

**MINUTES OF MEETING OF DECATUR HOUSING AUTHORITY  
OF THE CITY OF DECATUR, ILLINOIS**

Regular Meeting

The Board of Commissioners of Decatur Housing Authority met in Regular Session at the Don F. Davis Center, 1808 E. Locust St., Decatur, Illinois at 3:30 p.m. on Thursday, April 10, 2014.

Chairperson Campbell-Hein called the meeting to order and at this time opening ceremonies were conducted by reciting the Pledge of Allegiance. Upon a call of the roll, those present (all attended in person) and absent were as follows:

Present: Lisa Campbell-Hein, Chairperson  
Shelith Hansbro, Commissioner  
William Gosch, Commissioner  
James E. Alpi, Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

Absent: Shad Etchason, Commissioner  
Robert Yuhas, Vice Chairman

There being a quorum present and the meeting duly convened, business was transacted as follows:

Chairperson Campbell-Hein presented the Open Time of the agenda.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Special Meeting of March 13, 2014. Commissioner Gosch moved to accept the Minutes as presented. Commissioner Hansbro seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of March 2014. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported that they are still at 98% occupied. We have started to receive shut off notices from Ameren so we hope the tenants are able to keep their power on. Mr. Alpi commended the staff for going a full quarter with 97% occupancy or higher.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Housing Choice Voucher Program Occupancy report for the month of March 2014. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus stated the HCV program occupancy has climbed some. All of the new applications have been entered and we plan to pull the first batch to process and lease up. We have a temporary worker helping do data entry through a grant with the Workforce Investment Act at no cost to the Decatur Housing Authority.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

April 10, 2014

Chairperson Campbell-Hein presented the Wabash Crossing Occupancy Report for the month of March 2014. Commissioner Gosch moved to receive and file the report. Commissioner Hansbro seconded the motion.

Tina Rice, Property Manager at Wabash Crossing, reported on the occupancy. They had 98 move outs. Of those, 47% were ACC units. Twenty eight of those move outs were due to behavior issues. Staff at Wabash Crossing is following the ACOP for screening the applicants for the ACC units. Ms. Rice stated they are working hard to get ready for the REAC inspections and the Chicago office is working on a plan to address the occupancy issues per the request of Jim Alpi. Mr. Alpi commended Ms. Rice for her hard work.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the General Fund Check Register Report for the month of March 2014. Commissioner Hansbro moved to receive and file the report and Commissioner Gosch seconded the motion.

Commissioner Gosch inquired about the two different charges from Comcast Cable on Page 2. Mr. Alpi explained that the larger amount is for modems that redistribute the internet to the highrises and the smaller amount is for the modem for the office.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Financial Reports for the period through the end of February. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that we will be making a revision to the financial pages to reflect the Capital Fund contributions to the operations. We are holding steady in the AMPs. The Section 8 program is still in the negative with a positive balance in the reserves.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval.

**RESOLUTION NO. 14-11**

**AUTHORIZING AND APPROVING A COLLECTION LOSS  
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS  
OF MARCH 31, 2014**

WHEREAS, the Authority provides for a write-off of uncollectible tenant accounts in each annual operating budget, and the consideration of this write-off is brought before the Board of Commissioners at least one time a year, and

WHEREAS, these residents have vacated DHA units and been reported to Midwest Credit and

April 10, 2014

Collection and CCB Credit Service for collection of past due accounts, and neither the Authority, Midwest Credit and Collection or the CCB Credit Service has been able to collect these amounts due, and

WHEREAS, there has been no payment on these accounts for a period of six months or longer, and

WHEREAS, previously the Authority's Board of Commissioners took write-off action for uncollectible accounts through September 30, 2013 and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2013 through March 31, 2014; now, therefore,

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That the attached collection loss write-off will have zero net budget amount.
- Section 2. That the attached write-off reflects an aggregate total for the period ending March 31, 2014 of Forty-Eight Thousand, Eight Hundred Eighty Six and 52/100 Dollars (\$48,886.52) less One Thousand, Six Hundred thirty Seven and 26/100 Dollars (\$1,637.26) of payments or a net write off of Forty Seven Thousand, Two Hundred Forty-Nine and 26/100 Dollars (\$47,249.26).
- Section 3. That the Executive Director or his designee is authorized and instructed to incorporate this fiscal information into the Authority's Books of Account for the period ending March 31, 2014.

Commissioner Gosch moved to accept the resolution as presented. Commissioner Hansbro seconded the motion.

Terri Goodman reported that this is the second write for this fiscal year. This is the worst write off for a long time. We are changing how we enforce rent collection.

Hearing no further comment Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval.

**RESOLUTION NO. 14-12**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO CAD CONSTRUCTION, INC. FOR ROOF REPLACEMENT AT SCATTERED SITE HOUSES, CFP IL06-P012-50113

WHEREAS, Roof Replacement at Scattered Site Houses, AMP ILL 12-22, 12-23, 12-24, and 12-28 is nearing completion, and

WHEREAS, the original contract amount contained an allowance to be used for unforeseen conditions, and

WHEREAS, all proceed orders for unforeseen conditions have been executed, and

WHEREAS, there is an unused amount of \$4,925.50, therefore requiring the contract amount to be decreased by said amount; now, therefore

April 10, 2014

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That Contract Modification No. 1 to CAD Construction, Inc. for Roof Replacement at Scattered Site Houses, AMP ILL 12-22, 12-23, 12-24, and 12-28, Project CFP IL06P01250113 is authorized and approved.
- Section 2. That the contract amount is decreased by a \$4,925.50 and the time for completion is extended to April 30, 2014.
- Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

Commissioner Hansbro moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi reported that this is a housekeeping procedure to reduce the contract allowance for unforeseen conditions.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

#### Old and New Business

Mr. Alpi mentioned that Bob Yuhas' term expires in August and he has expressed his desire to retire from the Board. This creates a vacancy on the board we need to fill. The mayor will receive nominations for this vacancy. Mr. Alpi asked the board to give some thought to who they would like to nominate if there are certain characteristics you would like to see. Commissioner Gosch asked if the candidate is required to be a CPA. Chairperson Campbell-Hein stated it would be ideal to steer toward a fiscally responsible individual and it is in our best interest. Chairperson Campbell-Hein asked for a list of possibilities at the next meeting and the board members concurred.

Mr. Alpi presented a flyer about the City House Program. He stated that he and Brenda attended the Housing Fair at Eisenhower High School in hopes of identifying possible first time home buyers for the National Foreclosure Settlement program. Chairperson Campbell-Hein asked if we still have the FSS program and if there might be eligible people who qualify for a first time home buyer program. Brenda stated it is possible.

Mr. Alpi handed out copies of a letter he sent to East Lake requesting a plan for increasing occupancy at Wabash Crossing.

April 10, 2014

Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Gosch moved to adjourn and Commissioner Hansbro seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Commissioner Gosch - "Aye",  
Commissioner Hansbro - "Aye", and  
Chairperson Campbell-Hein - "Aye".

The motion carried unanimously. The meeting adjourned at 4:23 p.m.

---

Chairperson Campbell-Hein

(ATTEST)

---

Secretary-Treasurer

April 10, 2014