

# 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, December 12, 2019.

Chairperson Campbell-Hein called the meeting to order and upon a call of the roll, those present and absent were as follows:

Present: Lisa Campbell-Hein, Chairperson  
Jenny Sykes, Commissioner  
Joshua Robertson, Commissioner  
Terri Goodman, Interim Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

Absent: Shelith, Hansbro, Vice Chair

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:

At this time, a call was placed to Monica Hauser from Hawkins, Ash CPAs, LLP. Monica was introduced and she gave a summary of the audit report. There no findings and no compliance issues. This was a clean audit.

Chairperson Lisa Campbell-Hein called for a motion to receive and file the audit report. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

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

Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of November 14, 2019. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Robertson 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 November 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Terri Goodman reported occupancy is holding steady at 97%. It is down slightly but we will receive full funding from HUD.

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 November 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Jody Palone reported funding is still reduced so staff has put a hold on any new vouchers and will extend the time on the current vouchers.

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 November 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Terri Goodman reported the occupancy remains the same. We continue to reach out to East Lake to determine the cause of low occupancy.

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 November 2019. Commissioner Sykes moved to receive and file the report and Commissioner Robertson 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 HCV Landlord Check Register Report for the month of November 2019. Commissioner Sykes moved to receive and file the report and Commissioner Robertson 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 Capital Fund Check Register Report for the month of November 2019. Commissioner Sykes moved to receive and file the report and Commissioner Robertson 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 October 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Terri Goodman reported reserves are back up to 6 months in the AMPs and 13 months in the COCC.

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 19-25**

AUTHORIZING AND APPROVING AN EMPLOYMENT CONTRACT WITH  
TERRI GOODMAN AS EXECUTIVE DIRECTOR

WHEREAS, the Authority has undertaken a comprehensive interview process to fill the vacant position of Executive Director, and

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WHEREAS, Terri Goodman has been deemed by the Board of Commissioners as the employee best qualified to meet the needs of the Authority, and

WHEREAS, the Authority wishes to employ Terri Goodman as Executive Director and Terri Goodman wishes to accept the employment as Executive Director of Decatur Housing Authority, and

WHEREAS, the parties wish to enter into an employment contract in order to confirm in writing the understandings and intentions of both parties; now, therefore

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

Section 1: The Employment Contract dated November 14, 2019 by and between Decatur Housing Authority and Terri Goodman is hereby authorized and approved.

Section 2: The Chairperson or Vice-Chairperson of the Board of Commissioners is authorized to execute the Employment Contract.

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

Lisa Campbell-Hein thanked Terri Goodman for accepting the position.

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

Chairperson Campbell-Hein presented the following resolution for the Commissioners’ consideration and approval:

**RESOLUTION NO. 19-26**

AUTHORIZING AND APPROVING ISSUANCE OF A PURCHASE ORDER TO  
MILES CHEVROLET FOR TWO PASSENGER VEHICLES

WHEREAS, the Authority’s Capital Fund Program and the Operating Fund budgets include cyclical replacement of fleet vehicles, and

WHEREAS, DHA can participate in State of Illinois Joint Purchasing Contract, and

WHEREAS, Miles Chevrolet is a successful vendor for passenger vehicles under the state contract, and

WHEREAS, Miles Chevrolet will be accepting one DHA vehicle for trade amount of \$2,000.00, and

WHEREAS, funds are available within CFP IL06P01250116, Acct. No. 1475 and Operating funds, 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 purchase of two replacement passenger vehicles from Miles Chevrolet as part of the State of Illinois Joint Purchasing Program is authorized and approved.

Section 2. That the total cost for this purchase shall be \$34,400.00 with \$18,200.00 paid against CFP IL06P01250116 Account No. 1475, and \$16,200.00 being paid against operating funds.

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Section 3. That the Executive Director or designee be authorized to execute all necessary documents.

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

Terri Goodman reported this is the beginning of our fleet replacements. We have not purchased any vehicles since 2008. There are funds left in the 2016 Capital Fund Program which can be utilized for a vehicle for construction management. This was included in the Five Year Plan.

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

#### Old and New Business

Jim Jankowicz reported that he spoke to Mr. Gosch and he sounded better than he had in the past. He extended his warm wishes and a Merry Christmas to the board and staff.

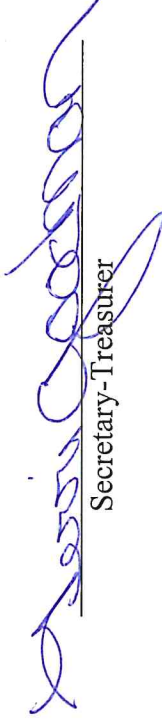
Terri Goodman stated the Christmas party will be on December 23<sup>rd</sup> at 11:00 A.M. at Doherty’s downtown. The board is invited to attend.

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

Chairperson Campbell-Hein, “Aye”,  
Commissioner Sykes, “Aye”, and  
Commissioner Robertson, “Aye”.

The motion carried unanimously. The meeting adjourned at 4:15 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Chairperson Campbell-Hein

December 12, 2019