs for HCV** – (6 port out, 2 voluntary, 3 terminated, 1 deceased, 1 other)
  - **9 Vacate in Public Housing** – (3 assistance no longer needed, 1 terminated, 4 voluntary, 1 other)
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**Capital Projects & General Property (not capital fund) Projects – In Progress**

- Briarwood-We are replacing the waste lines at Briarwood E building. Plumbing finished, floors are installed. New cabinets are next.
- Civic-New trash chute should be installed starting May 25th. New flooring install will begin on June 5<sup>th</sup>.
- TSP-Rebidding on ACCU Replacement to begin within a month. Laundry Room AC condensing unit will not be replaced, instead a window unit will be installed.
- West Gurler building hit by a car on South side. Repairs complete!
- Hinckley-Randy anticipates bids coming in during the final week of May...I will share information as it becomes available.
- **General:**
- All positions filled at HACD!
- Public Housing is at 97.2% occupancy
- Next HACD Board meeting is scheduled for Tuesday, June 20, 2023.

**Reports of Committees. None**

**Resolutions.** The Board was presented with **Resolution 24-02 Revision of Employee Handbook.** Periodic Review of the HACD Employee Handbook is standard practice and when changes are made it is best practice to get Board approval. Minor changes were made including update of Executive Director information, 2 alterations of employee titles, and the inclusion of allowance for future compensation to on-call maintenance tech.

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

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Herodote Hounsrou Adjegan	
Ging Smith	
Jerry Wahlstrom	

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

**Resolutions.** The Board was presented with **Resolution 24-03 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 Smith made a motion to approve the resolution. Commissioner Adjegan seconded the motion. The Ayes and Nays were as follows:

<b><u>Ayes</u></b>	<b><u>Nays</u></b>
Herodote Hounsrou Adjegan	
Ging Smith	
Jerry Wahlstrom	

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

**Resolutions.** The Board was presented with **Resolution 24-04 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.

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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 Ging Smith Jerry Wahlstrom	

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

**Old Business.** There was a brief discussion around FMLA, full-time employees, and consistency in how HACD defines full-time employment.

**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 Smith 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 Ging Smith Jerry Wahlstrom	

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

The meeting was adjourned at 3:02 PM until the regular meeting scheduled to take place, in person on Tuesday, June 20, 2023, 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 May 16, 2023, and roll call showed the following members to be present and absent:

**Commissioners Present**  
Herodote Hounsrou Adjegan  
Ging Smith  
Jerry Wahlstrom

**Commissioners Absent**  
Sabrina Nicholson  
Ron Bemis

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this May 17, 2023.

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SECRETARY

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