

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 9, 2020.

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 Chairman
Jenny Sykes, Commissioner
Terri Goodman, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Joshua Robertson, 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 December 12, 2019. Commissioner Sykes moved to accept the Minutes as presented. Vice Chair Hansbro 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 Vice Chair Hansbro who abstained. The motion carried.

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

Terri Goodman reported occupancy is 97% but we have had several evictions in the last 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 Housing Choice Voucher Program Occupancy report for the month of December 2019. Commissioner Sykes moved to receive and file the report. Vice Chair Hansbro seconded the motion.

Jody Pallone reported there are still 29 vouchers on hold. There have been 12 new leases signed. We are currently looking for a new inspector to replace Jasmine Hobbs who was promoted to Property Manager in Public Housing.

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 December 2019. Commissioner Sykes moved to receive and file the report. Vice Chair
January 9, 2020

Hansbro seconded the motion.

Terri Goodman gave a brief report on the situation at Wabash Crossing. The occupancy is not improving.

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 December 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 December 2019. Vice Chair Hansbro moved to receive and file the report and Commissioner Sykes 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 December 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 Financial Reports for the period through the end of November 2019. Vice Chair Hansbro moved to receive and file the report. Commissioner Sykes seconded the motion.

Terri Goodman, Finance Director, reported there are 6 months reserves in the 4 AMPS and the COCC has 13 months in reserves.

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

At 3:43 a Public Hearing was opened to the public to receive comments about the PHA Plan. Jim Jankowicz opened the Public Hearing and Ms. Hackert gave a brief overview of the process and stated this is an opportunity for the public to provide input. Ms. Hackert explained that if we are going to move forward with becoming more involved with Wabash Crossing this plan will be revised and brought back before the board for approval. There were no comments received from the public regarding the PHA Plan and the Public Hearing concluded at 3:48.

Chairperson Campbell-Hein presented the following resolution for Commissioners’ consideration and approval:

RESOLUTION NO. 20-01

January 9, 2020

AUTHORIZING AND APPROVING THE SUBMISSION OF THE
DECATUR HOUSING AUTHORITY'S FIVE-YEAR 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 a Five Year Plan every five years and,

WHEREAS, this year is the beginning of a new five-year period for the PHA Plan,

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 Five-Year Plan; 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 has been 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. Vice Chair Hansbro seconded the motion.

Ms. Hackert 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. This is the first year of the new Five-Year period.

Hearing no further comments, 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. 20-02

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR AN
INDEFINITE QUANTITY CONTRACT FOR CARPET SUPPLY AND
INSTALLATION IN VACANT UNITS

January 9, 2020

WHEREAS, the Authority is required to periodically seek bids for service contracts, and

WHEREAS, the current contract for supply and installation of carpet in vacant units is nearing the end of the contract period, and

WHEREAS, the Authority will solicit and receive informal bids for this work, and

WHEREAS, funds are available in the 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 Invitation of Bids for an Indefinite Quantity Contract for Carpet Supply and Installation in Vacant Units is authorized and approved.

Section 2. That Invitations to Bid be placed in local newspapers and various trade publications.

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

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

Ms. Hackert explained it was time to go out for bid for an indefinite quantity contract for carpet replacement in vacant units. This resolution authorizes us to advertise in the local newspaper.

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 there was a call from the REAC inspector that they are coming to inspect AMP 24. This AMP is all scattered sites houses. Ninety-five total units. Vice Chair Hansbro inquired about how we continue the day to day operations while we are getting ready for REAC. Terri Goodman stated they are divided into groups so there is still staff available for the day to day work orders.

Terri Goodman further reported TAG Associates has schedule the inspections at Wabash Crossing and Mr. Higginbottom is supposed to be coming for a meeting in the next couple weeks. Jim Jankowicz asked if we have received any calls from prospective investors. Terri Goodman stated no we have not.

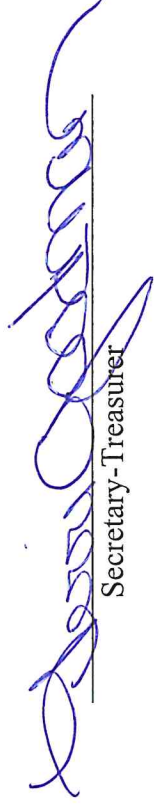
Chairperson Campbell-Hein stated there was no further business to come before the Board.
January 9, 2020

Vice Chair Hansbro moved to adjourn and Commissioner Sykes seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

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

The motion carried unanimously. The meeting adjourned at 3:54 p.m.

(ATTEST)


Secretary-Treasurer


Chairperson Campbell-Hein