

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB
TUESDAY, MAY 21, 2024**

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 21, 2024.

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

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:

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

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

Approval of the Minutes. Chairperson Wahlstrom asked for changes to the Annual Meeting minutes presented. Commissioner Bringas 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>
Hounsrou Adjegan	None
Michelle Bringas	
Ron Bemis	
Jerry Wahlstrom	

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

Chairperson Wahlstrom asked for changes to the regular 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:

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

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

Public Comment. No members of the public were present.

Financial Report, Bills & Payroll April YTD financials were reviewed. CFO Sauter noted that earnings in general are well above the budget. Sauter reminded the Board that because of the new fiscal year, expenses and CD interest will have accounting oddities as March accrued expenses are paid for in April. There was then a brief discussion on how CD interest is accounted for prior to maturation date.

It was then noted that HUD will be allocating an additional \$28,000 in administrative fees for the HCV Program for FY2024. There was then a brief discussion around administrative fees and restricted vs. non-restricted funding.

FY25 Capital Fund Grant data was shared and there was a brief discussion on when funds must be allocated and spent along with a discussion on what expenses are eligible for Capital Fund spending.

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 -**

- **23 Move outs for HCV** – (16 Port Billing Absorbs!, 2 voluntary, 1 terminated, 4 other)
- **8 Vacate in Public Housing** – (4 assistance no longer needed, 2 terminated, 2 unknown)

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

- Mason Court window installation has begun.
 - Tuckpointing at Civic Apartments has been completed. Painting should begin this week.
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- TSP ACCU unit support construction is ongoing.

General:

- Waitlist will open to the general public on June 3 for the first time in 2 years. We will stay open until a total of 2,500 families are on the list.
- HCV Program utilization now sits at 608 and we will continue to approach Housing Authorities to absorb port billings.
- Public Housing was at 99.32% occupancy for the month of April. Other properties (Briarwood, Sunset House, Dresser, Gurler, Shabbona and Sunset View) collectively were 97.26% occupied for April.
- SEMAP review has been completed. We will achieve “High Performer” status again for Fiscal Year 2024!
- Next HACD Board meeting is scheduled for Tuesday, June 18, 2024.

Reports of Committees. None

Resolutions. The Board was presented with **Resolution 25-01 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 the resolution. Commissioner Adjegan seconded the motion. The Ayes and Nays were as follows:

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

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

The Board was presented with **Resolution 25-02 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 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 Michelle Bringas Ron Bemis Jerry Wahlstrom	

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

The Board was presented with **Resolution 25-03 Mason Court Roof Removal and Repair.** This request received 4 responsive bids and C. P. R. Roofing was the lowest, responsive and responsible bid at a total cost of \$115,200.

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

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Ayes

Hounsrou Adjegan
Michelle Bringas
Ron Bemis
Jerry Wahlstrom

Nays

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

The Board was presented with **Resolution 25-04 SEMAP Certification**. SEMAP data has been combined and a score tabulated. With passage of resolution and submission to HUD, HACD will again achieve “high performer” status.

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

Ayes

Hounsrou Adjegan
Michelle Bringas
Ron Bemis
Jerry Wahlstrom

Nays

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:

Ayes

Hounsrou Adjegan
Michelle Bringas
Ron Bemis
Jerry Wahlstrom

Nays

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

The meeting was adjourned at 3:51 PM until the regular meeting scheduled to take place, in person on **Tuesday, June 18, 2024, at 2:30 PM at 310 N. 6th Street, DeKalb IL 60115.**

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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 May 21, 2024, and roll call showed the following members to be present and absent:

Commissioners Present

Hounsrou Adjegan
Michelle Bringas
Ron Bemis
Jerry Wahlstrom

Commissioners Absent

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority
this May 22, 2024.

SECRETARY
