MINUTES OF MEETING OF DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS

Annual 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, February 14, 2019.

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

Present:	Lisa Campbell-Hein, Chairperson (Via Telephone) Shelith Hansbro, Vice Chair Jenny Sykes, Commissioner Joshua Robertson, Commissioner William Gosch, Commissioner James E. Alpi, Secretary-Treasurer James A. Jankowicz, Legal Counsel
Absent:	None

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 called for a motion to nominate the slate for election of officers. Vice Chair Hansbro informed the board of her current run for City Council and if the board doesn't mind, she is willing to continue as Vice Chair of the DHA board. She stated that if she were to be elected to the City Council, and if there was ever anything that could appear to be a conflict, she would abstain. The board agreed this would be fine.

Commissioner Sykes made a motion to nominate Lisa Campbell-Hein as the Chairperson and Shelith Hansbro as Vice Chair. The Secretary/Treasurer is the Executive Director, Jim Alpi. Commissioner Gosch seconded the motion.

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

Hearing no comment, Vice Chair Hansbro presented the Minutes from the Regular Meeting of January 10, 2019. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Gosch 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 January 10, 2019. Commissioner Sykes moved to accept the minutes as presented. Commissioner Gosch 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

January 2019. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy is 98%. There are only 8 apartments vacant and are being prepared to lease. The scattered sites are 100% occupied. Mr. Alpi stated the staff is doing a terrific job. Vice Chair Hansbro asked staff to congratulate their teams for this accomplishment.

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 January 2019. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported utilization percentage went down but the number of vouchers increased. Mr. Alpi reported staff is doing an excellent job.

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 January 2019. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi gave a brief report on the situation at Wabash Crossing. The occupancy for Phase III held strong, they lost 2 in Phase I but increased Phase II by 2. Overall occupancy is 50%. This continues to be a problem.

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 January 2019. Commissioner Sykes moved to receive and file the report and Commissioner Gosch 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 January 2019. Vice Chair Hansbro inquired about the different check registers. Mr. Alpi stated this is mostly for transparency purposes to keep the board informed of expenditures. It is in our policy to provide this to the board. Commissioner Sykes moved to receive and file the report and Commissioner Gosch 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 January 2019. Commissioner Sykes moved to receive and file the report and Commissioner Gosch 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

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

Terri Goodman, Finance Director, reported we are in the 9th month of the fiscal year and there are 6 months reserves which is where HUD likes you to be.

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. 19-04

AUTHORIZING AND APPROVING A REVISION TO THE AUTHORITY'S ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)

WHEREAS, the Authority has previously approved adoption of a No-Smoking Policy for all residents of Public Housing, and

WHEREAS, in a recent HUD review it was noted the change was not included in the ACOP, and

WHEREAS, a copy of the revision to the ACOP which adds the Smoke-Free Public Housing Policy is attached; 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 Policy for Smoke-Free Public Housing as presented is hereby approved.

Section 2. That the staff of the Decatur Housing Authority is authorized to implement the Smoke-Free Public Housing Policy effective February 14, 2019.

Section 3. That the Policy for Smoke-Free Public Housing be formally incorporated into the Authority's ACOP Handbook.

Jim Jankowicz stated the first paragraph of Section M should be revised to say the Housing Authority did adopt instead of will adopt the no smoking policy.

Commissioner Sykes moved to accept the resolution as revised per Jim Jankowicz. Commissioner Gosch seconded the motion.

Mr. Alpi explained this resolution is just a housekeeping issue. A year ago we were mandated to go smoke free in the public housing. This resolution authorizes the change to be included in the ACOP per HUD request.

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. 19-05

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO THE INDEFINITE QUANTITY CONTRACT WITH GOOD'S FLOOR STORE, INC. FOR CARPET REPLACEMENT IN VACANT UNITS

WHEREAS, the Authority is currently under contract with Good's Floor Store, Inc. for an Indefinite Quantity Contract to provide carpet and carpet installation in vacant units, and

WHEREAS, the current contract with Good's Floor Store is nearing the expiration date, and

WHEREAS, the current contract price was established using competitive bidding procedures,

WHEREAS, Good's Floor Store, Inc. has made an offer to extend the time of the contract at the same rate, and

WHEREAS, funds are available within the Authority's Operating Funds; now, therefore

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

Section 1. That the contract with Good's Floor Store, Inc. is extended.

Section 2. That the contract is for the purchase and installation of carpet and pad at a cost of: \$18.00 per square yard for Condition 1., \$20.00 per square yard for Condition 2., \$22.00 per square yard for Condition 3., and \$22.00 per square yard for Condition 4., and the term of the contract extension is 12 months.

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

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

Mr. Alpi stated this is a contract modification to the contract with Good's Floor Store to extend their contract at the same rate as they are currently charging. Commissioner Robertson asked if the contract is for material only or labor and material. Mr. Alpi stated it is for material and labor. Commissioner Robertson inquired if it is subject to prevailing wages. Mr. Alpi stated it is and we do receive payroll reports.

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 stated we have received a check from Ameren for $64,700.00 for rebates associated with the new boiler installation at the Lexington. This rebate helped offset the cost of the new boilers.

Mr. Alpi reported we received a renewal of the Continuum of Care Grant to help address homelessness in the community. The grant amount is $18,000. We work with Dove and Homeward Bound to provide assistance to individuals that are homeless.

Mr. Alpi further reported that the government shutdown has ended at least for the time being. Funding for the Public Housing program has resumed but they have only loaded March and April for the HAP contracts. There currently is not an approved budget so Public Housing is being prorated at 88% and Section 8 is at 96% funding.

On a sad note, we have learned that Brenda Kraus is retiring and her last day will be March 15, 2019. We are looking at some re-organization and will discuss that with the board prior to making final decisions. Brenda will be greatly missed.

Hearing no further comment, Vice Chair Hansbro called for a motion to go into closed session to conduct the six month review of closed minute sessions 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 Sykes moved and Commissioner Robertson seconded the motion to go into closed session for the reasons stated.

Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The motion carried. The board entered closed session at 4:13 p.m.

The board returned to open session at 5:00.

Vice Chair Hansbro called for a motion to open the closed minutes of 10/11/18 at 4:27 and leave all remaining minutes closed. Commissioner Sykes made a motion to open the closed minutes of 10/11/18 at 4:27 and leave all remaining minutes closed. 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 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:

Vice Chair Hansbro, “Aye”,
Chairperson Campbell-Hein, “Aye”,
Commissioner Sykes, “Aye”,
Commissioner Gosch, “Aye”, and
Commissioner Robertson, “Aye”.

The motion carried unanimously. The meeting adjourned at 5:01 p.m.

Lisa A. Campbell-Hein
Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer