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, January 12, 2023.

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 Chair
Jenny Sykes, Commissioner
Kristin Carr, Commissioner
Terri Goodman, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Joshua Robertson, 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.

Ms. Abeer Motan was a guest today at the meeting. Her reason for coming today was to express her concern about the drugs in Decatur. She thinks the DHA should do full inspections at all properties and do drug searches and install monitoring systems. She also wanted to let us know she is still running for mayor and asked for our support.

Hearing no further comment, Chairperson Campbell presented the Minutes from the Regular Meeting held December 8, 2022. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Carr seconded the motion.

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

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

Shara LeBeau, Finance Director, reported staff is working really hard to get units turned and leased up.

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

Shara LeBeau reported Section 8 is holding steady and Jody is pulling 50 applicants every two weeks.

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

Shara LeBeau reported the number of leases overall is down 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 December 2022. Commissioner Sykes 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 December 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 Capital Fund Check Register Report for the month of December 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 November 2022. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau, Finance Director, subsidy is down for November due to HUD withholding reserves. We still have access to those reserves. The COCC is up two months in reserves from the last report. All AMPs have 3-7 months in reserves except AMP 22 due to the security costs.

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

At this time, the board conducted a Public Hearing to receive comments on the PHA Plan. The Public Hearing was called to order at 3:41.

Diane Hackert, Facilities Director reported this is our annual submission that we update each year to include any changes to our policies and procedures. There was a meeting held to receive comments on the overall PHA Plan and the Capital Fund Program simultaneously. The comments that were received at the resident meetings have been included in the PHA Plan for 2023.

Hearing no further comments, the Public Hearing adjourned at 3:44.

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

RESOLUTION NO. 23-01

AUTHORIZING AND APPROVING THE SUBMISSION OF THE DECATUR HOUSING AUTHORITY'S ANNUAL PLAN FOR 2023 TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Authority is required to submit to HUD, an Agency Plan on an annual basis and a Five Year Plan every five years and,

WHEREAS, Decatur Housing Authority's Resident Advisory Board (RAB) has participated in development of the Agency Plan, and

WHEREAS, the Decatur Housing Authority has prepared an Agency Plan for the year 2023 in accordance with HUD directives, and

WHEREAS, the Board of Commissioners has conducted a Public Hearing requesting input into Decatur Housing Authority's PHA Plan; 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 Housing Authority shall consider all comments from residents and the general public prior to submission to the Department of Housing and Urban Development.

Section 2. That this document has been conveyed to the City of Decatur for confirmation on consistency with the Consolidated Plan.

Section 3. That the Executive Director or his designee is authorized to execute all necessary documents for submission to the Department of Housing and Urban Development.

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

Diane Hackert reported this resolution authorizes the DHA to submit their annual plan along with all required certifications.

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. 23-02

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL MODERIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL FUND PROGRAM IL01-P012-50119

WHEREAS, all contract work in connection with Capital Fund Program IL01-P012-50119 was completed as of August 3, 2022, 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-P012-50119 in the amount of $1,376,684.00 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 3/31/2023.

Section 3. That the Executive Director or designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL01-P012-50119, in the amount of $1,376,684.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

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

Diane Hackert, Facilities Director, reported this resolution is the standard form HUD requires to close out grants for the Capital Fund Program. The majority of funding for this year was used for the Lexington window replacement project. All funds have been expended in a timely manner.

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. 23-03

AUTHORIZING AND APPROVING CONTRACT ADDENDUM NO. 1 TO THE INDEFINITE QUANTITY AGREEMENT WITH ALLIANCE ARCHITECTURE, CFP IL01-P012-50122-50126

WHEREAS, the Authority has previously engaged the services of Alliance Architecture under an Indefinite Quantity Agreement, and

WHEREAS, Alliance Architecture has prepared a proposal to develop contract documents for Window Replacement on the Addition at the Hartford, and

WHEREAS, services shall include design development and bidding services through construction completion associated with this project, and

WHEREAS, costs for this work will be calculated on time and material not to exceed basis, and

WHEREAS, Window Replacement on the Addition at the Hartford is a work item included in the Capital Fund Program, and

WHEREAS, funds are available within the Capital Fund Program IL01-P012-50122, Account 1430, 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 Addendum No. 1 to Alliance Architecture is authorized and approved.

Section 2. That the fees for services to complete the preliminary design, prepare bid documents, and oversee construction through completion for Window Replacement on the Addition at the Hartford will be calculated on a time and material basis for a not to exceed amount of $34,800.00 plus reimburseable expenses.

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

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

Diane Hackert stated this resolution authorizes Alliance Architecture to move forward with the design of the window replacement on the addition at the Hartford. This project will also include other exterior improvements such as EFIS repair and miscellaneous painting.

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 the City Manager has requested to meet with the Chairperson and herself to discuss the situation at Wabash Crossing. Director Goodman requested some dates that will work for the Chairperson.

Terri Goodman further reported that Garfield School is going to be renovated by a developer similar to what was done at Roosevelt Junior High. They have requested 16 vouchers so the DHA will be helping them with this request. This will still keep us below our 20% cap for Project Based Vouchers.

Terri Goodman further reported we are still experiencing staffing issues. The lead maintenance person has left to join the police academy, so they are working with two of the lead maintenance personnel to keep maintenance on track. She further reported half of the Section Department has been out sick and the lead leasing specialist in the Public Housing Department is leaving after 35 years. Vice Chair Hansbro asked if she is retiring or leaving.

Terri reported she is leaving to work at the Reserve development. Also, the Social Service Coordinator is still off from surgery and has been off since 10/25/22. They have a temporary employee helping with the processing of applications part time. Vice Chair Hansbro offered a suggestion for an agency that could possibly help. She will forward the information to staff.

At this time, Chairperson Campbell 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 in accordance with 5 ILCS 120/2 (c) (1), and the setting of a price or sale or lease of property owned by the public body in accordance with 5 ILCS 120/2 (c) (6). Commissioner Sykes moved to go into closed session, Vice Chair Hansbro seconded the motion to enter closed session for the reasons stated.

Chairperson Campbell called for a roll call vote. All voted "Aye". The motion carried and the board entered closed session at 3:59.

The board returned to open session at 4:39.

Chairperson Campbell called for a motion to approve the compensation for the Director as discussed in Closed Session Part I and to offer the sale of the Mound Road property for the amount discussed in Closed Session Part II. Vice Chair Hansbro moved to approve the revised assessment of the ED compensation and to offer the Mound Property for sale in the amount discussed. Commissioner Sykes seconded the motion.

Hearing no 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 Sykes made a motion 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 Sykes, "Aye", and
Commissioner Carr, "Aye".

The motion carried unanimously. The meeting adjourned at 4:41 p.m.

Lisa A. Campbell
Chairperson Campbell

(ATTEST)

Secretary-Treasurer

January 12, 2023