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, January 10, 2019.

Vice Chairman Etchason 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) Shad Etchason, Vice Chairman Jenny Sykes, Commissioner William Gosch, Commissioner James E. Alpi, Secretary-Treasurer James A. Jankowicz, Legal Counsel
Absent:	Shelith Hansbro, 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:

Vice Chairman Etchason presented the Open Time of the agenda.

Hearing no comment, Vice Chairman Etchason presented the Minutes from the Regular Meeting of December 13, 2018. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chairman Etchason called for a roll call vote to accept the minutes as presented. All voted “Aye” except commissioner Gosch and Chairperson Campbell-Hein who abstained. The motion carried.

Vice Chairman Etchason presented the Minutes from the Closed Session of December 13, 2018. Commissioner Sykes moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comments, Vice Chairman Etchason called for a roll call vote to accept the minutes as presented. All voted “Aye” except Commissioner Gosch and Chairperson Campbell-Hein who abstained. The motion carried.

Vice Chairman Etchason presented the Rent Roll/L&O Summary Report for the month of December 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy is 98% but we have had several deaths in the last month.

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

Vice Chairman Etchason presented the Housing Choice Voucher Program Occupancy report for the month of December 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported staff is working hard to utilize all funding recieved. We lost 5 voucher holds because they reached full rent which is a good thing because this means they have reached self-sufficiency. Mr. Alpi stated the voucher program is very successful.

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

Vice Chairman Etchason presented the Wabash Crossing Occupancy Report for the month of December 2018. 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 I is 39%, Phase II is 75%, and Phase III is 66%.

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

Vice Chairman Etchason presented the General Fund Check Register Report for the month of December 2018. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the HCV landlord Check Register Report for the month of December 2018. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the Capital Fund Check Register Report for the month of December 2018. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the Financial Reports for the period through the end of November 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman, Finance Director, reported we are in the 8th month of the fiscal year and there are 7 months reserves in the 4 AMPS and the COCC has 10 months in reserves. Vice Chairman Etchason asked for a quick overview of the structure of our financials so Terri explained how the AMPs are divided. Mr. Alpi explained all the different funding sources.

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

At 3:48 a Public Hearing was opened to the public to receive comments about the PHA Plan. Mr. Alpi explained the PHA Plan process and our desire to involve the public and give them the opportunity to provide input. The only real change to the plan this year is the addition of language that we may pursue becoming a general partner in one or more phases of Wabash Crossing. There were no comments received from the public regarding the PHA Plan and the Public Hearing concluded at 3:52.

Vice Chairman Etchason presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 19-01

AUTHORIZING AND APPROVING THE SUBMISSION OF THE DECATUR HOUSING AUTHORITY'S ANNUAL PHA PLAN TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Authority is required to submit to HUD, an Agency Plan on an annual basis and,

WHEREAS, Decatur Housing Authority's Resident Advisory Board (RAB) has participated in development of the Agency Plan, and

WHEREAS, the Decatur Housing Authority has prepared an Agency Plan in accordance with HUD directives, and

WHEREAS, the Board of Commissioners has conducted a Public Hearing requesting input into Decatur Housing Authority's Annual Plans; 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 Authority shall consider all comments from residents and the general public prior to submission to the Department of Housing and Urban Development.

Section 2. That this document shall be conveyed to the City of Decatur for confirmation on consistency with the Consolidated Plan.

Section 3. That the Executive Director or his designee shall be authorized to execute all necessary documents for submission to the Department of Housing and Urban Development.

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

Mr. Alpi reported that every year we update the PHA Plan to identify goals and objectives and report on the progress in meeting our goals. We hold a public hearing to receive comments from the public if anyone expresses an interest. Any comments received will be incorporated into the plan.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All voted

"Aye". The motion carried.

Vice Chairman Etchason presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 19-02

AUTHORIZING AND APPROVING SELECTION OF A DEVELOPER FOR FAMILY HOUSING USING PROJECT BASED VOUCHERS

WHEREAS, HUD has verified that the Authority has the capacity within its 20% limit to support additional project based voucher activity, and

WHEREAS, the Authority did publicly advertise a Request for Proposals for the development of family housing using Project Based Vouchers, and

WHEREAS, the Authority did receive three proposals conforming to the requirements of the RFP, and

WHEREAS, Four Corners Development, LLC has identified two suitable sites to develop 50 and 40 units of family housing respectively, and

WHEREAS, Four Corners Development, LLC proposes to designate 13 and 11 of the 50 and 40 units respectively for inclusion in a 15 year Project Based Voucher HAP agreement, and

WHEREAS, Four Corners Development, LLC proposes to finance developments with LIHTC, and other funding sources, and

WHEREAS, Four Corners Development, LLC proposes to apply for LIHTC funding in 2019, and

WHEREAS, LIHTC applications receive additional evaluation points if Project Based Voucher assistance is pledged, and

WHEREAS, based on the competitive selection of Four Corners Development LLC, the Authority can pledge Project Based Vouchers contingent upon the developer complying with all HUD regulations; 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 proposal of Four Corners Development, LLC to develop 50 and 40 units of family housing including 13 and 11 Project Based Voucher units respectively be accepted.

Section 2. That the Authority pledge to provide up to 13 Project Based Vouchers for 15 years at the 50-unit family development and 11 Project Based Vouchers for 15 years at the 40 unit family development, as proposed by Four Corners Development, LLC, in their proposal dated December 17, 2018. Approval is valid through December 31, 2019.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents and correspondence to support funding applications for this development.

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

Mr. Alpi explained this resolution authorizes us to select a developer to enter a HAP agreement for PBVs. The developer will receive points in their application to IHDA for Tax Credits. This supports our mission to provide affordable housing to low to moderate income individuals. We will inform the board if the developer is selected by IHDA to move forward.

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

At this time the election of officers was held. Chairperson Campbell-Hein made a motion to nominate Shelith Hansbro as Vice Chair and Commissioner Sykes seconded the motion. All voted "Aye". The motion carried.

Shelith Hansbro is now the Vice Chairperson of the board.

At this time Joshua Robertson was sworn in as the new commissioner on the board by reciting the Oath of Office. Chairperson Campbell-Hein thanked Joshua for his interest in serving on the board and also thanked Shad Etchason for helping move the process along.

At this time there was a resolution read by Mr. Alpi which represented a commendation to Shad Etchason for his service. Chairperson Campbell-Hein thanked Shad Etchason for his service on the board.

Old and New Business

Mr. Alpi noted the handout from NAHRO that he passed out to the board regarding the government shut down. HUD has loaded funding for all housing programs for February but not for March. We have reserves to help get us through this for a short time. Chairperson Campbell-Hein stated hopefully we won't get to the point that we find ourselves in a dire situation.

Mr. Alpi further reported we have a weekly phone call with the Attorney General's office regarding the houses on Macon Street and we continue to explore ways to be able to sell them. We will continue to work with the City staff to get the street barricade removed.

Chairperson Campbell-Hein called for a motion to go into closed session to discuss probable or imminent litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11). Commissioner Sykes moved and Commissioner Robertson seconded the motion to go into closed session to discuss probable or imminent litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11).

Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 4:30 p.m.

The board returned to open session at 4:45.

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 Robertson, "Aye", and
Chairperson Campbell-Hein, "Aye".

The motion carried unanimously. The meeting adjourned at 4:48 p.m.

Lisa A. C. Hein

Chairperson Lisa Campbell-Hein

(ATTEST)

Secretary-Treasurer