

MINUTES OF MEETING OF DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS

Special Meeting

The Board of Commissioners of Decatur Housing Authority met in special session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, August 19, 2021.

Vice Chair Hansbro called the meeting to order and upon a call of the roll, those present and absent were as follows:

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

Absent: Lisa Campbell-Hein, Chairperson

There being a quorum present, the meeting duly convened, opening ceremonies were conducted with the reciting of the pledge of allegiance, and business was transacted as follows:

Vice Chair Hansbro presented the Open Time of the agenda.

Hearing no comment, Vice Chair Hansbro presented the Minutes from the Regular Meeting of July 8, 2021. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Robertson seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote to accept the minutes as presented. All voted “Aye” except Vice Chair Hansbro and Commissioner Robertson. The motion carried.

Vice Chair Hansbro presented the Rent Roll/L&O Summary Report for the month of July 2021. Commissioner Sykes moved to receive and file the reports. Commissioner Carr seconded the motion.

Shara LeBeau, Finance Director, reported occupancy is 97% overall and it will most likely drop next month due to several move outs and evictions. Vice Chair Hansbro inquired about the number of tenants who were affected by the carport fire at Macon St. Shara replied there were 22 households affected. They are all back in their apartments now. Diane Hackert, Facilities Director stated there was no damage inside the apartments except the windows in the back bedroom need to be replaced. We have a contractor preparing bids.

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

Vice Chair Hansbro presented the Housing Choice Voucher Program Occupancy report for the month of July 2021. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported there are 83 looking and 19 new lease inspections scheduled. Twenty five names have been pulled from the waiting list. We are having trouble getting responses from Landlords. Jody Palone started sending out the looking list via email.

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

Vice Chair Hansbro presented the Wabash Crossing Occupancy Report for the month of July 2021. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Terri Goodman stated she had a conversation with the property manager and promises from upper management are still not being honored.

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

Vice Chair Hansbro presented the General Fund Check Register Report for the month of July 2021. Commissioner Robertson moved to receive and file the report and Commissioner Carr seconded the motion. Vice Chair Hansbro inquired about the Health Alliance amount. Shara LeBeau explained the issue.

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

Vice Chair Hansbro presented the HCV Landlord Check Register Report for the month of July 2021. Commissioner Sykes moved to receive and file the reports and Commissioner Carr seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chair Hansbro presented the Capital Fund Check Register Report for the month of July 2021. Commissioner Sykes moved to receive and file the report and Commissioner Robertson seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chair Hansbro presented the Financial Reports for the period through the end of June 2021. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau, Finance Director reported there are 4-5 months in reserves overall. There will be an increase in labor for the next report due to the number of scattered site units being renovated.

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

Vice Chair Hansbro presented the following resolution for Commissioners’ consideration and approval:

RESOLUTION NO. 21-21

AUTHORIZING AND APPROVING A REQUEST FOR PROPOSALS FOR A
MANAGED IT SERVICE CONTRACT FOR THE DECATUR HOUSING
AUTHORITY

WHEREAS, the Decatur Housing Authority is required to periodically solicit and receive bids for service contracts, and

WHEREAS, the Authority wishes to seek proposals for Managed IT services, and

WHEREAS, the Authority will publish ads in local trade publications, and

WHEREAS, funds are available within the Authority's 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. The Request for Proposals for a Managed IT Service Contract is authorized and approved.

Section 2. The advertisements will be placed in local trade publications.

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

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

We receive bids every five years for service contracts and it was time for the IT contract to expire. This resolution authorizes the DHA to request proposals for our computer network service contract.

Hearing no further comments, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Vice Chair Hansbro presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 21-22

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO
ADVANCED DISPOSAL SERVICES / WASTE MANAGEMENT OF IL INC.
FOR SOLID REFUSE REMOVAL AND RECYCLING SERVICES FOR
DECATUR HOUSING AUTHORITY

WHEREAS, the Authority did publicly solicit and receive competitive bids for Solid Refuse Removal and Recycling Services for all Decatur Housing Authority properties, and

WHEREAS, the term of the contract will be 24 months, and

WHEREAS, the low bid was submitted by Advanced Disposal Services Solid Waste Midwest, LLC, and

WHEREAS, funds are available within the Authority's Operating Budget, now, therefore

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

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Section 1. That award of contract to Advanced Disposal Services Solid Waste Midwest LLC for all work of the Base Bid Plus Alternate Bid No. 1 for Solid Refuse Removal and Recycling Services for Decatur Housing Authority be authorized and approved.

Section 2. That the contract amount is ONE HUNDRED TEN THOUSAND, FOUR HUNDRED NINETY-SIX AND NO/100 DOLLARS (\$110,496.00) for the Base Bid Plus Alternate Bid No. 1 and the service continue uninterrupted for 24 months.

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

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

Diane Hackert, Facilities Director, stated this resolution authorizes the DHA to enter a contract with Advanced Disposal/Waste Management of IL, Inc. for our garbage hauling services. The cost will increase slightly and we are also recommending adding additional toters to the 4 and 5 bedroom houses due to a higher volume of trash.

Hearing no further comments, Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Old and New Business

Terri Goodman reported that we have hired three new maintenance employees and they are doing a great job. Terri also reported we have received HUD notice of funding for the upcoming year and we are hoping to see an increase. She further stated we have received notice that there are several tenants who received a PPE grant from the government for fraudulent activity. We have issued 80 eviction notices for non-payment this month. Dove Inc is granting rental assistance but the tenants have to apply for it and most are being denied.

Hearing no further comments, Vice Chair Hansbro called for a motion to enter Closed Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2 (c) (1), and to conduct the six month review of Closed Session Minutes, pursuant to 5 ILCS 120/2 (c) (21). Commissioner Robertson made a motion to enter Closed Session for the reasons stated. Commissioner Sykes seconded the motion.

Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 3:51.

The board returned to open session at 4:01.

Vice Chair Hansbro called for a motion to open the Closed Minutes from February 11, 2021 at 3:58 and April 8, 2021 in accordance with the attorney's recommendation. All other Closed Session Minutes shall remain closed.

Commissioner Sykes made a motion to open the Closed Minutes of February 11, 2021 at 3:58 and the Closed Minutes of April 8, 2021. Commissioner Robertson seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Vice Chair Hansbro inquired about the tenant who has the child with the elevated blood lead level. Diane Hackert, Facilities Director, reported we received the letter notifying us of the case and gave us the protocol that needed to be followed. We followed all correct steps outlined by the IDPH to mitigate any threat of lead in the unit. The inspector from the IDPH returned to the unit today to re-test and we are awaiting the results. We do not anticipate any further mitigation.

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

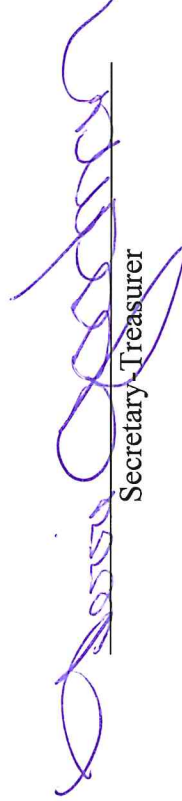
Vice Chair Hansbro, "Aye",
Commissioner Sykes, "Aye",
Commissioner Carr, "Aye", and
Commissioner Robertson, "Aye".

The motion carried unanimously. The meeting adjourned at 4:16 p.m.



Vice Chair Hansbro

(ATTEST)


Secretary-Treasurer

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