

**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 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, December 8, 2016.

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
Jenny Sykes, Commissioner
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer

Absent: Shelith Hansbro, Commissioner
Shad Etchason, Vice Chairman
James A. Jankowicz, Legal Counsel

There being a quorum present 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 meeting.

Ms. Beth Nolan introduced herself and stated she her reason for being at the meeting was to discuss the Retirement Plan. She explained the option to identify an Investment Committee comprised of DHA staff. This committee would be responsible for developing and following a formal plan for administering the Retirement Plan. Ms. Nolan recommends that DHA have fiduciary liability insurance to protect the agency and staff. Mr. Alpi stated we need to investigate this with the advice of our attorney. We will bring something back before the board if necessary. Jim Jankowicz asked if there is any kind of formal waiver for this and is there a template the committee would use. Ms. Nolan stated there is a template and she will investigate this and let us know.

At this time, Commissioner Etchason arrived at 3:38.

Hearing no further comments, Chairperson Campbell-Hein presented the minutes of the Regular Meeting held October 13, 2016.

Vice Chairman Etchason made a motion to approve the minutes as presented. Commissioner Gosch seconded the motion.

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

Chairperson Campbell-Hein presented the minutes of the Regular Meeting held November 10, 2016.

Commissioner Sykes made a motion to table the approval of the minutes due to only two board members being present that attended the meeting. Chairperson Campbell-Hein seconded

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the motion to table the minutes.

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 November 2016. Vice Chairman Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman stated occupancy is at 95%. We continue to strive for 97%.

Hearing no further comments, 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 November 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported leasing continues to be on track for 100% utilization.

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 Report for the month of November 2016. Vice Chairman Etchason moved to receive and file the report. Commissioner Sykes seconded the motion.

Mr. Alpi stated Tina Rice, Manager at Wabash Crossing will not be here today. She is preparing for a visit from HUD staff. Occupancy overall is 60% and that is not acceptable.

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

Chairperson Campbell-Hein presented the General Fund Check Register for the month of November 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch 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 through the month of October 2016. Commissioner Sykes moved to receive and file the reports. Vice Chairman Etchason seconded the motion.

Terri Goodman reported we are doing really well. We recently received a refund from the Workman’s Comp insurance and have transferred management fees to the COCC.

Hearing no further comments, 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 resolutions for Commissioners' consideration and approval:

RESOLUTION NO. 16-49

AUTHORIZING AND APPROVING ADJUSTMENT OF UTILITY ALLOWANCES FOR THE PUBLIC HOUSING PROGRAM

WHEREAS, the Authority has entered an Energy Performance Contract that will make significant improvements to plant and equipment and reduce energy consumption by the Authority and its residents, and

WHEREAS, as a result of energy improvements, consumption models used to calculate utility allowances for resident paid utilities have been revised to reflect new usage, and

WHEREAS, the Authority has notified all residents of the proposed change at least 60 days prior to its effective date and has not received any comments at least 30 days prior to its effective date, and

WHEREAS, the Authority reviews utility rates annually and adjusts rates used in utility allowance calculations when rates change by ten percent or more, and

WHEREAS, revisions to consumption and adjustment of rates are both included in the proposed utility allowances; 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 DHA Public Housing Utility Allowance 2017 table be authorized and approved.
- Section 2. That the above utility allowance schedule be implemented effective January 1, 2017.
- Section 3. That the Executive Director or his designee is authorized to execute all necessary documents, and implement the revised utility allowance.

Vice Chairman Etchason made a motion to accept the Resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi reported this resolution authorizes an adjustment to the Public Housing Utility Allowances. The adjustment will be implemented January 1, 2107. Tenants in the highrises will see a slight increase in their allowance but most of the properties will see a slight decrease for gas. This model will be locked in moving forward. Commissioner Sykes inquired about the Macon Street building. Mr. Alpi explained this property is all electric and explained the utility allowance process.

Hearing no comments, Chairperson Campbell-Hein called for a roll call vote. All voted December 8, 2016

“Aye”. The motion carried.

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

RESOLUTION NO. 16-50

AUTHORIZING AND APPROVING ADJUSTMENT OF UTILITY ALLOWANCES FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Authority is required to review annually and adjust utility allowances in the event that a utility rate increases resulting in a 10% or more monthly utility cost, and

WHEREAS, the Authority has completed a utility allowance analysis and determined an adjustment is appropriate; 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 utility allowance schedule for Section 8 Housing Choice Voucher units be accepted and approved.
- Section 2. That the above utility allowance schedule be implemented effective February 1, 2017.
- Section 3. That the Executive Director or his designee advise the Department of Housing and Urban Development of the utility allowance revision and implement this change as required in CFR 982.519 (2).

Commissioner Sykes made a motion to accept the Resolution as presented. Vice Chairman Etchason seconded the motion.

Mr. Alpi explained this is the utility allowance for the Section 8 clients and is based on the increase in the utility cost authorized by the city council.

