

**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, May 11, 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
Shad Etchason, Vice Chairman
Jenny Sykes, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Commissioner
William Gosch, 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 Regular Meeting of April 13, 2017. Vice Chairman Etchason moved to table the Minutes of April 13, 2017 due to not enough commissioners present at the meeting to vote today. Commissioner Sykes seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote to table the minutes of April 13, 2017 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. Vice Chairman Etchason moved to receive and file the report. Commissioner Sykes seconded the motion.

Terri Goodman reported occupancy at the scattered sites is at a record high of 98% and she is very proud of the staff.

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 Sykes moved to receive and file the report. Vice Chairman Etchason seconded the motion.

Brenda Kraus reported they lost a little ground but will start to see it go up and they are going to open the wait list so they will have fresh applicants.

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 April 2017. Commissioner Sykes moved to receive and file the report. Vice Chairman

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Etchason seconded the motion.

Mr. Alpi reported that occupancy is up 3 units since the last report. We still have on a plan for how they will achieve 97%. We had a conversation with HUD and based on the progress we will wait until next week to ask again.

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 April 2017. Commissioner Sykes moved to receive and file the report and Vice Chairman Etchason 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 March. Commissioner Sykes moved to receive and file the report. Vice Chairman Etchason seconded the motion.

Terri Goodman, Finance Director, reported stayed within our budget this fiscal year. We have 8 months reserves in the COCC after insurance costs and this is good as long as HUD does not short fund us because of the surplus in 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. 17-15

AUTHORIZING AND APPROVING A REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN AND ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE DECATUR HOUSING AUTHORITY TO COMPLY WITH PROVISIONS OF THE VAWA 2013 REAUTHORIZATION REGULATIONS

WHEREAS, on March 7, 2013 President Obama signed into law VAWA 2013, and

WHEREAS, the Decatur Housing Authority seeks to revise the Housing Choice Voucher Program Administrative Plan and the Admissions and Continued Occupancy Policy to assure compliance with federal regulatory changes which became effective December 16, 2016, and

WHEREAS, Decatur Housing Authority is committed to assist victims of domestic violence, dating violence, sexual assault and stalking in finding new housing utilizing the provisions of the Emergency Transfer Plan; 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 HCV Administrative Plan and Public Housing ACOP be hereby revised as shown in the attachment.

Section 2. That the Executive Director or his designee is authorized to implement the attached change effective May 12, 2017.

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

This revision to the HCV Admin. Plan and the ACOP are a result of changes to the Violence Against Women Reauthorization Act. It allows us to do emergency transfers and broadens support for all protected classes.

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. 17-16

AUTHORIZING AND APPROVING THE SUBMISSION OF A SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION FOR THE FISCAL YEAR ENDING MARCH 31, 2017

WHEREAS, the Department of Housing and Urban Development requires under 24 CFR 985, 101 that Housing Authorities certify certain Performance Indicators within the Section Eight Management Assessment Program (SEMAP), and

WHEREAS, this certification process requires the involvement, understanding and authorization by the Board of Commissioners preparatory to submitting said Certification to HUD, and

WHEREAS, staff has prepared and presented to the Board a review of the fifteen (15) HUD indicator categories in the format required by HUD for electronic submission; 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 HUD internet document as attached to this Resolution and representing required information through the fiscal year ending March 31, 2017, be authorized for execution by the Chairperson of the Board of Commissioners and the Authority's Executive Director.

Section 2. That the Executive Director is instructed to submit this Certification and any other relevant documentation to the Department of Housing and Urban Development by no later than May 31, 2017.

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

Brenda Kraus reported that this is our annual submission for the HCV program. We did fairly well. We had two indicators that we did not pass but corrections have been made.

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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. 17-17

AUTHORIZING AND APPROVING SUBMISSION OF THE CAPITAL FUND PROGRAM ANNUAL STATEMENT AND FIVE YEAR ACTION PLAN TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, CFP IL06-P012-50117

WHEREAS, the Authority is required to submit to HUD, an Annual Statement and Five Year Action Plan for the Capital Fund Program each year and,

WHEREAS, the Authority has developed the plan in collaboration with the Resident Advisory Board, and

WHEREAS, a public hearing was held on January 12, 2017 to receive comments; 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 Annual Statement and Five Year Action Plan for Capital Fund Program IL06-P012-50117 be submitted to HUD for approval via the EPIC system in accordance with PIH-2016-21 and HUD regulations.
- Section 3. That the Executive Director or Contracting Officer 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 this is our Annual Budget Submission for the Capital Fund Program (CFP). He further stated HUD is changing how we are to do the submission and tracking of the CFP. We are now supposed to put all physical improvements in one BLI. It will make it easier and will cut down on the number of Budget Revisions.

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. 17-18

AUTHORIZING AND APPROVING AMENDMENT NO. 1 TO THE AGREEMENTS BETWEEN THE DECATUR HOUSING

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AUTHORITY AND TEAMSTERS UNION LOCAL NO. 279
REPRESENTING MAINTENANCE PERSONNEL AND
CLERICAL PERSONNEL

WHEREAS, the Authority has separate agreements between DHA and Teamsters Local 279 for the maintenance employees and for the clerical employees, and

WHEREAS, said agreements are valid through March 31, 2020 subject to negotiations of compensation (applicable base adjustment) for the period after March 31, 2017, and

WHEREAS, the Bureau of Labor Statistics has established the Consumer Price Index (CPI) inflation rate for the period March 2016 through March 2017 as approximately 2.38%, and

WHEREAS, the Authority has identified fund sources to allow approximately 2.5% increase in compensation including base wages and health insurance benefits, and

WHEREAS, the Authority has reached agreement with Teamsters Local 279 to adjust compensation by 2.5% allocated between base wages and health insurance benefits as shown on the attached Amendment No. 1 to each agreement; 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 Amendment No. 1 to the Agreements(s) between the Decatur Housing Authority and Teamsters Union Local No. 279 as attached be authorized and approved.

Section 2. That the total increase in employee compensation including premiums for health insurance not exceed 2.5%.

Section 3. That similar adjustments be made to salaries and health insurance benefits for non-administrative staff excluding the Executive Director.

Section 4. That the health insurance benefit for the Executive Director be similar to administrative staff.

Section 5. That the Executive Director or designee is authorized to execute all necessary documents and implement salary adjustments retroactive to April 1, 2017.

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

Mr. Alpi stated the agreement we entered with the Local 279 last year runs through March 31, 2020 but it has a compensation opener after one year. The DHA presented two options for insurance and wage adjustments and the employees selected the one that allows an increase in wages of 2.5% and a change to the insurance that would include the Housing Authority paying the first \$500 of the deductible and then the employee pays the second \$1,500 of the deductible. Then the Housing Authority comes back and pays all expenses after the out of pocket maximum is met. We based this increase on the consumer price index increase of 2.38%. This resolution authorizes an amendment to the union agreements with the maintenance staff and administrative staff.

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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 that we have talked about doing a bonus program here at the Housing Authority. This bonus program will be based on performance. It can be awarded quarterly based on monthly occupancy rates and HCV utilization percentages. He further stated he is excited to see how staff responds.

Mr. Alpi further reported that he spoke with the National Foreclosure Settlement people and we have established a price for the new homes and will move forward with selling them.

Mr. Alpi stated that we have had our REAC inspection of AMP 22 and 23 and scored as a standard performer and that is not bad.

Mr. Alpi reminded the board members that the June meeting will be held on the third Thursday.

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

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

The motion carried unanimously. The meeting adjourned at 4:07 p.m.

(ATTEST)


Secretary-Treasurer


Chairperson Campbell-Hein