

**MINUTES OF THE 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, October 14, 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
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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. Terri Goodman stated we will have the call with the Auditor at the November meeting.

Hearing no comment, Vice Chair Hansbro presented the Minutes from the Regular Meeting of September 9, 2021. Commissioner Robertson moved to accept the Minutes as presented. Commissioner Sykes seconded the motion.

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

Vice Chair Hansbro presented the minutes of the Closed Session of September 9, 2021. Commissioner Robertson moved to accept the minutes as presented. Commissioner Sykes seconded the motion.

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

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

Shara LeBeau, Finance Director, reported occupancy is down a little more. We had several tenants that moved without notice due to the PPE loans and some evictions for non-payment. Vice Chair Hansbro asked how this will effect us. Terri Goodman stated it will be interesting when the new budgets go out.

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 September 2021. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported staff is working really hard to get the numbers up but there have been

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evictions of voucher holders that do not follow the rules.

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 September 2021. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion. Commissioner Sykes noticed an error in the report. The Finance Director presented the corrected version.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye” to receive and file the corrected report. The motion carried.

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

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

Shara LeBeau, Finance Director reported the Section 8 report shows less spending and we are doing well within the budget. The COCC and the AMPs have an increased amount in reserves and we are maintaining.

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. 21-25

AUTHORIZATION AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS OF
SEPTEMBER 30, 2021

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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 March 31, 2021, and

WHEREAS, the attached listing of accounts reflects write-off action for the period of April 1, 2021 through September 30, 2021: 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 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 September 30, 2021 of Sixty-One Thousand, Eight Hundred Fifty-Four and 31/100 Dollars (\$61,854.31) less Nine Thousand, Four Hundred Ninety-Seven and 31/100 Dollars (\$9,497.31) of payments for a net write off of Fifty-Two Thousand, Three Hundred Fifty-Seven and 00/100 Dollars (\$52,357.00)

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 September 30, 2021

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

Shara LeBeau gave a brief summary of the write-off calculations. She further stated we will start seeing larger write-offs due to the tenants that have vacated the bigger houses with balances owed.

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. 21-26

AUTHORIZING AND APPROVING ADJUSTMENT OF UTILITY
ALLOWANCES FOR THE PUBLIC HOUSING PROGRAM

WHEREAS, the Authority reviews utility rates annually and adjusts rates used in utility allowance calculations when rates change by ten percent or more, and

WHEREAS, revisions to consumption and adjustment of rates are both included in the proposed utility allowances; now, therefore

WHEREAS, the Authority will notify all residents of the proposed change at least 60 days prior to its effective date.

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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 DHA Public Housing Utility Allowance 2022 table be authorized and approved.
- Section 2. That the above utility allowance schedule be implemented effective January 1, 2022.
- Section 3. That the Executive Director or his designee is authorized to execute all necessary documents, and implement the revised utility allowance.

Commissioner Sykes moved to accept the resolution as presented. Commissioner Carr seconded the motion. The title of the resolution on the Agenda was pertaining to the Section 8 Utility Allowance. This resolution is for Public Housing.

Vice Chair Hansbro called for a motion to accept the resolution as corrected. Commissioner Robertson made a motion to accept the resolution as corrected. Commissioner Sykes seconded the motion.

Shara LeBeau reported that the utility allowance for the highrises will stay the same and the scattered sites units will go up so the rents will go down slightly.

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. 21-27

AUTHORIZING AND APPROVING ADJUSTMENT OF UTILITY ALLOWANCES FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Authority is required to review annually and adjust utility allowances in the event that a utility rate increases resulting in a 10% or more monthly utility cost, and

WHEREAS, the Authority has completed a utility allowance analysis and determined an adjustment is appropriate; 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 allowance schedule for Section 8 Housing Choice Voucher units be accepted and approved.
- Section 2. That the above utility allowance schedule be implemented effective January 1, 2022.
- Section 3. That the Executive Director or her designee advise the Department of Housing and Urban Development of the utility allowance revision and implement this change as required in CFR 982.519 (2).

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

Shara LeBeau reported the utility allowances are going up slightly so the rents will go down slightly.

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. 21-28

AUTHORIZING AND APPROVING REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM PAYMENT STANDARDS

WHEREAS, staff has completed a review of the Voucher Program Payment Standards in accordance with 24 CFR 888.111, and

WHEREAS, HUD made available the new Fair Market Rent schedule, and

WHEREAS, HUD adjustments increase some rents and decrease others, and

WHEREAS PHA’s may set payment standards between 90% and 110 % of FMR to reflect local market conditions and unit availability, and

WHEREAS, the Payment Standards will remain between 90% and 110% of Fair Market Rents for Decatur MSA; 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 Housing Choice Voucher Program Payment Standards is amended as noted effective January 1, 2022.

SRO - \$407	3 BR - \$1,110
0 BR - \$516	4 BR - \$1,176
1 BR - \$705	5 BR – \$1,313
2 BR - \$850	6 BR – \$1,485

Mobile homes space or lot only is 2 BR FRM x 40% = 318.00.

SRO is calculated at 75% of the 0 bedroom Fair Market Rent.

Section 2. That the Executive Director of designee is authorized to implement new Payment Standards effective January 1, 2022.

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

Shara LeBeau gave a summary of how the payment standards are calculated and the adjustments made.

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, Executive Director stated we need to change the date of the November regular meeting as it falls on Veteran’s Day and our office is closed. After discussion there was a date that worked for the board members present.

Vice Chair Hansbro requested a motion to have the November board meeting on November 10, 2021 at 3:00 p.m. Commissioner Robertson moved and Commissioner Sykes seconded the motion to have the November meeting on November 10, 2021 at 3:00 p.m.

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

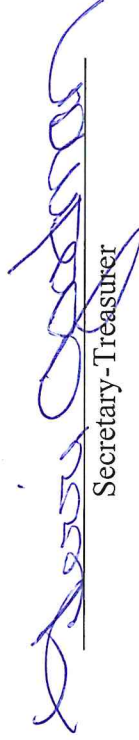
Vice Chair Hansbro stated there was no further business to come before the Board. Commissioner Robertson made a motion to adjourn, and Commissioner Sykes seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Vice Chair Hansbro, “Aye”,
Commissioner Sykes, “Aye”
Commissioner Carr, “Aye”, and
Commissioner Robertson, “Aye”.

The motion carried unanimously. The meeting adjourned at 4:05 p.m.

(ATTEST)



Vice Chair Hansbro

Secretary-Treasurer

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