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, October 8, 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
Terri Goodman, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Vice Chair
Kristin Carr, 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 minutes from the meeting of September 10, 2020.

Commissioner Sykes moved to accept the minutes as presented. Commissioner Robertson seconded the motion. Upon a roll call vote, all voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the minutes from the closed session held on September 10, 2020 Pt. I and II.

Commissioner Sykes moved to accept the minutes as presented. Commissioner Robertson seconded the motion. Upon a roll call vote, all voted "Aye". The motion carried.

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

Shara LeBeau, Finance Director, reported occupancy was 98%. Terri Goodman stated occupancy is teetering between 98% and 99%. Staff continues to do a good job.

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 September 2020. Commissioner Sykes moved to receive and file the reports. Commissioner Robertson seconded the motion.

Shara LeBeau stated we have received an increase in the HCV funding so we are able to resume leasing. She further stated we were at 1106 leases prior to Covid-19 and we are at 1034 now. We are hoping to be back to the 1106 by the end of our fiscal year.

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 September. Commissioner Sykes moved to receive and file the reports. Commissioner Robertson seconded the motion.

Terri Goodman stated there is still no improvement. Overall occupancy is at 45%.

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 September 2020. Commissioner Sykes moved to receive and file the reports and Commissioner Robertson 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 HCV Landlord Check Register Report for the month of September 2020. Commissioner Sykes moved to receive and file the reports and Commissioner Robertson 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 September 2020. Commissioner Sykes moved to receive and file the reports and Commissioner Robertson 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 August 2020. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Shara LeBeau, Finance Director reported we are maintaining 5 months in reserves in the AMPs and 15 months in reserves in the COCC. She further stated the Covid expenses will be higher next month due to the installation of surveillance cameras.

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 20-21

AUTHORIZING AND APPROVING A VIDEO SURVEILLANCE POLICY FOR THE DECATUR HOUSING AUTHORITY

WHEREAS, the Authority continually seeks to review and update policies to assure compliance with regulatory changes, and

WHEREAS, the Authority's review of Operations, revealed the need for a policy for Video Surveillance Authorization, 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 policy for Video Surveillance Authorization be approved as shown in the attachment.

Section 2. That the staff of the Decatur Housing Authority is authorized to implement the policy effective October 9, 2020.

Section 3. That the staff of Decatur Housing Authority makes policies available for review at DHA's office at 1808 E. Locust St.

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

Terri Goodman reported this resolution authorizes us to initiate a new policy regarding video surveillance. Commissioner Robertson asked if the union representatives were given the opportunity to provide input. Ms. Goodman stated the cameras are to monitor social distancing and vandalism. The video footage is not being used for staff disciplinary action. There was further discussion about the vandalism that is happening in the highrises. Chairperson Campbell-Hein inquired about evictions for vandalism. Jim Jankowicz stated we do issue eviction notices for vandalism. The length of time for the evictions is based on the severity of the damage. If you look at the Cares Act it states 30 days notice is allowable for violations other than non-payment of rent.

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. 20-22

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, 2021.

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

Shara LeBeau, Finance Director, reported the annual utility allowances were calculated and there was a change greater than 10%. It is only a small increase of approximately $1-4 per month dependent on the size of the unit.

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. 20-23

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 3 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, additional work is required to be added to the scope of work to conform to building code requirements, and

WHEREAS, Christy-Foltz, Inc. has submitted a proposal for this additional work in the amount of $4,252.50, and

WHEREAS, the architects have determined this cost to be reasonable, and

WHEREAS, funds are available within the grant from PILOT; 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. 3 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 increased by FOUR THOUSAND, TWO HUNDRED FIFTY-TWO AND 50/100 DOLLARS ($4,252.50) and the time for completion is extended by 80 days to complete this additional work and because of delays due to the Covid-19 shutdown.

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

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

Diane Hackert, Facilities Director stated this resolution authorizes a contract modification for Christy Foltz to install a safety handrail up on the roof. The City of Decatur mechanical inspector stated it needs completed per code to pass inspection.

