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, April 8, 2021.

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 Jenny Sykes, Commissioner Joshua Robertson, Commissioner Kristin Carr, Commissioner Terri Goodman, Secretary-Treasurer James A. Jankowicz, Legal Counsel
Absent:	None

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:

Chairperson Campbell-Hein presented the Open Time of the agenda.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of March 11, 2021. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Carr seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote to accept the minutes as presented. All voted "Aye" except Commissioner Robertson and Vice Chair Hansbro who abstained. The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of March 2021. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported occupancy is 98% overall with 2 AMPs at 99%. Staff is doing 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 of March 2021. Commissioner Robertson moved to receive and file the report. Vice Chair Hansbro seconded the motion.

Shara LeBeau reported as of the end of March, there were 9 new leases signed, 15 vouchers issued, and 10 files are ready for orientation. Staff has pulled 50 additional applicants in the last 30 days. The list was opened on Tuesday and they will be entering 300 applications.

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 March 2021. Commissioner Robertson moved to receive and file the report. Vice Chair Hansbro seconded the motion.

Terri Goodman stated there has been no change.

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

Shara LeBeau reported the AMPs are doing well with an average of 7-9 months reserves.

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:

<u>RESOLUTION NO. 21-10</u>

AUTHORIZATION AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS OF MARCH 31, 2021

WHEREAS, the Authority provides for a write-off of uncollectible tenant accounts in each annual operating budget, and consideration of this write-off is brought before the Board of Commissioners as 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, 2020, and

WHEREAS, the attached listing of accounts reflects write-off action for the period of October 1, 2020 through March 31, 2021: now, therefore,

BE IT HEREBY RESOLVED BY THE BOAD 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, 2021 of Forty-Five Thousand, Nine Hundred Fifty-Three and 87/100 Dollars ($45,953.87) less Four Thousand, Nine Hundred Eighty-Two and 32/ Dollars ($4,982.32) of payments for a net write off of Forty Thousand, Nine Hundred Seventy-One and 55/100 Dollars ($40,971.55)

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, 2021.

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

Shara LeBeau, Finance Director, reported that this resolution is to document the bi-annual write off for Public Housing. It is a little higher than normal mostly due to the moratorium and partly due to heavy tenant damages at move-out.

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. 21-11

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO CHRISTY-FOLTZ, INC. FOR DON F. DAVIS CENTER OFFICE RENOVATION

WHEREAS, the Authority has entered a contract with Christy-Foltz, Inc. to complete renovations at the main office with funding received under the CARES Act, and

WHEREAS, additional work is being added to the original scope of work to replace the fabric on the sound absorption panels and replace the sink base cabinet, counter, and plumbing in the board room to create a more cohesive appearance at project completion, and

WHEREAS, Christy-Foltz, Inc. has submitted a proposal for this additional work in the amount of $9,417.00, and

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

WHEREAS, funds are available within the funding provided under the 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 Modification No. 1 to Christy-Foltz, Inc. for Don F. Davis Center Renovations is authorized and approved.

Section 2. That the contract amount is increased by NINE THOUSAND, FOUR HUNDRED SEVENTEEN AND NO/100 DOLLARS ($9,417.00) and the time for completion be extended 20 days.

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

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

Diane Hackert, Facilities Director, stated this resolution authorizes an increase in the amount of the contract for the office renovation. We will be replacing the sink base and cabinet in the board room and also recovering the acoustical panels in the lobby.

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. 21-12

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 5 TO THE INDEFINITE QUANTITY AGREEMENT WITH BLANK, WESSELINK, COOK & ASSOCIATES, INC., CFP IL01-P012-50120

WHEREAS, the Authority has previously engaged the services of Blank, Wesselink, Cook, & Associates, Inc. under an Indefinite Quantity Agreement, and

WHEREAS, additional services are required for Bathroom Renovations at Scattered Sites, ILL 12-22, 12-23, 12-24, and 12-28, and

WHEREAS, Bathroom Renovations at Scattered Sites is included in the Capital Fund Program, IL01-P012-50120, and

WHEREAS, costs for this work will be provided for a hourly rate with a not to exceed cap, and

WHEREAS, funds are available within the Capital Fund Program IL01-P012-50120, Work Item No. 1480, 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. 5 to Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.

Section 2. That engineering services of Contract Amendment No. 5 shall include a survey of all scattered sites houses to determine the scope of work in order to develop bid documents.

Section 3. That the contract amount for this service be for a hourly rate fee with a not to exceed cap of THIRTEEN THOUSAND, TWO HUNDRED FIFTY AND NO/100 DOLLARS ($13,250.00).

Section 4. That the Executive Director or designee is authorized to execute all necessary documents.

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

Diane Hackert explained this resolution authorizes Blank, Wesselink, Cook & Associates to conduct a survey of the scattered site bathrooms to get a clear picture of the scope of work for the upcoming bathroom renovation project. There are approximately 165 bathrooms to look at.

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

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

Old and New Business

Shara LeBeau reported we received our ROSS Grant in the amount of approximately $260,000. This grant covers expenses for the Service Coordinator and various services for the residents of public housing. This grant covers a 3-year period. The board congratulated staff.

Chairperson Campbell-Hein called for a motion to enter Closed Session to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to 5 ILCS 120/2 (c) (5). Commissioner Robertson made a motion to enter Closed Session for the reason stated. Commissioner Sykes seconded the motion.

Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 3:53.

The board returned to open session at 4:29.

Chairperson Campbell-Hein stated there was no further business to come before the Board.

Commissioner Robertson made a motion to adjourn, and Vice Chair Hansbro seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Vice Chair Hansbro, “Aye”,
Chairperson Campbell-Hein, “Aye”,
Commissioner Sykes, “Aye”,
Commissioner Carr, “Aye”, and
Commissioner Robertson, “Aye”.

The motion carried unanimously. The meeting adjourned at 4:31 p.m.

Lisa A. Campbell-Hein

Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer