

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

Annual 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, February 11, 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 Chairman
 Jenny Sykes, Commissioner
 Joshua Robertson, Commissioner
 Kristin Carr, Commissioner
 Terri Goodman, Secretary-Treasurer
 James A. Jankowicz, Legal Counsel

Absent: Lisa Campbell-Hein, Chairperson

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:

Vice Chair Hansbro presented the Open Time of the agenda.

A visitor introduced herself as Susan Bird. The reason she is here today is to talk about one of our tenants. James Gosch who resides at the Lexington. He has lost all of his family over that last couple years so he is all on his own. Ms. Bird stated that Mr. Gosch is a 50 year old man that has never been diagnosed with mental illness and he really needs assistance and she doesn't know where to turn. She further stated that she has been taking care of things he is unable to do for himself but there needs to be a more permanent solution as she is not his guardian. She wondered if the board has any suggestions about who she could contact about his situation. Jim Jankowicz, DHA Attorney, stated she should call Catholic Charities and let them know the situation. That is where she should start and they could make recommendations.

Vice Chair Hansbro thanked Ms. Bird for bringing this to our attention and asked her to let us know if there is something we need to do to help. Ms. Bird thanked the board for the opportunity to hear her comments today.

Hearing no further comments, Vice Chair Hansbro called for a motion to nominate a slate of officers. Commissioner Sykes made a motion to nominate the current slate. 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 called for a motion to elect the slate of officers. Commissioner Sykes made a motion to elect the slate. 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 Minutes from the Regular Meeting of January 14, 2021.

February 11, 2021

Commissioner Robertson moved to accept the Minutes as presented. Commissioner Carr 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 Commissioner Sykes who abstained. The motion carried.

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

Shara LeBeau reported occupancy is 97% but there were three more leases signed that brings it back up to 98%.

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 January 2021. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau stated they had two lease signings and utilization is at 103%. There were 32 issues looking vouchers and have pulled 10 more names they are processing. There have been 13 leases signed since the last report.

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 January 2021. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Terri Goodman gave a brief report on the situation at Wabash Crossing. She stated that she and Diane Hackert had a conference call with Jeff Lines of TAG Associates and the City Manager. Hopefully this will start the conversations again.

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 January 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 HCV Landlord Check Register Report for the month of January 2021. Commissioner Sykes moved to receive and file the report 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 January 2021. Commissioner Sykes moved to receive and file the report and Commissioner Carr seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The
February 11, 2021

motion carried.

Vice Chair Hansbro presented the Financial Reports for the period through the end of December 2020. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Shara LeBeau reported there are 5-6 months reserves in all AMPs. You will see the Covid expenses increase next month due to cameras being installed. You will see the maintenance costs decrease for the houses on Macon Street as they are all sold now.

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. 21-05

AUTHORIZING AND APPROVING AWARD OF AN INDEFINITE QUANTITY
CONTRACT TO GOODS FLOOR STORE FOR CARPET
REPLACEMENT IN VACANT UNITS

WHEREAS, the Authority did informally solicit and receive bids for supply and installation of carpet and pad in vacant units during the coming year on a unit cost basis, and

WHEREAS, two bids were received for this work, and

WHEREAS, the low bid was submitted by Tiles in Style, and

WHEREAS, Tiles in Style has withdrawn their bid for this work, and

WHEREAS, the second lowest bid was received by Good’s Floor Store, and

WHEREAS, Good’s Floor Store is the current contractor for this work and their contract expires prior to the next board meeting which constitutes an emergency, 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. That award of contract to Good’s Floor Store for Carpet Replacement in Vacant Units is authorized and approved.

Section 2. That the contract be for the purchase and installation of carpet and pad in vacant units at a cost of \$19.50 per square yard for Condition 1., \$21.50 per square yard for Condition 2., \$23.50 per square yard for Condition 3., and \$23.50 per square yard for Condition 4., and the term of the contract is 12 months.

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.

Ms. Hackert reported that bids were received for carpet replacement in vacant units on turnover. The low bidder was a company up in Naperville, IL. During the vetting process they realized that the work consisted of doing one or two units at a time on turnover which is what it says in the bid documents. They requested their bid be withdrawn. This was allowed because there wasn't a bid bod required for this work due to the anticipated value of the contract during the 12 month period. Good's Floor Store was the second low bidder for this work. The invitation to bid was mailed out to several vendors locally and in nearby communities. There were only 2 bids received for this work. Good's has been very responsive in the past and help us stay on track with unit turnovers.

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 they have hired a new maintenance employee and have lost one admin employee who quit.

Shara LeBeau reported we have an RFP out for upgrading the website and will present a recommendation at the March meeting.

Hearing no further comments, Vice Chair Hansbro called for a motion to enter into closed session to conduct the six-month review of closed session minutes in accordance with 5 ILCS 120/2 (c) (21) and to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body including hearing testimony on a complaint lodged against an employee to determine its validity pursuant to 5 ILCS 120/2 (c)(1).

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

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 3:58 p.m.

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

Commissioner Sykes made a motion to open the minutes of August 13, 2020, September 10, 2020 (4:31), and October 8, 2020 (4:08), and all other closed minutes remain closed.

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

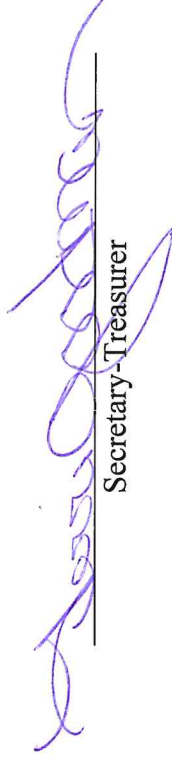
Vice Chair Hansbro, "Aye",
Commissioner Sykes, "Aye",
Commissioner Carr, "Aye", and
Commissioner Robertson, "Aye".

The motion carried unanimously. The meeting adjourned at 4:22 p.m.

(ATTEST)



Vice Chair Hansbro



Secretary-Treasurer