

**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, May 13, 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  
Joshua Robertson, Commissioner  
Kristin Carr, Commissioner  
Terri Goodman, Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Vice Chair

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 April 8, 2021. Commissioner Robertson moved to accept the Minutes as presented. Commissioner Sykes 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 who abstained. The motion carried.

Chairperson Campbell-Hein presented the Closed Minutes of April 8, 2021. Commissioner Robertson made a motion to accept the minutes as presented. Commissioner Sykes seconded the motion.

Jim Jankowicz, attorney for DHA stated the sixth paragraph of the closed minutes can be open because it does not contain any sensitive information.

Hearing no further comment Chairperson Campbell-Hein called for a roll call vote. All voted “Aye” to accept the minutes as presented except Commissioner Robertson who abstained and except paragraph six which can be open. The motion carried.

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

Shara LeBeau reported occupancy is 97% overall. Terri Goodman reported that all the applicants they had for public housing were from Chicago and unable to lease units in a timely manner and we can’t hold units any longer than 2 weeks. The staff reopened the waiting lists and have received a large number of applications and are processing them.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All

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voted “Aye”. The motion carried.

Chairperson Campbell-Hein presented the Housing Choice Voucher Program Occupancy report for the month of April 2021. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Jody Palone reported we are at 96% utilization. They currently have 60 voucher holders looking. We have offered the temporary employee that has been doing leasing a permanent position and she has accepted.

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 April 2021. Commissioner Robertson moved to receive and file the report. Commissioner Carr 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 April 2021. Commissioner Sykes moved to receive and file the report 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 HCV Landlord Check Register Report for the month of April 2021. Commissioner Robertson 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 Capital Fund Check Register Report for the month of April 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 March 2021. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported this is the final report for our fiscal year. We have 19 months in reserves overall with an average 5 months in the AMPs.

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:

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**RESOLUTION NO. 21-13**

AUTHORIZING AND APPROVING SUBMISSION OF THE CAPITAL FUND PROGRAM ANNUAL STATEMENT/BUDGET TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, CFP IL01-P012-50121

WHEREAS, the Authority is required to submit to HUD, an Annual Statement/Budget for the Capital Fund Program and,

WHEREAS, the Authority has developed the plan in collaboration with the Resident Advisory Board, and

WHEREAS, this Annual Statement/Budget includes work items in the Capital Fund Program Five Year Action Plan approved by HUD on July 7, 2017, and

WHEREAS, a public hearing was held on January 14, 2021 to receive comments; 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 Annual Statement/Budget for the Capital Fund Program IL01-P012-50121 be submitted to HUD for approval via the EPIC system in accordance with HUD regulations.

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 Robertson seconded the motion.

Diane Hackert, Facilities Director, stated this is the annual submission to HUD outlining the work items that will be included in the 2021 budget. Major work items for this year will be roof replacement at the main office and bathroom renovations at the scattered sites.

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. 21-14**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 2 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 flooring in the vestibule, additional painting, and reconfiguration of the reception area 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 \$9,706.00, and

WHEREAS, there are allowance funds in the amount of \$229.39 available to cover a portion of this cost, 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. 2 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 SEVENTY-SIX AND 61/100 DOLLARS (\$9,476.61) and the time for completion is extended 30 days.
- Section 3. That the Executive Director or Contracting Officer is 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 an increase in the amount of the contract for the office renovation. We will be replacing addition flooring in the hallway directly off the lobby and the vestibule. There will also be additional painting, re-configuration of the counter in the reception area, and a change in the height of the wall behind the receptionist.

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. 21-15**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION  
NO. 3 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 items need to be added to the project as a result of complaints received from the tenants regarding the lighting, replacement of the exit lights with LED lights and installation of corner guards to prevent tenant damage to new plaster work at the hallway doors, and

WHEREAS, D&O Contractors, Inc. has submitted a proposal for this additional work in the amount of \$5,852.00, and

WHEREAS, there are funds left in the allowance in the amount of \$2,175.00 to cover a portion of this cost, 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. 3 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 THREE THOUSAND, SIX HUNDRED SEVENTY-SEVEN AND NO/100 DOLLARS (\$3,677.00) 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 Robertson made a motion to accept the resolution as presented. Sykes seconded the motion.

Diane Hackert explained this resolution authorizes additional work at the Macon Street project. The tenants complained about the lights not coming on soon enough when entering an area particularly the stairwells. We will be adding more lights, replacing the exit signs, and changing the wiring on the lights that have been installed. There will also be corner guards added at the hallway doors to prevent damage from tenants moving in and 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. 21-16**

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR  
DON F. DAVIS CENTER EXTERIOR RENOVATIONS, PROJECT CFP IL01-  
P012-50120

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WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the roof and make miscellaneous exterior improvements at the Don F. Davis Center, and

WHEREAS, plans and specifications have been prepared by Alliance Architects, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, and

WHEREAS, funds are available within the Authority's Capital Fund Program 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 invitation of bids for Don F. Davis Center Exterior Renovations, CFP IL01-P012-50120 is authorized and approved.
- Section 2. That advertisements be placed in local newspapers and trade publications.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Diane Hackert stated this resolution authorizes us to advertise the Invitation of Bids for the roof replacement project here at the office.

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 as Jody mentioned we have offered the full-time position to the temporary employee that has been working in the Section 8 leasing department and she has accepted. We have also hired a ROSS Coordinator and she will start on June 1, 2021.

Ms. Goodman also reported that the cameras we have been installing will help discourage criminal behavior on our properties. There have been three incidents recently caught on camera and two led to arrests. Chairperson Campbell-Hein stated she is very happy about this.

The Director further reported that she has had another conversation with Elzie Higginbottom regarding a plan to get Wabash Crossing leased. He is supposed to be coming down for another visit soon.



At this time Lisa Campbell-Hein inquired about an individual who had entered the meeting after Open Time. The individual introduced herself as Miranda Hansbro She owns a business that helps people restore their credit. She expressed her desire to bring a program to Decatur that would allow people to buy a home with their Section 8 voucher. She feels we need more people to take an interest in the community. Shara LeBeau stated there is a program for Section 8 voucher holders but it is a separate program that is granted on a competitive basis. Jody Palone stated there is a program called Family Self Sufficiency that enables Section 8 tenants to develop an escrow account that can be used for various endeavors, one of which is homeownership. Commissioner Carr asked if there is a model program that we could look at to see what others are doing. Ms. Hansbro stated yes, in Texas. The board thanked Ms. Hansbro for coming.

Hearing no further comments, Chairperson Campbell-Hein called for a motion to enter Closed Session to discuss pending or probable litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c)(11). 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 4:03.

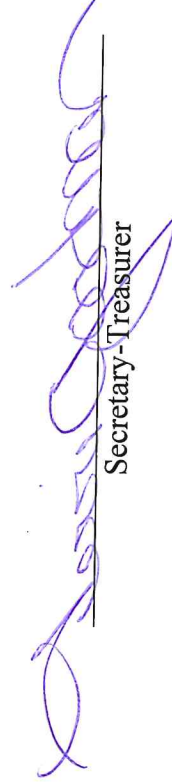
The board returned to open session at 4:35.

Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Sykes made a motion 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",  
Commissioner Carr, "Aye", and  
Commissioner Robertson, "Aye".

The motion carried unanimously. The meeting adjourned at 4:36 p.m.

(ATTEST)



Secretary-Treasurer



Lisa A. Campbell  
Chairperson Campbell-Hein

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