

**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, April 13, 2017.

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  
William Gosch, Commissioner  
James E. Alpi, Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

Absent: Shad Etchason, Vice Chairman  
Jenny Sykes, Commissioner

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 presented the Minutes from the Special Meeting of March 17, 2017. Commissioner Hansbro moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote to accept the minutes as presented. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of March 2017. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy at the scattered sites is at a record high of 99% and she is very proud of the staff. Overall occupancy is 97.5%.

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 2017. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported stated staff has pulled 100 applicants and are working very hard to keep the utilization steady.

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 March 2017. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that occupancy is up 20 units since January which is an improvement.  
April 13, 2017

Mr. Alpi further stated he continues to work with the field office to identify ways to develop a plan to increase occupancy at Wabash Crossing.

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 2017. Commissioner Hansbro moved to receive and file the report and 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 for the period through the end of February. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman, Finance Director, reported overall we are under budget. Mr. Alpi stated Teamsters would like to start negotiations. We are unsure of the health insurance rates and don't know what the revenue is going to be yet. The government has until April 28, 2017 to approve a budget or continuing resolution.

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. 17-14**

**AUTHORIZING AND APPROVING A COLLECTION LOSS  
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS  
OF MARCH 31, 2017**

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 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, 2016, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2016 through March 31, 2017; now, therefore,

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

April 13, 2017

- 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, 2017 of Forty-Nine Thousand, Four Hundred Eighty and 44/100 Dollars (\$49,480.44) less Five Hundred Forty and 78/100 Dollars (\$540.78) of payments or a net write off of Forty Eight Thousand, Nine Hundred Thirty-Nine and 66/100 Dollars (\$48,939.66).
- 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, 2017.

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

Terri Goodman reported we had a high number of accounts to write off this time. There were 43 accounts total.

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

#### Old and New Business

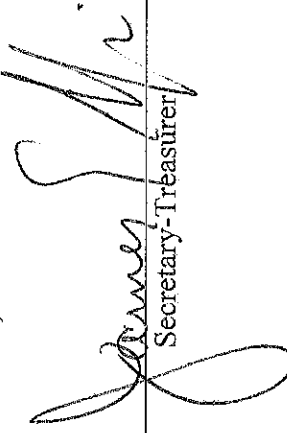
Mr. Alpi stated he really didn't have anything to report this month. He did ask if the board would allow staff to change the June meeting from the 8<sup>th</sup> to the 15<sup>th</sup>. Chairperson Campbell-Hein stated we should go ahead and approve the change now. The board members present concurred.

Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Hansbro moved to adjourn and Commissioner Gosch 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 3:54 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Chairperson Campbell-Hein

April 13, 2017