

**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 11, 2019.

Vice Chair Hansbro called the meeting to order and upon a call of the roll, those present and absent were as follows:

Present: Shelith, Hansbro, Vice Chair  
Jenny Sykes, Commissioner  
Joshua Robertson, Commissioner  
William Gosch, Commissioner- Via Telephone  
James E. Alpi, Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

Absent: Lisa Campbell-Hein, Chairperson

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:

Vice Chair Hansbro presented the Open Time of the agenda.

Hearing no comment, Vice Chair Hansbro presented the Minutes from the Regular Meeting of March 14, 2019. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Robertson seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote to accept the minutes as presented. All voted "Aye" except Vice Chair Hansbro who abstained. The motion carried.

Vice Chair Hansbro presented the Minutes from the Closed Session of March 14, 2019, Pt. 1, & 2. Commissioner Sykes moved to accept the minutes as presented. Commissioner Robertson seconded the motion.

Hearing no comments, Vice Chair Hansbro called for a roll call vote to accept the minutes as presented. All voted "Aye" except Vice Chair Hansbro, who abstained. The motion carried.

Vice Chair Hansbro presented the Rent Roll/L&O Summary Report for the month of March 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Terri Goodman reported occupancy is 99%. There are only three vacant units. Vice Chair Hansbro expressed her appreciation of the good job staff is doing.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Vice Chair Hansbro presented the Housing Choice Voucher Program Occupancy report for the month of March 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Mr. Alpi we are at 99% utilization and 97% utilization on the other vouchers that are out of our control. We hope to see an opportunity to entice applicants to Wabash Crossing to over

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utilize. Vice Chair Hansbro inquired if this would be new vouchers and Mr. Alpi replied yes.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chair Hansbro presented the Wabash Crossing Occupancy Report for the month of March 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Mr. Alpi reported there wasn’t any change at that property. Overall occupancy is still unacceptable.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chair Hansbro presented the General Fund Check Register Report for the month of March 2019. Commissioner Sykes moved to receive and file the report and Commissioner Robertson seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chair Hansbro presented the HCV landlord Check Register Report for the month of March 2019. Commissioner Sykes moved to receive and file the report and Commissioner Robertson seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chair Hansbro presented the Capital Fund Check Register Report for the month of March 2019. Commissioner Sykes moved to receive and file the report and Commissioner Robertson seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chair Hansbro presented the Financial Reports for the period through the end of February 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Terri Goodman, Finance Director, reported we are in the 11<sup>th</sup> month of the fiscal year and there are 9 months in reserves. We are in line with expected expenses. Mr. Alpi reported that the reserves continue to be a little high but since we don’t know how much funding we are going to get in the upcoming years it’s good to have a cushion. We will be filling some vacant positions in the upcoming months. We have met with the Health Insurance representatives and our premium will be going down a little for the next year.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chair Hansbro presented the following resolution for Commissioners’ consideration and approval:

**RESOLUTION NO. 19-08**

**AUTHORIZING AND APPROVING A COLLECTION LOSS  
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS  
OF MARCH 31, 2019**

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, CCB Credit Service, and Illinois Debt Recovery for collection of past due accounts, and none of these collection services have been able to collect these amounts due, and

WHEREAS, there has been no payment on these accounts for a period of one month or longer, and

WHEREAS, previously the Authority's Board of Commissioners took write-off action for uncollectible accounts through September 30, 2018, and

WHEREAS, the attached listing of accounts reflects a write-off action for the period of April 1, 2018 through March 31, 2019; 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 March 31, 2019 of Forty-Nine Thousand, Six Hundred Ninety-Three and 24/100 Dollars (\$49,693.24) less Four Thousand, Seven Hundred Forty-One and 31/100 Dollars (\$4,741.31) of payments or a net write off of Forty-Four Thousand, Nine Hundred Fifty-One and 93/100 Dollars (\$44,951.93).

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

Terri Goodman explained how the write-offs are figured and reasons for the write-offs. She stated we are able to write off bad debts twice per year.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The Motion Carried.

Vice Chair Hansbro presented the following resolution for the Commissioners' consideration and approval:

**RESOLUTION NO. 19-09**

**AUTHORIZING AND APPROVING AWARD OF CONTRACT TO  
TICA, INC. FOR HVAC REPLACEMENT AT MACON STREET  
APARTMENTS, CFP IL01-P012-50117**

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WHEREAS, the Authority did solicit and receive bids for HVAC Replacement at Macon Street Apartments, ILL 12-23, and

WHEREAS, there were 3 bids received, and

WHEREAS, the low bid was submitted by Tica, Inc., and

WHEREAS, Blank Wesselink, Cook & Associates, Inc. prepared a pre-bid estimate for this work, and

WHEREAS, the bid of Tica, Inc. is within an allowable percentage of the budgeted amount, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL01-P012-50117; 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 award of contract to Tica, Inc. for HVAC Replacement at Macon Street Apartments, ILL 12-23, Project CFP IL01-P012-50117 is authorized and approved.

Section 2. That the contract amount is EIGHTY-ONE THOUSAND, SIX HUNDRED FIFTY-TWO, AND NO/100 DOLLARS (\$81,652.00), for the Base Proposal and time for completion is 75 days from issuance of the Notice to Proceed.

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

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

Mr. Alpi stated we received competitive bids for this work. The old units will be replaced with heat pumps and electric furnaces as a back-up. This will conserve energy and save the residents money on their power bill. We continually seek ways to help the residents keep their expenses down.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried.

#### Old and New Business

Mr. Alpi reported that he met with the new City Manager on Monday and talked about his vision for Decatur. He seems to be very sharp and is interested in new development and asked what the Housing Authority would like their role to be. Mr. Alpi explained to the new manager that it is up to the Board of Commissioners, and the new Executive Director of the Housing Authority, after he retires but staff and the board will do some brainstorming to come up with ideas. It is in our agency's best interest to be involved in the areas around our assets and this

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is a great opportunity.

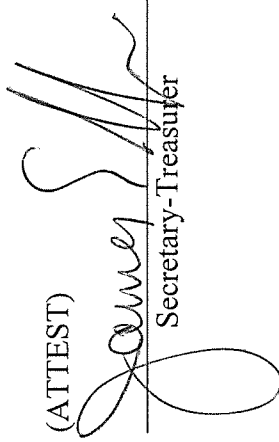
Jim Jankowicz inquired if the commissioners have seen the e-mails with Jason Genoe regarding having a meeting either in person or via teleconference. Jim asked what times work best for the commissioners. The board concurred either 9:00 – 10:00 a.m. or 4:00 – 5:00 p.m. would work best. Jim Jankowicz stated he will check dates and get back with them.


Hearing no further comment, Vice Chair Hansbro stated there was no further business to come before the Board. Commissioner Robertson moved to adjourn, and Commissioner Sykes seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Vice Chair Hansbro, “Aye”,  
Commissioner Sykes, “Aye”,  
Commissioner Gosch, “Aye”, and  
Commissioner Robertson, “Aye”.

The motion carried unanimously. The meeting adjourned at 4:31 p.m.

(ATTEST)

  
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Secretary-Treasurer

  
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Vice Chair Hansbro