Hearing no further comments, 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. 16-51

AUTHORIZING AND APPROVING REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM PAYMENT STANDARDS

WHEREAS, staff has completed a review of the Voucher Program Payment Standards in accordance with 24 CFR 888.111, and

WHEREAS, HUD made available the new Fair Market Rent schedule, and

WHEREAS, HUD adjustments increase some unit rents and decrease others, and
WHEREAS, PHA's may set payment standards between 90% and 110% of FMR to reflect local market conditions and unit availability, and
WHEREAS, the review conducted by staff has determined that based on market conditions, Payment Standards should be revised, and
WHEREAS, the Payment Standards will remain between 90% and 110% of Fair Market Rents for Decatur MSA; 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 Housing Choice Voucher Program Payment Standard is as follows:

- SRO - \$298
- 0 BR - \$398
- 1 BR - \$499
- 2 BR - \$648
- 3 BR - \$903
- 4 BR - \$977
- 5 BR - \$1,124
- 6 BR - \$1,270

Section 2. That the Executive Director or designee be authorized to implement new Payment Standards effective February 1, 2017.

Ms. Kraus stated we revised the payment standards to align with the Fair Market Rents. Rents are to be between 90-110 percent of Fair Market Rents. HUD has a guide we use to make adjustments and we also take in to consideration the market conditions.

Hearing no further comments, 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. 16-52

AUTHORIZING AND APPROVING AMENDMENTS TO THE PERSONNEL POLICIES AND PROCEDURES HANDBOOK

WHEREAS, the Authority has an established Personnel Policy and Procedures Handbook, and

WHEREAS, Section 4.5 addresses Overtime and Section 5.12 addresses Lactation/Breastfeeding, and

WHEREAS, the Department of Labor's overtime regulations go into effect December 1, 2016, and

WHEREAS, the Patient Protection and Affordable Care Act was signed into law March 23, 2010, and

WHEREAS, the Personnel Policies and Procedures Handbook has been amended to comply with the regulation and law; 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 S4.5 and S5.12 of the Personnel and Procedures Handbook as presented December 8, 2016

for amendment is hereby approved.

Section 2. That the amendment to S4.5 and S5.12 be formally incorporated into the Authority's Personnel and Procedures Handbook and distributed to all agency staff.

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

Brenda Kraus explained DHA policy is changing to reflect changes from the Department of Labor overtime rules. We have two employees below the salary range that we will pay overtime to. The second change is due to the requirement in the Affordable Care Act for rules for employees to breastfeed to be included in the personnel policy.

Hearing no further comments, 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. 16-53

AUTHORIZING AND APPROVING A COMPUTER TRACKING MEMORANDUM OF UNDERSTANDING WITH TEAMSTERS LOCAL 279

WHEREAS, the Decatur Housing Authority is implementing work order and time recording systems to improve efficiency, and,

WHEREAS, the new systems will utilize Authority owned mobile devices with GPS locating and tracking capabilities, and

WHEREAS, employees represented by Teamsters Local 279 do not want to be disciplined based solely on information derived from GPS or other technology, and

WHEREAS, the Teamsters Local 279 proposed a formal Memorandum of Understanding restricting use of GPS or any other technology for disciplinary purposes; 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 "Memorandum of Understanding of Computer Tracking Devices" dated November 15, 2016 is authorized and approved.

Section 2. The Executive Director or his designee is authorized to execute this Memorandum of Understanding.

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

Mr. Alpi stated we are excited about bringing new technology to DHA that allows us to do work orders electronically. This will allow staff to be more efficient with time management

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and they will be able to clock in with their mobile device and management can track locations of staff. This resolution authorizes a Memorandum of Understanding with the Teamsters regarding discipline. Chairperson Campbell-Hein inquired about the language of the MOU if it is appropriate. Attorney Jim Jankowicz concurred. Vice Chairman Etchason inquired who would monitor this. Mr. Alpi stated Terri Goodman would be monitoring.

Hearing no further comments, 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. 16-54

AUTHORIZING AND APPROVING CONTRACT MODIFICATION
NO. 2 TO OTTO BAUM COMPANY, INC. FOR EXTERIOR
WATERPROOFING AT 524-528 WEST MACON STREET
APARTMENTS, CFP IL06-P012-50115

WHEREAS, exterior water proofing at 524-528 W Macon St. is now complete, and

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

WHEREAS, all Proceed Orders for unforeseen conditions have been executed, and

WHEREAS, there is an unused amount of \$4,665.00 left in the allowance, and

WHEREAS, the contract amount is to be decreased by said amount; 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 Modification No. 2 to Otto Baum Company, Inc. for Exterior Waterproofing at 524-528 West Macon Street is authorized and approved.

Section 2. That the contract amount be decreased by \$4,665.00 and the time for completion remain the same.

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

Vice Chairman Etchason moved to accept the resolution as presented. Commissioner Sykes seconded the motion.

Mr. Alpi reported that the exterior water proofing at 524-528 W Macon Street is now complete. This resolution simply reduces the unused allowance included in the contract amount.