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. 20-24

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 4 TO THE INDEFINITE QUANTITY AGREEMENT WITH ALLIANCE ARCHITECTURE, CFP IL06-P012-50114-50118

WHEREAS, the Authority has previously engaged the services of Alliance Architecture under an Indefinite Quantity Agreement, and

WHEREAS, additional services are required for design development and bidding services through construction completion associated with the remodeling of the reception area and board room at the Don Davis Center, and

WHEREAS, costs for this work will be calculated on lump sum basis plus reimbursable expenses, and

WHEREAS, HUD is allowing work to be completed that is not included in the Capital Fund Program or PHA Plan due to the Covid-19 pandemic, and

WHEREAS, funds are available through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), 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 Alliance Architecture is authorized and approved.

Section 2. That the fees for services to complete the design and construction documents, prepare bid documents, and oversee construction through completion for Minor Remodeling at the Don Davis Center will be calculated on a lump sum basis in the amount of $20,100.00 plus reimbursable expenses.

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 Robertson seconded the motion.

Diane Hackert, Facilities Director, stated that the architect that has been helping us with the reception area re-configuration is ready to start developing the bid documents so we can move forward with the bidding. This resolution authorizes additional fees for their service through construction completion.

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. 20-25

AUTHORIZING AND APPROVING SELECTION OF A DEVELOPER FOR SPECIAL NEEDS HOUSING USING PROJECT BASED VOUCHERS

WHEREAS, HUD has verified that the Authority has the capacity within its 20% limit to support additional project-based voucher activity, and

WHEREAS, the Authority did publicly advertise a Request for Proposals for the development of special needs housing using Project Based Vouchers, and

WHEREAS, the Authority received one proposal conforming to the requirements of the RFP, and

WHEREAS, Woodford Homes, Inc. has identified a suitable site to develop 20 units of special needs housing, and

WHEREAS, Woodford Homes, Inc. proposes to designate 20 of the 20 units for inclusion in a 20-year Project Based Voucher HAP agreement, and

WHEREAS, Woodford Homes, Inc. proposes to apply for Permanent Supportive Housing from the Illinois Housing Development Authority and other funding sources in 2021, and

WHEREAS, applications receive additional evaluation points if Project Based Voucher assistance is pledged, and

WHEREAS, based on the competitive selection of Woodford Homes, Inc., the Authority can pledge Project Based Vouchers contingent upon the developer complying with all HUD regulations; 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 proposal of Woodford Homes Inc. to develop special needs housing units using Project Based Vouchers be accepted.

Section 2. That the Authority pledge to provide 20 Project Based Vouchers for 20 years at the special needs housing development as proposed by Woodford Homes, Inc., in their proposal dated September 30, 2020. Approval is valid through December 31, 2021.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents and correspondence to support funding applications for this development.

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

Shara LeBeau, Finance Director, stated Woodford Homes, and the Macon County Mental Health Board have teamed up to develop a plan to create special needs housing in Decatur. This resolution authorizes DHA to allocate Project Based Vouchers to this new proposed development. By us allowing the use of the Project Based Vouchers, Woodford Homes receives points in their application for funding from IHDA.

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, Executive Director, stated Ameren has been doing power shut-offs for non-payment. Our social service staff is working to connect folks with agencies that provide assistance with this.

Terri further stated we have had several staff members exposed to Covid-19 but have not had any positive cases at this time.

Terri reported that a previous Director, Tom Smith, is not doing well and we are planning to send a card to Judy to let her know we are thinking of her.

Hearing no further comment, Chairperson Campbell-Hein called for a motion to enter into closed session 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), to discuss the purchase or lease of real property for the use of the public body including discussing whether a particular parcel should be acquired pursuant to 5 ILCS 120/2 (c) (5).

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

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 4:08 p.m.

The board returned to open session at 4:20 p.m.

Chairperson Campbell-Hein 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:

Chairperson Campbell-Hein, "Aye",
Commissioner Sykes, "Aye", and
Commissioner Robertson, Aye".

The motion carried unanimously. The meeting adjourned at 4:20 p.m.

Lisa A. Campbell-Hein
Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer