

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, June 11, 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 Chair Kristin Carr, Commissioner Terri Goodman, Secretary-Treasurer James A. Jankowicz, Legal Counsel
Absent:	Jenny Sykes, Commissioner 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. There were no comments.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the months of March, April, and May 2020. Vice-Chair Hansbro moved to receive and file the reports. Commissioner Carr seconded the motion.

Shara Le Beau, Finance Director, reported occupancy was 97% in March, 99% in April, and 98% in May. The staff continues to renovate and lease up units.

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 reports for the month of March, April, and May 2020. Vice Chair Hansbro moved to receive and file the reports. Commissioner Carr seconded the motion.

Jody Palone, HCV Coordinator, stated Section 8 is currently in shortfall and is being fully utilized. Staff is holding off on leasing new units 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 Reports for the month of March, April, and May 2020. Vice Chair Hansbro moved to receive and file the reports. Commissioner Carr seconded the motion.

Terri Goodman stated 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 Reports for the

June 11, 2020

month of March, April and May 2020. Vice Chair Hansbro 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 Reports for the month of March, April, and May 2020. Vice Chair Hansbro moved to receive and file the reports and Commissioner Carr seconded the motion.

Vice-Chair Hansbro inquired about the payments to Ameren. The Finance Director explained that is due to the tenants who have a negative rent. The utility allowance goes to the power company.

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 Reports for the months of March, April, and May 2020. Vice Chair Hansbro 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 February, March, and April 2020. Vice Chair Hansbro moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported they are staying within the 6 months reserves in all AMPS which is what HUD recommends.

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. 20-08

AUTHORIZING AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS
OF MARCH 31, 2020

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 have been reported to the Illinois Debt Recovery Offset Program and they have been unable 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 September 30, 2019, and

June 11, 2020

WHEREAS, the attached listing of accounts reflect write-off action for the period of October 1, 2019 through March 31, 2020; 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 March 31, 2020 of Thirty-One Thousand, Five Hundred Forty-Seven and 43/100 Dollars (\$31,547.43) less Two Thousand, Two Hundred Seventy-Four and 36/100 Dollars (\$2,274.36) of payments or a net write off of Twenty-Nine Thousand, Two Hundred Seventy-Three and 07/100 Dollars (\$29,273.07).

Section 3. That the Executive Director or designee is authorized and instructed to incorporate this fiscal information into the Authority's Books of Account for the period ending March 31, 2020.

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

Shara LeBeau, Director of Finance, stated the total write-off for the period ending March 31, 2020 is \$29,273.07 which reflects payments received in the amount of \$2,274.36.

Vice Chair Hansbro asked if this is within the normal range. Shara LeBeau stated yes and we actually collect more than we used to due to using a State of Illinois program that collects payments for us.

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. 20-09

AUTHORIZING AND APPROVING THE SUBMISSION OF A SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION FOR THE FISCAL YEAR ENDING MARCH 31, 2020

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

June 11, 2020

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, 2020, 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, 2020. (Delayed due to Covid-19)

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

Jody Palone stated this is the annual report of the Section 8 program and we are considered a high performer based on this report.

All board members present congratulated Jody and her staff for a job well done.

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. 20-10

AUTHORIZING AND APPROVING SUBMISSION OF THE CAPITAL FUND PROGRAM ANNUAL STATEMENT/BUDGET TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, CFP IL01-P012-50120

WHEREAS, the Authority is required to submit to HUD, an Annual Statement/Budget for the Capital Fund Program each year and,

WHEREAS, the Authority has developed the plan in collaboration with the Resident Advisory Board, and

WHEREAS, this Annual Statement/Budget includes work items in the Capital Fund Program Five Year Action Plan approved by HUD on July 7, 2017, and

WHEREAS, a public hearing was held on January 9, 2020 to receive comments; 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 Annual Statement/Budget for the Capital Fund Program IL01-P012-50120 be submitted to HUD for approval via the EPIC system in accordance with HUD regulations.

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

June 11, 2020

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

Diane Hackert explained this is the annual budget for Capital Fund Program IL01-P012-50120. It will be submitted to HUD via the EPIC system per HUD regulations. Major work includes improvements at 524-528 W Macon Street, and interior improvements at the Scattered Sites.

Hearing no 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. 20-11

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 4 TO
THE INDEFINITE QUANTITY AGREEMENT WITH MELOTTE, MORSE,
LEONATTI, PARKER, LTD, CFP IL06-P012-50114-50118

WHEREAS, the Authority has previously engaged the services of Melotte, Morse, Leonatti, Parker, Ltd. under an Indefinite Quantity Agreement, and

WHEREAS, additional services are required for design services, development of bid documents, and construction oversight for Miscellaneous Improvements at 524-528 W. Macon Street Apartments, and

WHEREAS, costs for this work will be calculated on a lump sum basis and are within an acceptable range based on the project scope, and

WHEREAS, funds are available within the Capital Fund Program IL01-P012-50118 and IL01-P012-50119, Account 1430, 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 Amendment No. 4 to Melotte, Morse, Leonatti, Parker, Ltd. be authorized and approved.

Section 2. That the fees for services to complete design documents, prepare bid documents, and monitor construction for Miscellaneous Improvements at 524-528 W. Macon Street Apartments be calculated on a lump sum basis in the amount of \$18,710.00 plus reimbursable expenses not to exceed \$4,000.00.

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

Vice Chair Hansbro made a motion to accept the resolution as presented. Commissioner

Carr seconded the motion.

Diane Hackert explained this resolution authorizes Melotte, Morse, Leonatti, Parker to

June 11, 2020

develop bid documents for the Miscellaneous Improvements at 524-528 W. Macon Street. This work is included in the current approved Five-Year Plan for the Capital Fund Program. This firm is under an indefinite quantity agreement with the Authority, so this just amends the current contract.

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 reported we had our annual audit and we received a clean audit. She further stated the main focus this year was the Section 8 files. Staff works very hard to keep the files in order and is very pleased with the results of the audit. Shara LeBeau stated we received the highest rating available. The board commended staff for their hard work. Terri Goodman stated we received \$277,248.00 from the government for Covid-19 related issues such as personal protective equipment and sanitization. There are only certain things you can use this funding for, so we are investigating uses that fit within the guidelines.

Hearing no further comments, Chairperson Campbell-Hein called for a motion to enter into closed session to discuss the purchase or lease of real property for use of the public body pursuant to 5 ILCS 120/2 (c) (5), and to discuss the setting of a price for sale or lease of property owned by the public body pursuant to 5 ILCS 120/2 (c) (6).

Vice Chair Hansbro made a motion to enter closed session and Commissioner Carr seconded the motion for the reasons stated.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted “Aye”. The motion carried. The board entered closed session at 4:15 p.m.

The board returned to open session at 4:33 p.m.

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

Vice Chair Hansbro, “Aye”

Chairperson Campbell-Hein, “Aye”,
Commissioner Carr, “Aye”, and

The motion carried unanimously. The meeting adjourned at 4:43 p.m.


Chairperson Campbell-Hein

(ATTEST)


Secretary-Treasurer

June 11, 2020