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, September 9, 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 Joshua Robertson, Commissioner Jenny Sykes, 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 Special Meeting of August 19, 2021. Commissioner Robertson moved to accept the Minutes as presented. Vice Chair Hansbro 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 Minutes from the Closed Session held on August 19, 2021. Commissioner Robertson moved to accept the minutes as presented. Vice Chair Hansbro 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 August 2021. Commissioner Sykes moved to receive and file the reports. Vice Chair Hansbro seconded the motion.

Shara LeBeau, Finance Director, reported occupancy is 96% which is just below where we want to be. We have had 22 evictions notices served for non-payment. Terri Goodman reported there are 42 vacant units and it is just going to get worse.

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 August 2021. Commissioner Sykes moved to receive and file the report.

Commissioner Robertson seconded the motion.

Shara LeBeau reported we are holding steady. We have hired a temp to help keep up. There have been 71 new vouchers issued and Jody has pulled 25 more names so they are moving right along.

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

Terri Goodman stated the occupancy percentage is still the same.

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

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 August 2021. Commissioner Robertson moved to receive and file the reports and Vice Chair Hasnbro 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 August 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 July 2021. Vice Chair Hansbro moved to receive and file the report. Commissioner Robertson seconded the motion.

Shara LeBeau, Finance Director reported we were receiving more funding for Section 8 than we had been but that may go down. We will still have access to the funds but on an as needed basis. The AMPs and COCC reserves have increased by one month overall.

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:

RESOLUTION NO. 21-23

AUTHORIZING AND APPROVING AWARD OF A CONTRACT TO NETWORK SOLUTIONS UNLIMITED FOR MANAGED INFORMATION TECHNOLOGY SERVICES

WHEREAS, the Authority did solicit and receive proposals to provide Managed Information Technology Services for the Decatur Housing Authority, and

WHEREAS, four proposals were received for this service, and

WHEREAS, the proposal of Network Solutions Unlimited 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 Network Solutions Unlimited be authorized and approved.

Section 2. That the contract to provide Managed Information Technology Services for the Decatur Housing Authority at a cost of $158 per work station/user which equals $2,528.00 per month and the term of the contract is 24 months.

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

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

Shara LeBeau reported we receive proposals for the IT service contract. The company we are recommending is a local business and they scored the highest in the evaluation process.

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. 21-24

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR SCATTERED SITE BATHROOM RENOVATIONS – PHASE I, PROJECT CFP IL01-P012-50120

WHEREAS, the Authority and its Resident Advisory Board have identified the need to remodel the bathrooms in the scattered sites, and

WHEREAS, this work item is included in the current 5-Year Action Plan of the Capital Fund Program, and

WHEREAS, plans and specifications have been prepared by Blank, Wesselink, Cook, and Associates, Inc., 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 Scattered Site Bathroom Renovations – Phase I, 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 Sykes moved to accept the resolution as presented. Commissioner Robertson seconded the motion.

Diane Hackert, Facilities Director, stated this resolution authorizes the DHA to run the Invitation to Bid for the Bathroom Remodeling-Phase I project. Bids will be received prior to the next board meeting and a recommendation for award will be made at that time.

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

Old and New Business

Terri Goodman, Executive Director reported that the owner of East Lake Management and Development, owner and manager of Wabash Crossing, was in town last week. He was accompanied by a consultant to look at the property. The consultant told the owner of Wabash Crossing that the curb appeal of the property is gone. They are supposed to work together to put a plan together to get Wabash Crossing looking nice again. The property manager at Wabash Crossing stated the consultant was very knowledgeable.

Terri also reported that we have a situation at the Garden Apartments involving the HVAC system. Diane Hackert, Facilities Director stated we recently discovered the underground duct work for the HVAC system has deteriorated to a point that moisture and debris has infiltrated the duct work causing some of them to develop mold. I have contacted HUD and they said I can revise the annual statement and do a cost estimate and move forward with making corrections that are needed. I have met with a contractor and talked to an engineer about what is necessary to correct the problem and will move forward with their recommendations as soon as practicable. Jim Jankowicz suggested we contact AHRMA. Staff concurred.

Hearing no further comments, Chairperson Campbell-Hein called for a motion to enter Closed Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2 (c) (1).

Vice Chair Hansbro made a motion to enter closed session for the reason stated above and Commissioner Robertson seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried. The board entered closed session at 3:56 p.m.

The board returned to open session at 4:39.

Commissioner Robertson moved and Commissioner Sykes seconded the motion to increase the Executive Director's salary by six percent (6%) retroactive to July 1, 2021, and to complete the Executive Director's next job appraisal/evaluation by November 2022. The increase reflected the fact that the board had not appraised Terri Goodman's job performance after one year in the position.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. The Commissioner's voted as follows:

Commissioner Carr, "Aye",
Commissioner Sykes, "Aye",
Vice Chair Hansbro, "Aye"
Chairperson Cambell-Hein, "Aye", and
Commissioner Robertson, "Aye". The motion carried unanimously.

Chairperson Campbell-Hein 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:

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

The motion carried unanimously. The meeting adjourned at 4:40 p.m.

Lisa A. Campbell
Chairperson Campbell-Hein

(ATTEST)

Terri Goodman
Secretary-Treasurer

September 9, 2021