

## 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 for the at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, July 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  
Jenny Sykes, Commissioner  
Joshua Robertson, Commissioner  
Kristin Carr, Commissioner  
Terri Goodman, 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. There were no comments.

Chairperson Campbell-Hein presented the minutes from the meeting held June 11, 2020.

Due to an insufficient number of Commissioners present at today's meeting, who attended the June meeting, the review was postponed until the August 13, 2020 meeting.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of June 2020. Jenny Sykes moved to receive and file the reports. Commissioner Robertson seconded the motion.

Terri Goodman, Director, reported occupancy was 98%. Scattered Sites are 99% even during the pandemic which is unbelievable. Terri stated she is really proud of the staff for working so hard.

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 June 2020. Commissioner Sykes moved to receive and file the reports. Commissioner Carr seconded the motion.

Shara LeBeau, Director of Finance, stated Section 8 is at 104% utilization for the regular Section 8 but still in shortfall. There are no new leases being signed 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 Wabash Crossing Occupancy Report for the month of June. Commissioner Sykes moved to receive and file the reports. Commissioner Carr seconded the motion.

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Terri Goodman stated Phase II is down one unit, but overall the occupancy is the same. Still no improvement.

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 June 2020. Commissioner Sykes moved to receive and file the reports and Commissioner Carr 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 June 2020. Commissioner Sykes moved to receive and file the reports and Commissioner Carr seconded the motion.

Hearing no further 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 June 2020. Commissioner Sykes moved to receive and file the reports and Commissioner Carr 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 May 2020. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported they have 5 months in reserves in the main AMPS. You will notice we have a line item for the Covid-19 expenses which shows what the funds are being used for. Jim Jankowicz inquired about the expenses in Section 8 due to Covid-19. Shara explained how the HAP funding is working during the Covid-19.

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. 20-12**

**AUTHORIZING AND APPROVING INVITATION OF BIDS FOR  
MISCELLANEOUS IMPROVEMENTS AT MACON STREET  
APARTMENTS, PROJECT CFP IL01-P012-50120**

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace common area flooring, re-paint interior and exterior common areas, and replace the roof on the carport at 524-528 W. Macon Street Apartments, and

WHEREAS, plans and specifications are being prepared by Melotte, Morse, Leonatti, Parker, Ltd., and

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WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, and  
WHEREAS, funds are available within the Authority's Capital Fund Program IL01-P012-50120; 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 Miscellaneous Improvements at 524-528 W. Macon Street Apartments, CFP IL01-P012-50120 is authorized and approved.
- Section 2. That advertisements be placed in local newspapers and trade publications.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Sykes made a motion to accept the resolution as presented. Commissioner Carr seconded the motion.

Diane Hackert, Facilities Director stated this resolution authorizes the Authority to advertise the Invitation to Bid for the Miscellaneous Improvements at 524-528 W Macon Street in local newspapers and trade publications.

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

**Old and New Business**

Terri Goodman stated we previously discussed the Covid-19 funds we received and eligible expenses. We are in the process of installing cameras in the highrises. This should help deter some of the bad behavior. There has been tenant vandalism that has resulted in evictions.

Terri Goodman discussed the houses that were built as part of the National Foreclosure Settlement Grant. She reported we are having trouble selling this last house due to problems with the neighbors. We will continue to investigate a possible remedy for this situation.

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

Chairperson Campbell-Hein, "Aye",  
Commissioner Sykes, "Aye"  
Commissioner Carr, "Aye", and

Commissioner Robertson, Aye”.

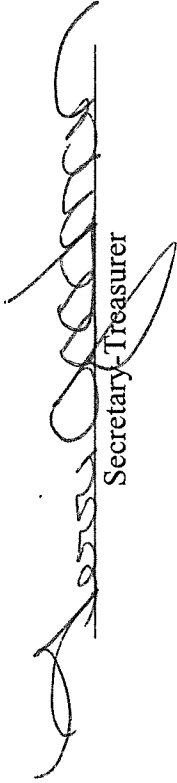
The motion carried unanimously. The meeting adjourned at 3:52 p.m.

Authentisign  
Lisa Campbell-Hein  
02/27/2020 1:26:00 PM CDT

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Chairperson Campbell-Hein

(ATTEST)



Secretary-Treasurer

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