

**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, October 11, 2018.

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. No comments were received.

Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of August 9, 2018. Commissioner Hansbro moved to table the minutes of the Regular Meeting of August 9, 2018 and the Closed Minutes of August 9, 2018. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote to table the minutes of the Regular Meeting of August 9, 2018 and the Closed Session of August 9, 2018. All voted “Aye”. The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Reports for the month of August and September 2018. Commissioner Hansbro moved to receive and file the reports. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy is at 98%. There are only 9 vacancies.

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 reports for the month of August and September 2018. Commissioner Hansbro moved to receive and file the reports. Commissioner Gosch seconded the motion.

Brenda Kraus reported they have lost a little ground but the utilization is still acceptable. Commissioner Hansbro inquired about the cause of the decrease. Ms. Kraus stated there were more terminations than normal. Mr. Alpi stated there are two ways to look at the voucher program. There are the number of vouchers issued and the amount of utilization. We are using 102% of the funding but administering 6 fewer vouchers.

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

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Chairperson Campbell-Hein presented the Wabash Crossing Occupancy Reports for the month of August and September 2018. Commissioner Hansbro moved to receive and file the reports. Commissioner Gosch seconded the motion.

Mr. Alpi reported that Phase I occupancy continues to decline. It declined to 38% over the last two months. When you combine the occupancy at Wabash with the Housing Authority occupancy it takes our overall occupancy down to 86% which continues to be of concern. Commissioner Hansbro inquired if there has been any more conversations with Eastlake. Mr. Alpi stated they continue to say they don't have enough funding. Commissioner Hansbro asked what HUD says. Mr. Alpi reported that HUD's concern is there are people in the community not being served. HUD is baffled that DHA can have 98% occupancy and the occupancy at Wabash Crossing is so low. HUD recognizes this problem is not our fault. We will have another call with HUD in the next couple weeks.

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 August and September 2018. Commissioner Hansbro moved to receive and file the reports and Commissioner Gosch seconded the motion.

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

Chairperson Campbell-Hein presented the HCV Check Register Reports for the month of August and September. Commissioner Hansbro moved to receive and file the reports and Commissioner Gosch seconded the motion.

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

Chairperson Campbell-Hein presented the Capital Fund Check Register Reports for the month of August and September. Commissioner Hansbro moved to receive and file the reports 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 July and August 2018. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported there are 7 months in reserves but this may come down in the next report due to new hires.

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:

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RESOLUTION NO. 18-30

**AUTHORIZING AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS
OF SEPTEMBER 30, 2018**

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 March 31, 2018, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2018 through September 30, 2018; 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 September 30, 2018 of Nineteen Thousand, Fifty Two and 60/100 Dollars (\$19,052.60) less One Thousand Five Hundred Ninety-Four and 20/100 Dollars (\$1,594.20) of payments or a net write off of Seventeen Thousand, Four Hundred Fifty-Eight 40/100 Dollars (\$17,458.40).

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, 2019.

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

Terri Goodman reported this is the first write off for this year and it \$17,458.00 which is considerably less than the last write-off.

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. 18-31

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

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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

WHEREAS, the Authority will notify all residents of the proposed change at least 60 days prior to its effective date.

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 2019 table be authorized and approved.

Section 2. That the above utility allowance schedule be implemented effective January 1, 2019.

Section 3. That the Executive Director or his designee is authorized to execute all necessary documents, and implement the revised utility allowance.

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

Mr. Alpi explained this resolution adjusts the utility allowance for the Public Housing Program. We are required to do an analysis each year to see if there is a need to make an adjustment. Commissioner Gosch asked what it does for the Scattered Sites. Mr. Alpi stated it is only a few dollars difference for the 2 bedroom units.

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. 18-32

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 January 1, 2019.

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

Mr. Alpi stated this is a new Utility Allowance for the Section 8 program. HUD as a chart they have us use to do this calculation based on the consumption. It didn't change much. This has no effect on the tenant. It just adjusts the amount the landlord receives. Chairperson Campbell-Hein asked if both programs have the same effective date. Ms. Kraus stated the Section 8 utility allowance is effective at recertification.

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. 18-33

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 rents and decrease others, and

WHEREAS PHA's may set payment standards between 90% and 100 % of FMR to reflect local market conditions and unit availability, and

WHEREAS, the Payment Standards will remain between 90% and 100% 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 Standards is amended as noted effective January 1, 2019.

- | | | |
|--------------|--------|----------------|
| SRO - \$242 | 75% UA | 3 BR - \$1,013 |
| 0 BR - \$489 | | 4 BR - \$1,052 |
| 1 BR - \$600 | | 5 BR - \$1,210 |
| 2 BR - \$776 | | 6 BR - \$1,299 |

Section 2. That the Executive Director of designee be authorize to implement new Payment Standards effective January 1, 2019.

