

**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, March 12, 2020.

Commissioner Sykes called the meeting to order and upon a call of the roll, those present and absent were as follows:

Present: Jenny Sykes, Commissioner
Joshua Robertson, Commissioner
Kristin Carr, Commissioner
Terri Goodman, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Lisa Campbell-Hein, Chairperson
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:

Commissioner Sykes presented the Open Time of the agenda.

At this time a visitor was introduced to the board. Jamie Warnick, who resides at the Lexington, was present to voice her concerns about issues at the Lexington she doesn't feel are being handled properly.

Jim Jankowicz explained that the board does not give an immediate response to issues raised at the board meetings, but there will be an investigation into the concerns and there will be a response provided.

Hearing no further comments, Commissioner Sykes presented the Minutes from the Annual Meeting of February 13, 2020. Commissioner Robertson moved to accept the Minutes as presented. Commissioner Carr seconded the motion.

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

Commissioner Sykes presented the Closed Session Minutes Pt. I and Pt. II from the Annual Meeting held on February 13, 2020. Commissioner Robertson moved to accept the Minutes as presented. Commissioner Carr seconded the motion.

Hearing no comment, Commissioner Sykes call for a roll call vote to accept the minutes as presented. All voted "Aye". The motion carried.

Commissioner Sykes presented the Rent Roll/L&O Summary Report for the month of February 2020. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Shara Le Beau, Finance Director, reported occupancy is 97%. Staff is working really hard, but we continue to have evictions due to lease violations so this will have an adverse effect on the percentage.

Hearing no further comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Sykes presented the Housing Choice Voucher Program Occupancy report for the month of February 2020. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau, Finance Director, stated the utilization is at 106%. The numbers were down because HUD put a hold on all vouchers. We have received the new funding so staff will be releasing the hold and moving forward.

Hearing no further comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Sykes presented the Wabash Crossing Occupancy Report for the month of February 2020. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Terri Goodman stated the occupancy is not improving.

Hearing no further comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Sykes presented the General Fund Check Register Report for the month of February 2020. Commissioner Robertson moved to receive and file the report and Commissioner Carr seconded the motion.

Hearing no comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Sykes presented the HCV Landlord Check Register Report for the month of February 2020. Commissioner Robertson moved to receive and file the report and Commissioner Carr seconded the motion.

Hearing no comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Sykes presented the Capital Fund Check Register Report for the month of February 2020. Commissioner Robertson moved to receive and file the report and Commissioner Carr seconded the motion.

Hearing no comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Sykes presented the Financial Reports for the period through the end of January 2020. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported there are 6 months reserves in the 4 AMPS and the COCC has 21 months in reserves. Commissioner Sykes inquired about transferring funds. Ms. LeBeau stated they will be preparing for the end of year close-outs and this will be evaluated at that time.

Hearing no further comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried.

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Commissioner Sykes presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 20-06

AUTHORIZING AND APPROVING SUBMISSION NO. 1 OF
THE DECATUR HOUSING AUTHORITY'S OPERATING
BUDGET FOR THE CALENDAR YEAR 2020

WHEREAS, we have received the budget form information from the Department of Housing and Urban Development, and

WHEREAS, HUD requires that it be adopted verbatim in their format; 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 summaries of form HUD-52722 and 52723 for the 2020 calendar year operating budget be authorized and approved as presented.

Section 2. That all proposed charges and expenditures shall be administered in a manner consistent with the provisions of the law and the Annual Contributions Contract, C-1030.

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

Terri Goodman stated this is the annual budget submission. We projected 94% funding because we don't know what the actual amount will be. The budgets will be adjusted after release of the HUD funding.

Hearing no further comments, Commissioner Sykes called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Sykes presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 20-07

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL
MODERNIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL
FUND PROGRAM IL06-P012-50116

WHEREAS, all contract work in connection with Capital Fund Program IL06-P012-50116 was completed as of February 7, 2020, and

WHEREAS all modernization costs and liabilities incurred by the Decatur Housing Authority have been fully paid in accordance with the PHA Plan, and

WHEREAS, there are no undischarged mechanics, laborers', contractors', or material-mens' liens against such modernization work on file in any public office and the time in which such liens could be filed has expired; now, therefore

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BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR
HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That all work included in Capital Fund Program IL06-P012-50116 in the amount of \$849,542.00 has been completed.

Section 2. That the books of account be adjusted to fully reflect the completion of this grant activity and that this work should be audited as part of the IPA Audit for the fiscal year ending 3/31/2020.

Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06-P012-50116, in the amount of \$849,542.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

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

Ms. Hackert explained this form is a HUD requirement to close out a Capital Fund Grant. All work of this grant is complete. The major work items included in this program were interior improvements at the Concord, boiler replacement at the Lexington, and interior improvements at the Hartford and Lexington.

Hearing no further comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The Motion Carried.

Old and New Business

Terri Goodman reported there is no old and new business to discuss at this time.

Commissioner Sykes 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).

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

Hearing no comment, Commissioner Sykes called for a roll call vote. All voted “Aye”. The motion carried. The board entered closed session at 3:55 p.m.

The board returned to open session at 4:23 p.m.

Commissioner Sykes inquired if we need to discuss changing the time for the board meetings to accommodate everyone’s schedule better. The board concurred that we could entertain options. Terri Goodman stated we could take a poll with various options and see
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what will work.

The board discussed Jamie Warnick's complaints. Terri Goodman stated that staff will prepare a response. She noted that DHA has already posted many flyers at the high-rises concerning COVID-19 and suggested health procedures for residents to follow. She also added that additional personnel policies are being developed.

Jim Jankowicz stated he is celebrating 40 years of being an attorney. The board and staff congratulated him and thanked him for his dedication.

Commissioner Sykes stated there was no further business to come before the Board.

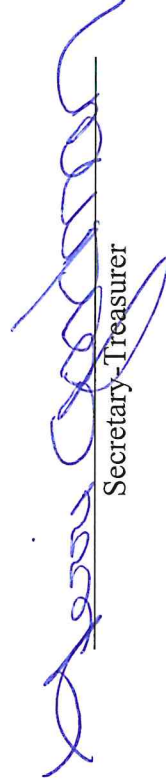
Commissioner Carr moved to adjourn, and Commissioner Robertson seconded the motion.

Upon a call of the roll, the Commissioners voted as follows:

Commissioner Sykes, "Aye",
Commissioner Carr, "Aye", and
Commissioner Robertson, "Aye".

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

(ATTEST)


Secretary-Treasurer


Commissioner Sykes