

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

Special 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, May 16, 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
Shelith, Hansbro, Vice Chair
Jenny Sykes, Commissioner
Joshua Robertson, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: William Gosch, 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:

Chairperson Campbell-Hein presented the Open Time of the agenda.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of April 11, 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” except Chairperson Campbell-Hein who abstained. The motion carried.

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

Terri Goodman reported occupancy is 99%. Very pleased with the staff.

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 April 2019. Commissioner Sykes moved to receive and file the report. Vice Chair Hansbro seconded the motion.

Mr. Alpi reported just over 100%. Staff is administering 1127 vouchers. The department is short staffed so we are very pleased with how the others are stepping up. They are currently taking applications for a leasing clerk position.

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

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Mr. Alpi reported there wasn't any change at that property. Jim Jankowicz inquired if they are going to maintain the grounds. Mr. Alpi said yes it appears so at this time.

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 April 2019. Commissioner Sykes moved to receive and file the report and Vice Chair Hansbro 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 April 2019. Commissioner Sykes moved to receive and file the report and Vice Chair Hansbro 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 April 2019. Vice Chair Hansbro 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 March 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Terri Goodman, Finance Director, reported this is the pre-closing finals report for the fiscal year. We are showing 6 months in reserves. Commissioner Sykes inquired why the garbage was so high. Terri Goodman stated she will need to check into this and report back to the board.

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. 19-10

AUTHORIZING AND APPROVING SUBMISSION NO. 1 OF
THE DECATUR HOUSING AUTHORITY'S OPERATING
BUDGET FOR THE CALENDAR YEAR 2019

WHEREAS, we have received the budget form information from the Department of Housing and Urban Development, and

WHEREAS, HUD requires that it be adopted verbatim in their format; now, therefore,

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

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Section 1. That the attached summaries of form HUD-52722 and 52723 for the 2019 calendar year operating budget be authorized and approved as presented.

Section 2. That all proposed charges and expenditures shall be administered in a manner consistent with the provisions of the law and the Annual Contributions Contract, C-1030.

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

Terri Goodman explained this is a summary of the budget we will be submitting to HUD. Ms. Goodman anticipates funding at 94% but we aren't sure yet.

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 the Commissioners' consideration and approval:

RESOLUTION NO. 19-11

AUTHORIZING AND APPROVING THE SUBMISSION OF A SECTION
EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION FOR
THE FISCAL YEAR ENDING MARCH 31, 2019

WHEREAS, the Department of Housing and Urban Development requires under 24 CFR 985, 101 that Housing Authorities certify certain Performance Indicators within the Section Eight Management Assessment Program (SEMAP), and

WHEREAS, this certification process requires the involvement, understanding and authorization by the Board of Commissioners preparatory to submitting said Certification to HUD, and

WHEREAS, staff has prepared and presented to the Board a review of the fifteen (15) HUD indicator categories in the format required by HUD for electronic submission; 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 HUD internet document as attached to this Resolution and representing required information through the fiscal year ending March 31, 2019, be authorized for execution by the Chairperson of the Board of Commissioners and the Authority's Executive Director.

Section 2. That the Executive Director is instructed to submit this Certification and any other relevant documentation to the Department of Housing and Urban Development by no later than May 31, 2019.

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

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Mr. Alpi reported each year the Section 8 Program is assessed for compliance. This is the annual submission. We are scored on the information submitted and we expect to be a high performer.

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

Old and New Business

Mr. Alpi stated he is pushing for TAG to move forward with the analysis of Wabash Crossing and the feasibility of the Housing Authority having a role at that property. We hope to hear something in the next couple weeks.

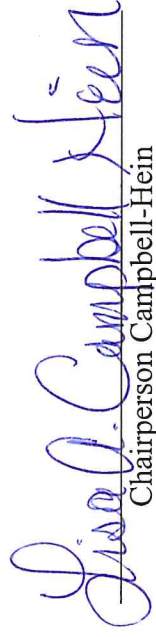
Hearing no further comment, Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn, and Commissioner Robertson seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Vice Chair Hansbro, "Aye",
Chairperson Campbell-Hein, "Aye",
Commissioner Sykes, "Aye", and
Commissioner Robertson, "Aye".

The motion carried unanimously. The meeting adjourned at 3:57 p.m.

(ATTEST)


Secretary-Treasurer


Chairperson Campbell-Hein

May 16, 2019