

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, June 9, 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 Joshua Robertson, Commissioner Terri Goodman, Secretary-Treasurer James A. Jankowicz, Legal Counsel
----------	--

Absent:	Kristin Carr, Commissioner
---------	----------------------------

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, Ms. Abeer Motan, attended the meeting today to express her concerns about discrimination and feels the Housing Authority needs to alter their procedures to ensure diversity and to create opportunities for all. She stated we all need to work together to help Decatur.

Chairperson Campbell stated that the board needs Ms. Abeer to understand we can't control the entire community, but we can address concerns regarding the DHA procedures. Chairperson Campbell instructed Ms. Abeer to write down her concerns with the DHA procedures and send it to the board members so we can look at it and see if there are any violations being made that we can address with staff. Ms. Abeer concurred that she can do that and thanked the board for listening to her concerns.

Hearing no further comment, Chairperson Campbell presented the Minutes from the Regular Meeting of May 12, 2022. 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. All voted "Aye" except Chairperson Campbell, who abstained. The motion carried.

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

Terri Goodman reported the situation with move-outs is bad. We have hired a maintenance person and are still short staffed in Public Housing and Section 8. It is still a challenge to find good applicants for vacant staff positions.

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 May 2022. Commissioner Robertson moved to receive and file the report. Vice Chair Hansbro seconded the motion.

Jody Palone reported we are currently at 105% and still have reserves. There were 37 terms last month for various reason including 20 that were non-compliant with HUD requirements. There were 17 vouchers issued. The wait list is opening on June 14th. We met with local agencies to address concerns that were brought to our attention. Terri Goodman stated Jody is doing a good job considering she has been short staffed. The board thanked Ms. Palone for her hard work.

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

Terri Goodman stated nothing has changed. Occupancy is still low. She further stated that there has been more discussion with Tina Rice at Wabash and there have been several staff members leave East Lake. There has been no progress on the vacant units.

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 May 2022. 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 HCV Landlord Check Register Report for the month of May 2022. 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 Capital Fund Check Register Report for the month of May 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 April 2022. Commissioner Sykes moved to receive and file the report. Commissioner Robertson seconded the motion.

Terri Goodman reported overall there are four months in reserves. The COCC has 32 months in reserves.

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 22-11

AUTHORIZING AND APPROVING AN AGREEMENT TO PROVIDE
LEGAL SERVICES TO DECATUR HOUSING AUTHORITY

WHEREAS, it is the Authority’s practice to periodically solicit proposals for legal services, and

WHEREAS, the Decatur Housing Authority did publicly solicit proposals for legal services through an open ended contract for a period of up to five years, and

WHEREAS, the Decatur Housing Authority received two proposals for legal services, and

WHEREAS, evaluation of the proposals against published evaluation criteria by a three member panel resulted in one firm receiving higher scores, and

WHEREAS, the highest scoring firm’s proposal was judged most beneficial to the Authority by the evaluation team; 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 proposal of Record & Jankowicz Attorneys at Law be accepted.

Section 2. That the Executive Director prepare a final contract for legal services for a period not to exceed five years including extensions.

Section 3. That compensation for the first years of the contract be \$150 per hour as stated in the proposal. This shall include an allowance for annual adjustment, using the Consumer Price Index, if the contract is extended beyond the first year.

Section 4. That the Executive Director is authorized to execute all necessary documents.

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

Terri Goodman reported there were 2 proposals received. We organized a panel of three staff members to evaluate the proposals. The most experienced of the two is Record and Jankowicz.

