

**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, September 12, 2019.

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

Present: Shelith, Hansbro, Vice Chair
 Jenny Sykes, Commissioner
 Joshua Robertson, Commissioner
 Terri Goodman, Interim Secretary-Treasurer
 James A. Jankowicz, Legal Counsel

Absent: Lisa Campbell-Hein, Chairperson
 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:

Vice Chair Hansbro presented the Open Time of the agenda.

Hearing no comment, Vice Chair Hansbro presented the Minutes from the Special Meeting of August 7, 2019. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Robertson seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote to accept the minutes as presented. All voted "Aye". The motion carried.

Vice Chair Hansbro presented the Closed Session Minutes of August 7, 2019. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Robertson seconded the motion.

Hearing no comment, Vice Chair Hansbro call for a roll call vote to accept the minutes as presented. All voted "Aye". The motion Carried.

Vice Chair Hansbro presented the Minutes of the Special Meeting of August 28, 2019. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Robertson seconded the motion.

Hearing no comments, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Vice Chair Hansbro presented the Closed Session Minutes of August 29, 2019. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Robertson seconded the motion.

Hearing no comments, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried.

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

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Terri Goodman reported occupancy is holding at 98%. The staff has been working harder due to a higher turnover. There have been some difficult cases in the last month.

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

Jody Palone reported utilization it at 98%. Staff conducted an orientation and gave out 14 new vouchers.

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

Terri Goodman reported the occupancy continues to decline with a loss of 3 more ACC units. Vice Chair Hansbro asked if there has been any communication with East Lake. Terri Goodman said she talks to the property manager at Wabash Crossing on a daily basis. We will continue to have discussions. Our consultant has also been talking with the developer and will continue to do so.

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 August 2019. Commissioner Sykes moved to receive and file the report and Commissioner Robertson seconded the motion. Commissioner Sykes inquired about two of the items that are normally listed on the Capital Fund register. Terri Goodman explained why they were on the GF register instead.

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 August 2019. Commissioner Sykes moved to receive and file the report and 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 presented the Capital Fund Check Register Report for the month of August 2019. Commissioner Sykes moved to receive and file the report and 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 presented the Financial Reports for the period through the end of July 2019. Commissioner Sykes moved to receive and file the report. Commissioner Robertson

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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.

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. 19-19

AUTHORIZING AND APPROVING ADJUSTMENT OF UTILITY
ALLOWANCES FOR THE SECTION 8 HOUSING CHOICE VOUCHER
PROGRAM

WHEREAS, the Authority is required to review annually and adjust utility allowances in the event that a utility rate increases resulting in a 10% or more monthly utility cost, and

WHEREAS, the Authority has completed a utility allowance analysis and determined an adjustment is appropriate; 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 utility allowance schedule for Section 8 Housing Choice Voucher units be accepted and approved.
- Section 2. That the above utility allowance schedule be implemented effective January 1, 2020.
- Section 3. That the Executive Director or his designee advise the Department of Housing and Urban Development of the utility allowance revision and implement this change as required in CFR 982.519 (2).

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

Terri Goodman reported HUD requires us to do an analysis of the utility allowance annually to see if there is any change of at least 10% up or down. There was a change in one of the categories so the allowance was adjusted to reflect that change. It was very minimal.

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. 19-20

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AUTHORIZING AND APPROVING CONTRACT MODIFICATION
NO. 1 TO CHRISTY-FOLTZ, INC. FOR WINDOW REPLACEMENT
AND A/C INSTALLATION, LEXINGTON HIGHRISE, CFP IL01-P012-
50117-50119

WHEREAS, the Authority has entered a contract with Christy-Foltz, Inc. to replace the windows and install AC in the units at the Lexington Highrise, and

WHEREAS, there was only one bid received for this project, and

WHEREAS, the bid was higher than the anticipated pre-bid estimate, and

WHEREAS, the Authority and its architect have performed value engineering analysis to identify cost savings, and

WHEREAS, substantial savings will be achieved by altering the type of thermostat for the specified equipment; 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 Contract Modification No. 1 to Christy-Foltz, Inc. for Window Replacement and A/C Installation at the Lexington, ILL 12-28, Project CFP IL01-P012-50117-50119 is authorized and approved.
- Section 2. That the contract amount is decreased by EIGHTY-SEVEN THOUSAND, ONE HUNDRED TWELVE AND NO/100 DOLLARS (\$87,112.00) and the time for completion is 300 days from issuance of the Notice to Proceed.
- Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

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

Commissioner Robertson asked what the change to the scope included. Diane Hackert explained the changes in the scope to achieve the savings.

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

Old and New Business

Terri Goodman reported on the status of Mr. Gosch and his absence on the board. She stated we need to start thinking about how to fill the vacancy on the board with a resident of DHA. Jody Palone inquired if this person can be a Section 8 client. Diane Hackert stated yes it can be. Jim Jankowicz will be reaching out to Mr. Gosch to confirm his wishes to step down prior to any action on this matter.

Terri Goodman reported that Diane Hackert was able to get us qualified for a free lighting
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upgrade through the Ameren Energy Efficiency Program. Every light in the office and one of the out buildings and parking lots were upgraded to LED. This work was completed at no cost to the Housing Authority and will save us over \$5,000 a year in utility costs. They will be able to come back at a later date and do the other two out buildings as a separate project.

At this time Vice Chair Hansbro 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 3:55 p.m.

The board returned to open session at 4:00 p.m.

Commissioner Sykes moved and Commissioner Robertson seconded the motion to approve entering an employment contract with Terri Goodman as Interim Executive Director compensating her the same amount as James Alpi.

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

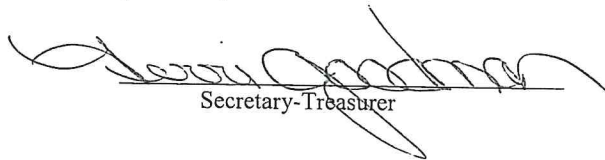
Hearing no further comment, Vice Chair Hansbro stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn, and Commissioner Robertson seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Vice Chair Hansbro, "Aye",
Commissioner Sykes, "Aye", and
Commissioner Robertson, "Aye".

The motion carried unanimously. The meeting adjourned at 4:01 p.m.

(ATTEST)

Vice Chair Hansbro



Secretary-Treasurer

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