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

Chairperson Campbell-Hein presented the following resolution for Commissioners' December 8, 2016

consideration and approval:

RESOLUTION NO. 16-55

GRANTING AN EASEMENT TO THE CITY OF DECATUR, ILLINOIS

WHEREAS, the Authority and its instrumentality, Decatur Pilot, NFP desire the City of Decatur to remove the street closure in the 1000 block of West Macon Street to allow easy access to their new homeownership program homes, and

WHEREAS, an emergency notification siren must be relocated to allow removal of the street closure, and

WHEREAS, a suitable location for relocating the siren is the front setback of the Hartford's north parking lot, and

WHEREAS, an easement to allow relocation and maintenance of the emergency notification siren is desired by the City of Decatur, and

WHEREAS, granting of this easement will not interfere with current or future DHA uses of the property; 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 a permanent easement for purposes of constructing and maintaining an emergency notification siren be granted to the City of Decatur.

Section 2. That the easement be for the real estate described as the south 8 feet of North 15 feet of the East 20 feet of the West 28 feet of Lot 6, Block 2, of P.H. Brueck's 2nd Addition as per plat recorded in Book 22 Page 542 of the Records in the Recorder's office of Macon County, Illinois.

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

Commissioner Sykes moved to accept the resolution as presented. Vice Chairman Etchason seconded the motion.

Mr. Alpi stated that we have asked the City to remove a barrier at the end of the 1000 block of West Macon Street to allow easier access to the new homes that were built as part of the National Foreclosure Settlement grant. There is an emergency notification siren located in this barrier so we would like to grant an easement to place the siren on DHA property so the barrier can be removed.

Hearing no further comments, 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 16-56

AUTHORIZING AND APPROVING A REVISION OF THE HOUSING

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CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN OF THE
DECATUR HOUSING AUTHORITY

WHEREAS, Section 17 II B of the HCV Administrative Plan specifies policies and procedures for solicitation and selection of Project Based Voucher proposals for new construction and rehabilitation, and

WHEREAS, the Authority has determined that refining criteria, and reducing solicitation periods are in the Authority's best interest, and

WHEREAS, the proposed changes are compliant with State and Federal laws and regulations; 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 Section 17 II B of the DHA HCV Administrative Plan dated 10-1-09 be replaced by the attached Section 17 II B dated 12-10-2016.

Section 2. That the time for advertisement be changed from 3 weeks to 2 weeks, and the proposals due date be 5 instead of 30 days after last advertised.

Section 3. That the criteria for ranking proposals be changed to the following: 1) Site, 2) Design/ Building Units, 3) Developer Experience, 4) Relocation, 5) Environmental, 6) Financing, 7) Property Management, and 8) Project Based Voucher PHA participation.

Commissioner Sykes moved to accept the resolution as presented. Vice Chairman Etchason seconded the motion.

Mr. Alpi stated we are considering revising our HCV Administrative Plan for solicitation of RFPs for HCV Project Based Vouchers for construction of new elderly units in Decatur. When developers do new construction using Tax Credits through the IDHA they qualify for points in their application for the Tax Credits. There is no cost to DHA. We are required to give everyone the opportunity to participate. This revision to the Administrative plan shortens the length of time for receiving RFPs so developers can meet the submission deadline. If the board does not approve this resolution we will reject the RFPs. DHA or Pilot could benefit from this by charging fees for administering the vouchers or receive equity for management services. Chairperson Campbell-Hein asked if the shorter period will allow enough time for developers to respond. Most developers would already have a RFP prepared anticipating submission of the application to IHDA.

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

Old and New Business

Mr. Alpi stated we will be hosting a holiday luncheon on December 23rd at 11:30 at

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Doherty's downtown. Please let Brenda know if you plan to attend so we can give an accurate head count. There will be no DHA business discussed at the luncheon.

Additionally, HUD has passed a final rule that all Housing Authority properties are to be smoke free in 18 months which includes tenant units also.

It has been announced that Ben Carson will be named the new Secretary of HUD.

Hearing no comments, Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Sykes made a motion to go into closes session. Vice Chairman Etchason seconded the motion. Upon a call of the roll, all voted "Aye". The motion carried and the board went into closed session at 4:39.

The board returned to open session at 5:04.

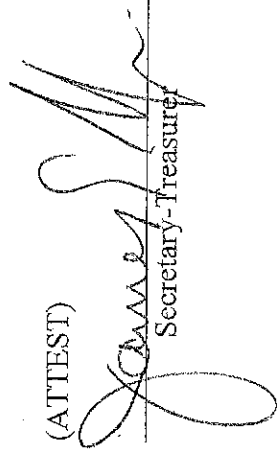
Hearing no comments, Chairperson Campbell-Hein stated there was no further business to come before the Board. Vice Chairman Etchason moved to adjourn and Commissioner Sykes seconded the motion.

Upon a call of the roll, the Commissioners voted as follows:

Vice Chairman Etchason, "Aye",
Commissioner Sykes, "Aye",
Commissioner Gosch, "Aye", and
Chairperson Campbell-Hein, "Aye".

The motion carried unanimously. The meeting adjourned at 5:05 p.m.

(ATTEST)


Secretary-Treasurer


Chairperson Campbell-Hein

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