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 special session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, April 14, 2022.

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
Shelith Hansbro, Vice Chairman
Jenny Sykes, Commissioner
Kristin Carr, Commissioner
Terri Goodman, Secretary-Treasurer

Absent: Joshua Robertson, Commissioner
James A. Jankowicz, Legal Counsel

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 presented the Open Time of the agenda.

A visitor, Abeer Motan was present to express concerns about various issues in the City of Decatur, none of which was in the Housing Authority's control. Chairperson Campbell thanked her for coming to the meeting today and the visitor left.

Hearing no further comment, Chairperson Campbell presented the Minutes from the Regular Meeting of March 10, 2022. Vice Chair Hansbro moved to accept the minutes as presented. Commissioner Carr seconded the motion.

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

Chairperson Campbell presented the Rent Roll/L&O Summary Report for the month of March 2022. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported there were 13 moveouts in March. There are 16 units that need renovated in the highrises. Unreported income is causing a high number of evictions.

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 March 2022. Vice Chair Hansbro moved to receive and file the report. Commissioner Sykes seconded the motion.

Shara LeBeau reported staff is pulling 25 applicants every other week to get the numbers up. They will be opening the waiting list in May and will be pulling 400 applications for the lottery.

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 March 2022. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Terri Goodman stated nothing has changed. Occupancy is still low.

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

Chairperson Campbell presented the General Fund Check Register Report for the month of March 2022. Vice Chair Hansbro moved to receive and file the report and Commissioner Sykes seconded the motion. Commissioner Sykes inquired if the amount for insurance is quarterly. Shara LeBeau stated yes.

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 March 2022. Commissioner Sykes moved to receive and file the report and Commissioner Carr 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 March 2022. Commissioner Sykes moved to receive and file the report and Vice Chair Hansbro 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 February 2022. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported there are five months in reserves. This will increase when funds are reimbursed for the Lexington window project from the Pilot grant.

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. 22-06

AUTHORIZATION AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS OF MARCH 31, 2022

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 September 30, 2021, and

WHEREAS, the attached listing of accounts reflects write-off action for the period of October 1, 2021 through March 31, 2022: 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 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 March 31, 2022 of Ninety-One Thousand, Nine Hundred Seventy-Three and 71/100 Dollars ($91,973.71) less Five Thousand, One Hundred Thirty-Nine and 01/ Dollars ($5,139.01) of payments for a net write off of Eighty-Six Thousand, Eight Hundred Thirty-Four and 70/100 Dollars ($86,834.70)

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 March 31, 2022.

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

Shara LeBeau reported we had a high number of collections due to a problem tenant. Commissioner Sykes inquired if we have any recourse to collect from this tenant. Shara stated the tenant has been turned into a state program that can collect some of the money on our behalf.

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. 22-07

AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS FOR LEGAL SERVICES

WHEREAS, the Authority's Procurement Policy requires periodic solicitation for legal services through use of a Request for Proposals, and

WHEREAS, the Authority may enter agreements for legal services for up to five years including extensions, and

WHEREAS, the term of the current contract with Record & Jankowicz Attorneys at Law is 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 a Request for Proposals for legal services required by Decatur Housing Authority be issued and publicly advertised.

Section 2. That the term of the proposed contract be for five years inclusive of extensions.

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

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

Terri Goodman stated the current legal service contract has expired so we are soliciting proposals per HUD guidelines. This resolution authorizes advertisement in the local newspaper.

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

Old and New Business

Terri Goodman stated we have received the proposals for the health insurance and a panel of employees has reviewed them. We have chosen two respondents to come in to do a presentation.

Terri Goodman also reported we are going to submit a grant application for security measures. There are special funds set aside for this and we are hoping we will be selected to receive funding for security measures mainly at the highrises.

Terri Goodman asked the board how the training was that Du and Associates conducted. The board members concurred it was quite beneficial and a good use of time.

Chairperson Campbell stated there was no further business to come before the Board. Vice Chair Hansbro moved 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",
Chairperson Campbell, "Aye", and
Commissioner Carr, "Aye".

The motion carried unanimously. The meeting adjourned at 4:04 p.m.

Chairperson Campbell

(ATTEST)

Secretary-Treasurer