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, November 8, 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 Jenny 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. At this time Mr. Alpi introduced the visitor Josh Robertson. Mr. Robertson is a possible candidate to replace Vice Chairman Etchason. The board and staff welcomed him to the meeting.

At this time, the auditor was called for the results of the last audit performed by Monica Hauser of Hawkins, Ash CPAs, LLP. Ms. Hauser explained the reports as being in two parts. One part for the financial statements, and one part for grant specific HUD compliance. Ms. Hauser explained which programs were tested and is very pleased to report there were no findings and the DHA received a very clean audit. She thanked the DHA staff for being so well prepared for their arrival and how much it is appreciated. Commissioner Hansbro expressed how pleased she is with hearing the audit is clean and inquired if there is a particular area to watch. The auditor explained about a program for Tenant Accounts Receivables to help the Housing Authority collect debts owed by tenants. Mr. Alpi reported that DHA staff is aware of the program and is seeking ways to get enrolled. The board thanked the auditor for her presentation and is pleased with the audit report.

Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of August 9, 2018. Commissioner Sykes moved to receive and file 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. All voted "Aye" except Chairperson Campbell-Hein and Commissioner Hansbro who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes of the Regular Meeting of October 11, 2018. Commissioner Hansbro moved to receive and file the Regular Minutes of October 11,

2018. Commissioner Gosch seconded the motion.

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

Chairperson Campbell-Hein presented the Closed Minutes of October 11, 2018, Pt. I, Pt. II, and Pt. III. Commissioner Hansbro moved to receive and file the closed minutes of October 11, 2018. Commissioner Gosch seconded the motion.

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

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

Terri Goodman reported October was a hard month with several turnovers.

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 October 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported they had 26 move outs for various reasons including reaching full rent which is how the program is designed so when tenants reach full rent they have become self-sufficient. Staff is hopeful next month will be better. Utilization is at 102.6%.

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 Reports for the month of October 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported the trend continues with 41 out of 100 ACC units in PH I leased. The high vacancy at Wabash Crossing continues to drag down the occupancy for DHA units and Wabash Crossing combined to 85% overall.

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 October 2018. Commissioner Sykes moved to receive and file the report 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 Report for the month of October 2018. Commissioner Sykes moved to receive and file the report 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 Report for the month of October. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion. Commissioner Sykes inquired about Homework Hangout. Mr. Alpi explained Homework Hangout is a local training agency that helps us with renovation. This agency is on HUD's Section 3 Business Registry and they are also classified as a Youth Build organization that helps young people in the community develop skills in the various trades.

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 September 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 purchase of vehicles for the maintenance department.

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. 18-36

AUTHORIZING AND APPROVING A REVISION TO THE PROCUREMENT POLICY OF THE DECATUR HOUSING AUTHORITY

WHEREAS, the Procurement Policy is periodically reviewed to ensure its compatibility with state and federal requirements and operational needs, and

WHEREAS, the Office of Budget and Management has consolidated the uniform administrative requirements, cost principles, and audit requirements for all federal award-making agencies, including HUD, and

WHEREAS, the Procurement Policy of the Decatur Housing Authority will be modified to reference 2 CFR Part 200, and

WHEREAS, the DHA staff has conducted a cost analysis of advertising and it was determined it is in the best interest of the Authority to designate a "DHA Official Newspaper to advertise official legal notices, and

WHEREAS, after review of state procurement requirements it was determined that small purchase thresholds can be increased to $25,000, and

WHEREAS, some of DHA's policies have designated a named newspaper (vendor) to be used for notices, and

WHEREAS is it in the Authority's best interest to select an "official newspaper" from newspapers of general circulation in Decatur, Illinois based on the lowest cost, and

WHEREAS, DHA shall evaluate cost for legal notices and advertisements not less than bi-annually; 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 Authority's revised Procurement Policy dated 11-8-2018 be authorized and approved.

Section 2. That the Executive Director or designee is authorized to execute all necessary documents and distribute and implement revisions.

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

Mr. Alpi reported this resolution asks the board to revise the procurement policy to reference the current regulations. We also looked at our small purchase thresholds to make sure we are consistent. We also looked at various other policies and we were limited to advertising in the Herald and Review. We solicited proposals from local publications and in order to get the best value for our advertising, we changed to language to say "advertisements will be placed in DHA's official newspaper."

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 18-37

AUTHORIZING AND APPROVING A REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN AND ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE DECATUR HOUSING AUTHORITY

WHEREAS, staff recently performed cost analysis for advertising of employment advertisements and legal notices, and

WHEREAS, the revisions to Decatur Housing Authority's procurement policy require advertisements be placed in "DHA's official newspaper," and

WHEREAS, the Housing Choice Voucher program's Administrative Plan and the Public Housing Admissions and Occupancy Policy currently identify a specific (newspaper) vendor, and

WHEREAS, the Decatur Housing Authority seeks to revise the Housing Choice Voucher Program Administrative Plan and the Admissions and Continued Occupancy Policy to comply with the revised Procurement Policy, and

WHEREAS, Decatur Housing Authority is committed to utilizing the lowest cost option for all notices and employment ads; 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 Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy be hereby revised as shown in the attachments.

Section 2. That the Executive Director or his designee is authorized to implement the attached change effective November 8, 2018.

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

Mr. Alpi stated in order to conform to the Procurement Policy, we are revising the ACOP and HCV Administrative Plan to say advertisements will be placed in DHA's official newspaper.

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. 18-38

AUTHORIZING AND APPROVING SUBMISSION OF THE CAPITAL FUND PROGRAM ANNUAL STATEMENT TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, CFP IL01-P012-50118

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

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

WHEREAS, this Annual Statement includes work items that have been approved in the Capital Fund Program Five Year Action Plan approved by HUD on July 7, 2017, and

WHEREAS, a public hearing was held on January 11, 2018 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 for the Capital Fund Program IL01-P012-50118 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.

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

Mr. Alpi stated this resolution authorizes submission of the CFP 50118 budget for approval in the LOCCS system. We received the actual amount of funding so this budget reflects the increase in funding. We have begun preliminary estimating for the Lexington window replacement project.

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 asked the board to contact Jim Jankowicz if you have any candidates for the board and asked who we want to have contact the mayor with recommendations. The board stated they are comfortable with DHA staff or Jim Jankowicz contacting the mayor recommending Mr. Robertson for the board.

Hearing no further comment, Chairperson Campbell-Hein called for a motion to enter closed session to discuss pending or probable litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11). Commissioner Sykes 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 4:17.

The board returned to open session at 5:29.

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

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

The motion carried unanimously. The meeting adjourned at 5:30 p.m.

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Chairperson Campbell-Hein

(ATTEST)

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Secretary-Treasurer