**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, September 8, 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 Josh Robertson, Commissioner Kristin Carr, Commissioner Terri Goodman, Secretary-Treasurer James A. Jankowicz, Legal Counsel
Absent:	Jenny Sykes, 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 to speak to us about the protocol for inspections. She had an inspection and states she was not notified. Terri Goodman, Executive Director and Jasmine Hobbs, Property Manager, conducted this inspection and Ms. Motan was sent a letter prior to the inspection stating the date and time of the inspection. Ms. Motan stated she just wants to be treated fairly.

Hearing no further comment, Chairperson Campbell presented the Minutes from the Regular Meeting of August 11, 2022. Commissioner Carr moved to accept the minutes as presented. Commissioner Robertson seconded the motion.

Hearing no comments, Chairperson Campbell called for a roll call vote. All voted "Aye" except Vice Chair Hansbro and Commissioner Robertson who abstained. The motion carried.

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

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

Shara LeBeau reported the occupancy is still going down. We are still short two positions in the Public Housing Department. Everyone is pitching in to get units leased. Terri Goodman stated we have units available to lease but we are having trouble getting applicants who can qualify. Out of 45 applicants, only 3 could qualify.

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 August 2022. Commissioner Carr moved to receive and file the report. Commissioner Robertson seconded the motion.

Shara LeBeau reported we are maintaining but we are still down three positions in this department. We had hired a new inspector but he quit and we have a new inspector starting on Tuesday. We had a call with HUD and they offered suggestions and opened up the Section 8 Administrative funding. Terri Goodman stated we need 1 bedroom units for Section 8. Chairperson Campbell knows someone with property that is interested in the Section 8 program.

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

Terri Goodman stated nothing has changed and will discuss during old and new business.

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 August 2022. Vice Chair Hansbro moved to receive and file the report and Commissioner Carr 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 August 2022. Commissioner Robertson 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 Capital Fund Check Register Report for the month of August 2022. Vice Chair Hansbro 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 Financial Reports for the period through the end of July 2022. Vice Chair Hansbro moved to receive and file the report. Commissioner Robertson seconded the motion.

Shara LeBeau reported HVC is consistent and will go up on HAP. The COCC will go back to normal budget amounts. The AMP expenses are elevated due to security labor and equipment.

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. 22-17

AUTHORIZING AND APPROVING CONTRACT AWARD TO THOMPSON ELECTRONICS FOR FIRE ALARM SYSTEM SERVICES, AMP ILL 12-22, 12-23, 12-28

WHEREAS, the Authority solicited proposals for Fire Alarm System Services, and

WHEREAS, there were three proposals received and evaluated, and

WHEREAS, the proposal of Thompson Electronics has scored the highest by a panel of three staff members for annual testing and inspection, 24/7 monitoring, and maintenance, and

WHEREAS, funds are available within the Authority's Operating Budget; now, therefore

BE IT HEREBY RESOLVED BY THE BORAD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That a contract with Thompson Electronics for Fire Alarm System Monitoring, Annual Inspection/Testing, and Maintenance at AMP ILL 12-22, ILL 12-23, and ILL 12-28 is authorized and approved.

Section 2. That the contract amount for the annual inspection and testing is $3,990.00 and the cost for the monitoring is $93.75 per month plus an initial one time investment of $675.00 for programming and equipment 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 Robertson moved to accept the resolution as presented. Vice Chair Hansbro seconded the motion.

Ms. Hackert the current Fire Alarm System monitoring and inspection contract is expiring so we issued an RFP and Thompson Electronics' proposal scored the highest.

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. 22-18

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO CHRISTY-FOLTZ, INC. FOR DON F. DAVIS CENTER EXTERIOR RENOVATIONS, CFP IL01-P012-50120-50121

WHEREAS, the Authority has entered a contract with Christy-Foltz, Inc. for Don F Davis Center Exterior Improvements, and

WHEREAS, the work items included in this contract are roof replacement, window replacement, and other miscellaneous improvements, and

WHEREAS, during the monthly construction observation meeting it was determined that there are additional improvements needed, and

WHEREAS, the Contracting Officer authorized the architect to issue a RFP for the additional items identified, and

WHEREAS, Christy-Foltz, Inc. submitted a proposal and the architect has determined the proposal to be reasonable, and

WHEREAS, funds are available within the Authority's Capital Fund Program 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 Christy-Foltz, Inc. for Don F. Davis Center Exterior Renovations, ILL 12-24, Project CFP IL01-P012-50120/50121 is authorized and approved.

Section 2. That the amount of the contract modification is TWENTY-SEVEN THOUSAND, FIVE HUNDRED TWENTY-EIGHT AND NO/100 DOLLARS, ($27,528.00), and the time for completion is extended 100 calendar days.

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, and Commissioner Carr seconded the motion.

Diane Hackert stated this modification includes various areas that need to be repaired inside the building that have been damaged by the roof leaking over time. Now that the roof is replaced, the damage can be repaired. There is also some additional painting added on the exterior doors. The architect on this project conducted a cost analysis and the cost was determined to be a fair price.

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

Old and New Business

Terri Goodman stated as you know, we received a letter from HUD regarding various topics. She further stated that we have a monthly meeting with HUD regarding our occupancy. Terri called HUD to discuss the letter they sent and HUD explained the letter was directed at East Lake not the Housing Authority.

Tina Rice, Property Manager at Wabash Crossing, stated there was a developer that visited the property yesterday to look at Wabash Crossing. They inspected various units and expressed an interest in the property and will return to investigate further. Tina is going to do some research on the developer. She reported to Terri that East Lake has not turned in the documents to obtain their TIFF refund which in turn holds up everyone in the county that is due a refund.

They are the only one that has not complied.

Terri Goodman stated the new Section 8 inspector has quit, so that is why Jassmine and I conducted the inspection at Ms. Motan's house. She further stated that her unit was fine and they conducted the inspection in accordance with HQS standards. Ms. Motan has put caution tape across the opening to get up on her porch, so that could cause issues with her mail delivery.

Chairperson Campbell inquired about Technical Assistance portion of the letter from HUD. Terri Goodman stated HUD hired the firm Du & Associates to do seminars with DHA staff to help with issues we are having with Wabash Crossing. We did decline one of the seminars as it is information staff is already familiar with and our staff does not have time to sit through meetings where they read slides to us about information we already know. They were hired to provide guidance on how to either acquire Wabash Crossing or get East Lake development to comply with our agreements. That has not happened. Chairperson Campbell asked if we have submitted the documents requested. Terri Goodman stated yes we are getting documents together.

Jim Jankowicz stated he has done some research on Ms. Motan and believes we need to take steps to limit contact and he will prepare a letter to that effect.

At this time, Chairperson Campbell called for a motion to enter Closed Session to conduct the six-month review of closed session minutes in accordance with 5 ILCS 120/2 (c) (21). Commissioner Robertson moved to go into closed session, Vice Chair Hansbro seconded the motion.

Chairperson Campbell called for a roll call vote. All voted "Aye". The motion carried and the board entered closed session at 4:32.

Upon return to open session, Chairperson Campbell called for a motion to open the Minutes of February 28, 2022 and leave the remaining closed minutes closed. Vice Chair Hansbro moved to open the Closed Session Minutes of February 28, 2022 and leave all other closed minutes closed. Commissioner Robertson seconded the motion.

Hearing no further comments, 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. Vice Chair Hansbro moved to adjourn, and Commissioner Carr seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

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

The motion carried unanimously. The meeting adjourned at 4:36 p.m.

Lisa A. Campbell
Chairperson Campbell

(ATTEST)

Secretary-Treasurer