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

Mr. Alpi stated that Housing Authorities are required to revise the amount they pay annually. HUD publishes a Fair Market Rate each year. As long as the payment standards are within 10% of FMR it is acceptable. Staff does a rent reasonableness survey to determine the payment standard. If this is approved it will increase our spending. Existing voucher holders will be revised at recertification appointments. New leases will use the new payment standards. This will bring more money into the community.

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. 18-34

AUTHORIZING AND APPROVING ISSUANCE OF A REQUEST FOR PROPOSAL (RFP) FOR DEVELOPERS OF ELDERLY AND FAMILY HOUSING USING PROJECT BASED VOUCHERS

WHEREAS, HUD regulations allow the Authority to designate up to 20% of its vouchers as Project Based Vouchers (PBVs), and

WHEREAS, PBVs enhance the viability of Low Income Housing Tax Credit (LIHTC) projects, and

WHEREAS, developers seek PBV commitments for LIHTC applications to the Illinois Housing Development Authority (IHDA), and

WHEREAS, the Authority has identified the need for quality affordable family housing in Macon County, and

WHEREAS, the Authority can encourage the development of affordable housing by issuing PBVs to developers selected using a RFP process; 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 an RFP be issued for development of up to 15 units of elderly housing and up to 25 units of family housing using project based vouchers.
- Section 2. That advertisements be placed in local newspapers and/or trade publications.
- 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 stated the Housing Authority continues to encourage and support development
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of affordable housing in the community. As developers seek Tax Credits, if they can say they will have Project Based Vouchers in the development they get additional points for the application and it increases their chances of getting approved. We are allowed to have 20% of our vouchers designated as Project Based. We are required to solicit proposals publicly.. This resolution only authorizes us to advertise the RFP. We would present something at a future meeting if a developer is successful.

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. 18-35

AUTHORIZING AND APPROVING GRANTING AN OPTION TO PURCHASE LAND TO THE NORTHEAST COMMUNITY FUND

WHEREAS, the Northeast Community Fund desires to construct a new facility to deliver its services, and

WHEREAS, the City of Decatur has transferred land in the Near North redevelopment area to the Northeast Community Fund, and

WHEREAS, the Authority currently owns Lot 8 of Block 2 of the Durfee & Warren & Co. 2nd Addition (459 E. King Street), and

WHEREAS, the Authority does not have redevelopment plans for this single parcel, and

WHEREAS, DHA has previously granted Northeast Community Fund an option to purchase this land via Resolution No. 16-17, and

WHEREAS, HUD approval of disposition of this land to Northeast Community Fund at or above market value is forthcoming, and

WHEREAS, a professional appraisal has established the value of the land as TWENTY-FIVE HUNDRED AND NO/100 DOLLARS (\$2,500), and

WHEREAS, the cost for appraisal services was NINE HUNDRED AND NO/100 DOLLARS (\$900.00); 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 sale of Lot 8, Block 2 of the Durfee Warren & Co. 2nd Addition (459 E. King Street), Property Tax ID No. 12-11-354-009 to the Northeast Community Fund is authorizing and approved.
- Section 2. That the sale price for purchase of said property for THREE THOUSAND, FOUR HUNDRED AND NO/100 DOLLARS (\$3,400.00), contingent upon receipt of HUD disposition authorizations.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi stated you may recall a couple years ago, the board authorized us to donate a lot at 459 E King St. We have since determined we need to do a new disposition application. Part of this process includes an appraisal. The lot appraised at \$2,500.00. The value increased because the neighborhood has been rezoned commercial. Northeast Community Fund has agreed to pay the value of the appraisal plus the fee for the appraisal.

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

Hearing no further comment, Chairperson Campbell-Hein called for a motion to enter closed session to conduct the 6 month review of closed session minutes pursuant to 5 ILCS 120/2 (c) (21), to discuss pending or probable litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11), and to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2 (c) (1).. Commissioner Hansbro made a motion to go into closed session. Commissioner Gosch seconded the motion. All voted “ Aye”. The motion carried. The board entered closed session at 4:26.

The board returned to open session at 5:18.

Chairperson Campbell-Hein called for a motion to open the closed minutes of 4/12/18 at 4:23 and leave all remaining minutes closed. Commissioner Hansbro made a motion to open the closed minutes of 4/12/18 at 4:23 and leave all remaining minutes closed. 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 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:

Chairperson Campbell-Hein, “Aye”
Commissioner Hansbro, “Aye”, and
Commissioner Gosch, “Aye”.

The motion carried unanimously. The meeting adjourned at 5:20 p.m.

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Linda A. Campbell-Hein
Chairperson Campbell-Hein

(ATTEST)

James J. Mc
Secretary-Treasurer