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

Special Meeting

The Board of Commissioners of Decatur Housing Authority met in special session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:00 p.m. on Wednesday, November 10, 2021.

Chairperson Campbell called the meeting to order and upon a call of the roll, those present and absent were as follows:

Present:	Lisa Campbell, Chairperson Joshua Robertson, Commissioner Jenny Sykes, Commissioner Terri Goodman, Secretary-Treasurer James A. Jankowicz, Legal Counsel
Absent:	Shelith Hansbro, Vice Chair Kristin Carr, Commissioner

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 presented the Open Time of the agenda.

Hearing no comment, Chairperson Campbell stated we will call the auditor for the annual report at this time.

Terri Goodman called the auditor, Monica with Hawkins, Ash, CPAs. Monica reported there are two parts to the audit. The financial part and the single audit that pertains to federal compliance. After all areas were examined Monica and her staff came back with a clean audit which means there were no findings.

Hearing no comment, Chairperson Campbell presented the Minutes from the Regular Meeting of October 14, 2021. Commissioner Robertson moved to accept the Minutes as presented. Commissioner Sykes seconded the motion.

Hearing no comment, Chairperson Campbell called for a roll call vote to accept the minutes as presented. All voted "Aye" except Chairperson Campbell who abstained. The motion carried.

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

Hearing no comments, Chairperson Campbell called for a roll call vote to accept the minutes as presented. All voted "Aye". The motion carried.

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

Shara LeBeau, Finance Director, reported occupancy is at 95% overall. We are short staffed but everyone is stepping up to keep things going. Jim Jankowicz asked if there is a point where we want to start the eviction process for non-payment to see if tenants will set up a re-payment agreement.

Shara LeBeau agreed this could help the tenants understand they still have to pay rent owed.

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

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

Shara LeBeau reported this department is also short staffed. They are bringing in 2 more temporary workers.

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

Chairperson Campbell presented the Wabash Crossing Occupancy Report for the month of October 2021. Commissioner Robertson moved to receive and file the report. Commissioner Sykes seconded the motion. Terri Goodman reported the number of leases overall increased by one.

Hearing no further comment, Chairperson Campbell called for a roll call vote. All voted "Aye" to receive and file the report. The motion carried.

Chairperson Campbell presented the General Fund Check Register Report for the month of October 2021. Commissioner Sykes moved to receive and file the report and Commissioner Robertson seconded the motion.

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

Chairperson Campbell presented the HCV Landlord Check Register Report for the month of October 2021. Commissioner Sykes moved to receive and file the report and Commissioner Robertson seconded the motion.

Hearing no comment, Chairperson Campbell called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell presented the Capital Fund Check Register Report for the month of October 2021. Commissioner Robertson moved to receive and file the report and Commissioner Sykes seconded the motion.

Hearing no comment, Chairperson Campbell called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell presented the Financial Reports for the period through the end of September 2021. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Shara LeBeau, Finance Director, reported the HAP is down due to fewer leases being executed. COCC reserves are up. Costs for maintenance are up due to renovations.

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

Chairperson Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 21-30

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL MODERIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL FUND PROGRAM IL01-P012-50118

WHEREAS, all contract work in connection with Capital Fund Program IL01-P012-50118 was completed as of May 19, 2021, 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-P012-50118 in the amount of $1,316,187.00 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 3/31/2022.

Section 3. That the Executive Director or designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL01-P012-50118, in the amount of $1,316,187.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

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

Diane Hackert, Facilities Director, reported this resolution authorizes submission of the HUD form we submit to begin the close out process for the Capital Fund Grants. All funds have been expended for the CFP IL01-P012-50118.

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

Chairperson Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 21-31

AUTHORIZING AND APPROVING CONTRACT AWARD TO BUILDING SYSTEMS OF ILLINOIS, INC. FOR SCATTERED SITE BATHROOM REMODEL – PHASE I, PROJECT CFP IL01-P012-50121

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 were prepared by Blank, Wesselink, Cook, and Associates, Inc., and

WHEREAS, the Authority solicited and received sealed bids for this project, and

WHEREAS, two bids were received, and

WHEREAS, the lowest responsive bid was submitted by Building Systems of IL, Inc., and

WHEREAS, funds are available within the Authority's Capital Fund Program IL01-P012-50120/50121; 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 Building systems of Illinois, Inc. for Scattered Site Bathroom Remodel – Phase I, CFP IL01-P012-50120/50121 is authorized and approved.

Section 2. That the contract amount is NINE HUNDRED SIXTY-NINE THOUSAND, ONE HUNDRED AND NO/100 DOLLARS ($969,100.00), and the time for completion is 300 calendar days.

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.

Diane Hackert stated this resolution authorizes the Authority to enter a contract with Building Systems of Illinois, Inc. for remodeling of the bathrooms in 36 houses. It includes 65 total bathrooms as some of the houses have two bathrooms.

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

Old and New Business

Terri Goodman, Executive Director reported she had a conversation with Jeff Lines of TAG Associates to keep negotiations going on the Wabash Crossing development. Elzie Higginbottom, owner of Wabash Crossing, keeps promising the property manager he is sending staff here to turn units but it still is not happening. He still thinks we can just send him a check to cover renovations but we are not going to do that without a detailed list of improvements being proposed. Commissioner Robertson asked when we can say enough is enough. Terri stated we have to do a formal default and get the lawyers involved. Jeff Lines will be keeping in contact to help us figure out our options.

Terri further reported we are having trouble keeping staff and we currently have 4 open positions.

Jim Jankowicz stated we need to add the audit report to the agenda for the next meeting so the board can formally receive and file it.

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

Chairperson Campbell 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, "Aye",
Commissioner Sykes, "Aye" and
Commissioner Robertson, "Aye".

The motion carried unanimously. The meeting adjourned at 3:34 p.m.

Lisa A. Campbell
Chairperson Campbell

(ATTEST)

Secretary-Treasurer