

**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 11, 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
Jenny Sykes, Commissioner
Kristin Carr, Commissioner
Terri Goodman, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Vice Chairman
Joshua Robertson, 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.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Annual Meeting of February 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 Chairperson Campbell-Hein who abstained. The motion carried.

Chairperson Campbell-Hein presented the closed minutes held February 11, 2021 Pt. I and Pt. II. 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 Chairperson Campbell-Hein who abstained. The motion carried.

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

Shara LeBeau reported occupancy is 98%. We are over the hump with the renovations of the large single-family homes so vacancies will decrease.

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

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Jody Palone stated utilization is at 98% which is down from last month. They have pulled 75 applications in the last 30 days. There are 7 ready for orientation and 14 were ineligible due to debts owed and criminal records. There were 9 that didn't respond. We will be starting orientations again soon.

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

Terri Goodman stated there has been no change. The property manager said the owner was coming for a visit this week but he didn't come.

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

Commissioner Sykes asked about the tenant damage to entry door at the Lexington and if the tenant is responsible for paying this. Shara LeBeau responded that the tenant will be billed for this damage. This tenant is in the process of being evicted.

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 February 2021. Commissioner Sykes 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 February 2021. Commissioner Sykes 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 Financial Reports for the period through the end of January 2021. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported there are 5-7 months reserves in all AMPs. The COCC has 18 months in 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'

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consideration and approval:

RESOLUTION NO. 21-06

**AUTHORIZING AND APPROVING SUBMISSION NO. 1 OF
THE DECATUR HOUSING AUTHORITY'S OPERATING
BUDGET FOR THE CALENDAR YEAR 2021**

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 2021 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 Sykes moved to accept the resolution as presented. Commissioner Carr seconded the motion.

Shara LeBeau, Finance Director reported that the funding increased for this year. We won't know the actual amount until after the budget is submitted but it was reported to be approximately 96%.

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. 21-07

**AUTHORIZING AND APPROVING AWARD OF A CONTRACT TO REVIZE
FOR RE-DESIGN OF THE DECATUR HOUSING AUTHORITY WEBSITE**

WHEREAS, the Authority did solicit and receive proposals for the re-design of the Decatur Housing Authority Website, and

WHEREAS, three proposals were received for this contract, and

WHEREAS, the proposal of REVIZE was evaluated to be the most responsive, responsible proposal, 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 REVIZE be authorized and approved.

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Section 2. That the contract be for the re-design of the Decatur Housing Authority website at a cost not to exceed \$9,920, including year 1 of Tech Support.

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

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

Shara LeBeau stated this resolution authorizes the Authority to enter a contract with Revize for the re-design of our website. There were three proposals received. Revize scored the highest number of points for the criteria included in the RFP. Chairperson Campbell-Hein asked what the evaluation criteria was. Shara LeBeau stated the evaluation criteria was qualifications and experience, references, timeline, annual maintenance costs, and web development costs.

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. 21-08

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL
MODERNIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL
FUND PROGRAM IL01-P012-50117

WHEREAS, all contract work in connection with Capital Fund Program IL01-P012-50117 was completed as of October 22, 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

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 IL01-P012-50117 in the amount of \$850,805.00 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 3/31/2021.

Section 3. That the Executive Director or designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL01-P012-50117, in the amount of \$850,805.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

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

Diane Hackert explained this resolution is a housekeeping item that is required by HUD. This submission allows the authority to include this grant in the next audit after HUD approval.

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. 21-09

AUTHORIZING AND APPROVING CONTRACT MODIFICATION
NO. 2 TO D&O CONTRACTORS, INC FOR MISCELLANEOUS
IMPROVEMENTS AT 524-528 W. MACON STREET, CFP IL01-P012-
50120

WHEREAS, the Authority has entered a contract with D&O Contractors, Inc. for Miscellaneous Improvements at 524-528 W. Macon Street Apartments, and

WHEREAS, additional work is required for the ceiling patching where new hallway lights are being installed, new handrails on the handicap ramp, plaster patching on the below grade level due to moisture, and removal of old underlayment that was discovered after the carpet was removed, and

WHEREAS, D&O Contractors, Inc. has submitted a proposal for this additional work in the amount of \$ 17,109.00, and

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

WHEREAS, funds are available within CFP IL01-P012-50120; 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. 2 to D&O Contractors, Inc. for Miscellaneous Improvements at 524-528 W. Macon Street. ILL 12-23, Project CFP IL01-P012-50120 is authorized and approved.
- Section 2. That the contract amount is increased by SEVENTEEN THOUSAND, ONE HUNDRED NINE AND NO/100 DOLLARS (\$17,109.00) and the time for completion be increased by 30 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. Commissioner Carr seconded the motion.

Diane Hackert explained this resolution authorizes a slight increase to the contract amount to cover costs associated with work that was hidden until construction began. The

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architect has determined the cost for this modification reasonable by completing an Independent Cost Analysis. Chairperson Campbell-Hein inquired about the handicap ramp. Diane Hackert explained the previous modification was for re-building the entire ramp. This resolution covers several items one of which is a new double handrail for the handicap ramp in accordance with HUD 504 regulations.

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 reported we are still waiting on a response from TAG Associates regarding a call they were supposed to have with the City and the developer that is interested in Wabash Crossing.

Terri further reported that we have hired two temporary workers. One for the HCV program and one for the public housing program. Both are doing a good job. The temp service has provided two good workers.

Commissioner Carr asked if HUD has lifted the moratorium yet. Shara LeBeau stated it is set for April 3rd at this time. Terri Goodman stated that tenants think just because they can’t be evicted for non-payment of rent that they don’t owe rent in spite of the fact that we have sent them written guidance to the contrary. Jim Jankowicz gave a brief explanation of the process of the moratorium. This also effects the landlords. IAHA is working on challenging the declaration to get the rules changed.

Jim Jankowicz provided an update of the issue with the staff person who was terminated. There has been a panel selected to hear the complaint. There will be a statement of fact submitted to the panel. They will be attempting to complete this process via zoom to practice social distancing. We hope not to have to go to the next step. Terri Goodman stated the union representatives have asked about requesting closed minutes via FOIA. Jim Jankowicz stated he will contact their attorney.

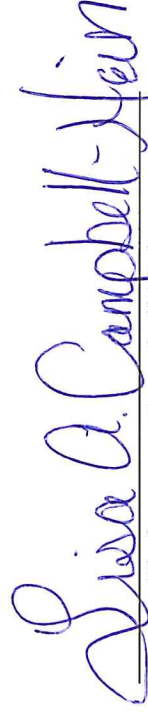
Chairperson Campbell-Hein stated there was no further business to come before the Board.

Commissioner Sykes moved to adjourn, and Commissioner Carr seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

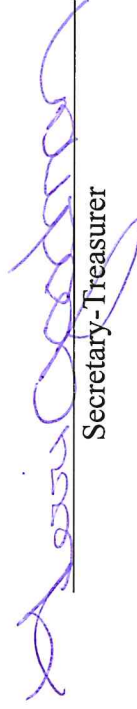
Chairperson Campbell-Hein, “Aye”,
Commissioner Sykes, “Aye”, and
Commissioner Carr, “Aye”.

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The motion carried unanimously. The meeting adjourned at 4:02 p.m.


Chairperson Campbell-Hein

(ATTEST)


Secretary-Treasurer