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. 22-12

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO BUILDING SYSTEMS OF ILLINOIS INC. FOR BATHROOM REMODELING AT SCATTERED SITES – PHASE I, CFP IL06-P012-50121

WHEREAS, the Authority has entered a contract with Building Systems of Illinois, Inc. for Bathroom Remodeling at Scattered Sites – Phase I, and

WHEREAS, the subfloor in the bathrooms needs to be upgraded from ½” to ¾”; therefore requiring the toilet flange height to be adjusted, and

WHEREAS, it was discovered after demolition, in one of the units, that the plumbing had been replaced on the hot and cold supply lines with substandard materials that are not code compliant; therefore, the plumbing is being replaced to meet code, and

WHEREAS, the upgrades and replacements identified are not part of the original scope of work, and

WHEREAS, Building Systems of Illinois, Inc. has submitted proposals for the work items identified, and

WHEREAS, the costs for the extra work and upgrades have been evaluated and found to be reasonable, and

WHEREAS, funds are available in CFP IL01-P012-50121; 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 Contract Modification No. 1 to Building Systems of Illinois, Inc. for Bathroom Remodeling at Scattered Sites – Phase I, CFP IL01-P012-50121 is authorized and approved.

Section 2. That the contract amount is increased by THIRTY-NINE THOUSAND, SEVEN HUNDRED NINETY AND NO/100, (\$39,790.00).

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 stated the majority of this contract modification is for tenant damage in one of the 5 bedroom houses included in the bathroom remodeling project. The other two items are simple upgrades to the thickness of the plywood in the bathroom floors and plumbing replacement in a house where it needed brought up to code.

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:

June 9, 2022

RESOLUTION NO. 22-13

AUTHORIZING AND APPROVING SUBMISSION OF THE CAPITAL FUND PROGRAM 5-YEAR ACTION PLAN AND ANNUAL STATEMENT/BUDGET TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, CFP IL01-P012-50122-2026

WHEREAS, the Authority is required to submit to HUD, an Annual Statement/Budget for the Capital Fund Program and 5-Year Action Plan, and

WHEREAS, the Authority has developed the plans 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 2022-2026 which was approved by the board in conjunction with the PHA Plan, and

WHEREAS, a public hearing was held on January 13, 2022 to receive comments on the PHA Plan and the Capital Fund Program plan combined; 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 Five Year Action Plan and Annual Statement/Budget for the Capital Fund Program IL01-P012-50122-50126 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.

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

Ms. Hackert reported this is the new budget for the 2022 year of Capital Funds. Also attached is the Five-Year Action plan that was previously approved during the PHA Plan process. The budget is subject to HUD approval in the EPIC System.

Hear 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 the auditors were here this week and we had a clean audit. No findings were documented. We are very pleased with this audit and staff has done a good job preparing for it. The auditors were very happy with the cooperation from staff.

Terri stated due to the recent shooting at the Concord, we have met with a security company to see what our options are for having security on site at our properties. We will also be reaching out to the City of Decatur Police Department to see what options are available to

June 9, 2022

assist with the increase in gun violence at our properties. If you recall, several years ago we had off-duty police officers at the properties in the evenings that could be funded with Capital Funds. HUD no longer allows this to be an eligible Capital Fund activity so the funding went away and the insurance cost for this had to be absorbed by the Housing Authority which was very expensive. We are hoping to come up with a solution that we can manage and keep the properties more secure.

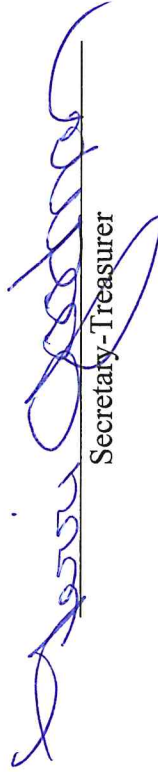
The third item for old and new business today is good news. If you recall, several years ago HUD recaptured our reserves. They did this by underfunding us which caused us to spend down our reserves. In 2014 the Housing Authorities got together and filed suit against HUD which we did not participate in. The Housing Authorities won that suit. In 2017 they filed an additional suit because the Housing Authorities won the first one. We decided to go ahead and participate in it that time. We received a check for over \$1 million in damages. These funds are considered de-federalized which has been confirmed by our auditor. That designation allows more flexibility with how the funds are utilized. Jim Jankowicz asked if there is a possibility for appeal by HUD. Terri stated no. Jim Jankowicz requested a copy of the ruling.

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

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

The motion carried unanimously. The meeting adjourned at 4:18 p.m.

(ATTEST)


Secretary-Treasurer
Chairperson Campbell