

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

2015 Annual Meeting

The Board of Commissioners of Decatur Housing Authority met in regular session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, February 12, 2015.

Chairperson Campbell-Hein called the meeting to order and 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
Jennifer Sykes, Commissioner
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shad Etchason, Vice Chairman

There being a quorum present and the meeting duly convened, opening ceremonies were conducted with the reciting of the pledge of allegiance and business was transacted as follows:

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

Hearing no comment, Chairperson Campbell-Hein stated the next item on the agenda is election of officers.

Commissioner Hansbro moved to nominate Jim Alpi as the Secretary/Treasurer. Commissioner Jennifer Sykes seconded the motion. Upon a call of the roll, all voted "Aye". The motion carried.

Commissioner Hansbro moved to nominate Lisa Campbell-Hein as the Chairperson of the Board. Commissioner Sykes seconded the motion. Upon a call of the roll, all voted "Aye". The motion carried.

Commissioner Sykes moved to nominate Shad Etchason as the Vice Chairman. Commissioner Gosch seconded the motion. Upon a call of the roll, all voted "Aye". The motion carried.

Hearing no other nominations, Commissioner Hansbro moved to close the nominations and Commissioner Gosch seconded the motion. Upon a call of the roll, all voted "Aye". The motion carried.

Commissioner Hansbro moved to elect the proposed slate of officers. Commissioner Gosch seconded the motion. Upon a call of the roll, all voted "Aye". The motion carried.

Mr. Alpi stated that Commissioner Gosch's term expires in August and asked Mr. Gosch if he is willing to serve another term. Commissioner Gosch stated "yes he would be honored". Mr. Alpi stated he will make a recommendation to the City of Decatur staff to re-appoint Mr. Gosch as the Decatur Housing Authority resident on the Board of Commissioners.

Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of January 8, 2015. Commissioner Hansbro moved to accept the Minutes as presented. Commissioner

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Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted “Aye” except Chairperson Campbell-Hein and Commissioner Sykes who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes of the Closed Session held January 8, 2015 at 4:12. Commissioner Hansbro moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no further comments, Chairperson Campbell-Hein called for a roll call vote. All voted “Aye” except Chairperson Campbell-Hein and Commissioner Sykes who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes of the Closed Session held January 8, 2015 at 4:39. Commission Hansbro moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no further comments, Chairperson Campbell-Hein called for a roll call vote. All voted “Aye” except Chairperson Campbell-Hein and Commissioner Sykes who abstained. The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of January 2015. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported that staff continues to move people into vacant units as quickly as possible. Mr. Alpi reported that we have 95% occupancy in the units we manage.

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 January 2015. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus stated that staff has had a good gain in the HCV program which she feels is a great accomplishment considering we have had the added workload with the addition of the Carriage House Apartments. Mr. Alpi stated that he would like to brag on the Section 8 staff. The addition of the Carriage House Apartments will increase the voucher program 10% which will help make the program sustainable. Staffs efforts are commendable.

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

Chairperson Campbell-Hein presented the Wabash Crossing Occupancy Report for the month of January 2015. Commissioner Hansbro moved to receive and file the report. Commissioner Sykes seconded the motion.

Mr. Alpi reported that Wabash Crossing occupancy is at 80%. He further stated that we continue to monitor their progress and work with HUD and anticipate a meeting in the near future.

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 January 2015. Commissioner Hansbro moved to receive and file the report and Commissioner Sykes 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 Financial Reports for the period through the end of December. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported that staff continues to streamline procedures to increase efficiency in all programs and work toward a balanced budget. At the end of December there were two AMPs with positive income and two AMPs showing a loss.

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. 15-03

AUTHORIZING AND APPROVING SUBMISSION NO. 1 OF
THE DECATUR HOUSING AUTHORITY’S OPERATING
BUDGET FOR THE CALENDAR YEAR 2015

WHEREAS, we have received the budget form information from the Department of Housing and Urban Development, and

WHEREAS, HUD requires that it be adopted verbatim in their format; 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 form HUD-52722 and 52723 for the 2015 calendar year operating budget be authorized and approved as presented.

Section 2. That all proposed charges and expenditures shall be administered in a manner consistent with the provisions of the law and the Annual Contributions Contract, C-1030.

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

Terri Goodman reported that we received HUD approval to submit the budget and it is under review. She explained the summary sheet and stated that this is the actual data that was submitted to HUD.

Hearing no further comment Chairperson Campbell-Hein called for a roll call vote. All

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voted "Aye". The motion carried.

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

RESOLUTION NO. 15-04

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 10 TO THE INDEFINITE QUANTITY AGREEMENT WITH BLANK, WESSELINK, COOK & ASSOCIATES, INC., CFP IL06P01250109-50113

WHEREAS, the Decatur Housing Authority staff and the Resident Advisory Board have identified the need to replace furnaces and water heaters in the scattered sites, Townhouses, and Garden Apartments, and

WHEREAS, this work is being completed in phases, and

WHEREAS, the Authority has previously engaged the services of Blank, Wesselink, Cook, & Associates, Inc. under an Indefinite Quantity Agreement, and

WHEREAS, additional services are required for Phase III of the Furnace and Water Heater Project which includes the bidding and construction phase for 77 furnace/condensing unit combinations at the Garden Apartments and the Townhouses, and 2 water heaters at the Garden Apartments, and

WHEREAS, this work will be performed on a lump sum basis, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50113, 1430, 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 Contract Amendment No. 10 to Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.
- Section 2. That the contract amount for the design development services required for Phase III be a lump sum of \$15,500.00 plus reimbursable expenses for professional services related to design and construction plans and documents.
- Section 3. That the Executive Director or designee 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 we are revising the current agreement with BWC to continue the Furnace Replacement Project in the Townhouses and Garden Apartments. This amendment will take us to the actual bidding of the project. We plan to apply for additional rebates through the DCEO for the remaining furnaces.

