

**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, October 10, 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:

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

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of September 12, 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 except Chairperson Campbell-Hein. All voted “Aye” except Chairperson Campbell-Hein who abstained. The motion carried.

Chairperson Campbell-Hein presented the Closed Session Minutes of September 12, 2019. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Robertson seconded the motion.

Hearing no comment, Chairperson Campbell-Hein call 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 September 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Terri Goodman reported occupancy is down a percentage point due to several moveouts for evictions for non-payment.

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

Jody Palone reported staff is doing a good job. The waiting list for Section 8 was opened on October 1, and they handed out over 600 applications. There were 200 applications pulled from this list via a lottery process and 75 have been entered into the system. They have pulled the last 25 applicants

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from the last list. The staff has leased 49 units in the last 30 days. This should give an idea of the need for affordable housing in the community.

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

Terri Goodman reported the occupancy continues to decline. There are 203 Public Housing Units in Wabash Crossing of which 102 are vacant.

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

Terri Goodman, Finance Director, stated this report is showing 7 months in reserves. This is on target with what HUD encourages you to have. There were no large expenses this month.

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. 19-21

**AUTHORIZING AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS
OF SEPTEMBER 30, 2019**

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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 and CCB Credit Service for collection of past due accounts, and neither the Authority, Midwest Credit and Collection or the CCB Credit Service has been able to collect these amounts due, and

WHEREAS, there has been no payment on these accounts for a period of 30 days or longer, and

WHEREAS, previously the Authority's Board of Commissioners took write-off action for uncollectible accounts through March 31, 2019, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2019 through September 30, 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 September 30, 2019 of Forty-One Thousand, Two Hundred Twenty-Eight and 39/100 Dollars (\$41,228.78) less Five Thousand, Eight Hundred Eighteen and 70/100 Dollars (\$5,818.70) of payments or a net write off of Thirty-Five Thousand, Four Hundred Ten and 08/100 Dollars (\$35,410.08).

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 September 30, 2019.

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

Terri Goodman stated this report is for the period from April 1, 2019 through September 30, 2019. Chairperson Campbell-Hein asked if this is in line with what we normally see. Terri Goodman stated yes. Commissioner Sykes asked a question about the line that says private housing. Terri stated this mean they have moved into the private market.

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. 19-22

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO KONE, INC. FOR A COOPERATIVE PURCHASING AGREEMENT THROUGH THE US COMMUNITIES CONTRACT WITH THE CITY OF KANSAS CITY MO. FOR HYDRAULIC ELEVATOR MAINTENANCE SERVICE AT ILL 12-22, 12-23, AND 12-28

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WHEREAS, the Authority's Procurement Policy and HUD regulations allow purchases of common supplies and services to be made through cooperative purchasing agreements with other government agencies, and

WHEREAS, the Authority requires elevator maintenance at the High-Rises and the Macon Street Apartments which is a common service, and

WHEREAS, the City of Kansas City Missouri issued a RFP for Elevator Maintenance Service, and

WHEREAS, the competitive solicitation was issued in accordance regulations included in the HUD Procurement Handbook 7460.8 REV 2, 2 CFR 200.318, the State of Illinois Statute, and the Authority's Procurement Policy, and

WHEREAS, KONE Inc. was the successful bidder to the RFP issued by the City of Kansas City MO, and

WHEREAS, entering this purchasing agreement provides for greater economy and efficiency, and

WHEREAS, HUD allows Housing Authorities to authorize contracts for up to 5 years, and

WHEREAS, funds are available within the Authority's Operating Budget; 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 Kone, Inc. for a cooperative purchasing agreement through the US Communities contract with the City of Kansas City, MO for Elevator Maintenance Service is authorized and approved.

Section 2. That the initial contract amount is FIFTEEN THOUSAND, FIVE HUNDRED FORTY AND NO/100 DOLLARS annually for 3 years with a price adjustment in year 4 of 3.25% or the US Consumer Price Index data acceptable increase whichever is less. There will be no price adjustment in year 5.

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 Robertson seconded the motion.

Diane Hackert explained that this contract is for the elevator maintenance service contracts for the HighRises and Macon Street Apartments. In the past we would go out for bid every two years for this contract. HUD allows us to do what they call a "piggyback" contract where another government agency does the RFP in accordance with all the same regulations we are required to follow. This is a more efficient and economical way to do contracting for common supplies and services.

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

Old and New Business

Terri Goodman reported she has signed another contract for one of houses on Macon Street. There are three remaining houses to sell.

Terri further stated that we have had several employees give their retirement notices so we will be busy filling vacant positions.

Chairperson Campbell-Hein acknowledged our visitor at the meeting, Mr. James Walker who resides at the Hartford. Mr. Walker has expressed interest in joining the board as the replacement for Mr. Gosch. Mr. Walker thanked the board for their consideration. He did want to talk to the board about public safety in the HighRises during a tornado or fire. He feels like there are several tenants who are unsure of the proper procedures and not very mobile. Chairperson Campbell-Hein thanked Mr. Walker for his concern and staff will investigate training opportunities for residents.

At this time Chairperson Campbell-Hein called for a motion to enter closed session 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 made a motion and Commissioner Robertson seconded the motion to enter closed session at 3:50 p.m. All voted "Aye". The motion carried.

The board returned to open session at 4:10 p.m.

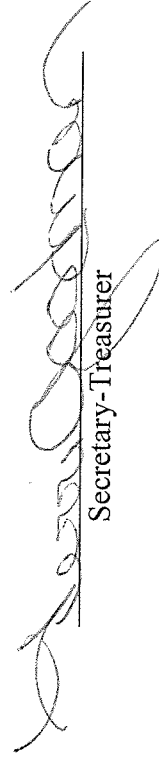
Jim Jankowicz, DHA attorney stated that we have received an official letter of resignation from Mr. Gosch and staff will do a Resolution of Commendation for Mr. Gosch to be presented at the next meeting.

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 4:17 p.m.

(ATTEST)



Secretary-Treasurer



Lisa Campbell-Hein
Chairperson Campbell-Hein

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