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. 15-05

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 2 TO THE INDEFINITE QUANTITY CONTRACT WITH GOOD'S FLOOR STORE, INC. FOR CARPET SUPPLY AND INSTALLATION, PROJECT CFP IL06-P012-50113

WHEREAS, the Authority is currently under contract with Good's Floor Store, Inc. for an Indefinite Quantity Contract to provide carpet and carpet installation in vacant units, and

WHEREAS, the current contract with Good's Floor Store is nearing the expiration date, and

WHEREAS, the current contract price was established using competitive bidding procedures,

WHEREAS, Good's Floor Store, Inc. has made an offer to extend the time of the contract at the same rate, and

WHEREAS, funds are available within the Authority's Capital Fund Program and Operating Funds; now, therefore

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

Section 1. That the contract with Good's Floor Store, Inc. is extended.

Section 2. That the contract is for the purchase and installation of carpet and pad at a cost of: Condition 1. \$17.82 psy, Condition 2. \$19.53 psy, Condition 3. \$21.33psy, Cond. 4 21.33 psy. and the term of the extension is 12 months.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi reported that this is the contract for carpet replacement in vacant units. The owner of Good's is willing to hold his price for an additional 12 month period.

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

Chairperson Campbell-Hein presented the following resolution for Commissioners'

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consideration and approval:

RESOLUTION NO. 15-06

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO KING LAR ROOFING, INC. FOR ROOF REPLACEMENT AT SCATTERED SITES, CFP IL06-P012-50113/50114

WHEREAS, the Roof Replacement at Scattered Sites, CFP IL06-P012-50113/50114 is now complete, 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 \$642.84 therefore requiring the contract amount to be decreased by this amount, and

WHEREAS there were field changes that resulted in an additional decrease of \$6,785.56; now, therefore

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

Section 1. That Contract Modification No. 1 to King Lar Roofing, Inc. for Roof Replacement at Scattered Sites, Project IL06-P012-50113/50114 be authorized and approved.

Section 2. That the contract amount is reduced by \$7,428.40 and the time for completion is February 27, 2015.

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 it is standard practice to include an allowance in construction contracts for any unforeseen conditions that could arise. This resolution deducts the allowance amount after all work is complete.

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

Chairperson Campbell-Hein called for a motion to go into closed session to conduct the six-month review of Closed Session Minutes pursuant to 5 ILCS 120/2 (c) (21) and to go into closed session for collective bargaining matters between the DHA and its employees or representatives pursuant to 5 ILCS 120/2 (c) (2). Commissioner Hansbro moved to go into closed session. Commissioner Gosch seconded the motion. Upon a call of the roll, all voted "Aye". The motion carried.

The board returned to open session at 4:56. Commissioner Sykes moved and Commissioner Hansbro seconded the motion to open the closed session minutes from August 14, 2014 and to leave the remaining closed minutes closed as of this date. Upon a call of the roll, all voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following Resolution for Commissioners' consideration and approval:

RESOLUTION NO. 15-07

AUTHORIZING AND APPROVING A REQUEST FOR PROPOSALS FOR THE AUTHORITY'S GROUP HEALTH INSURANCE

WHEREAS, the Authority provides group health insurance for its employees which includes dental and vision insurance, and

WHEREAS, the current policy with Central States Blue Cross Blue Shield expires March 31, 2015, and

WHEREAS, the Authority has had coverage under Central States Blue Cross Blue Shield for the last nine years, and

WHEREAS, because of the significant cost of health premiums it is prudent for the Authority to review other options; 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 Executive Director or his designee is authorized to Request Proposals to examine alternatives to current group health coverage.
- Section 2. That the Executive Director or his designee is directed to identify criteria for evaluating received proposals.
- Section 3. That the Executive Director or his designee is directed to form a committee to review said proposals.
- Section 3. That following review and analysis, the Executive Director or his designee will present to the Board a recommendation by the committee for approval and acceptance of a contract for these services.

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

Mr. Alpi stated that this resolution simply authorizes staff to request proposals for Group Health Insurance.

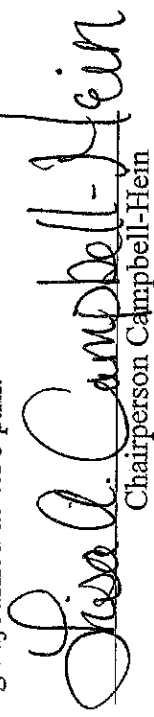
Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.
Old and New Business.

Hearing no comment, Chairperson Campbell-Hein stated there was no further business to

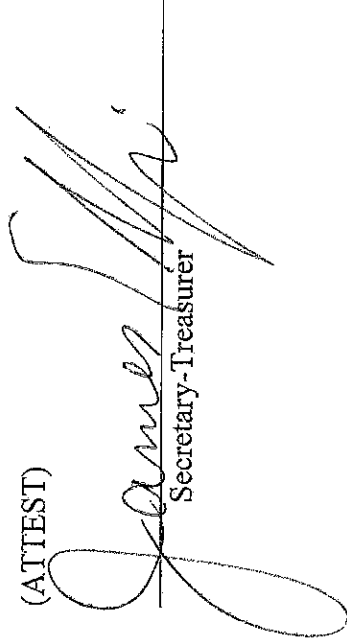
come before the Board. Commissioner Hansbro moved to adjourn and Commissioner Sykes seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

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

The motion carried unanimously. The meeting adjourned at 4:58 p.m.


Chairperson Campbell-Hein

(ATTEST)


Secretary-Treasurer