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, May 11, 2023.

Vice Chair Hansbro called the meeting to order and upon a call of the roll, those present (all attended in person) and absent were as follows:

Present: Shelith Hansbro, Vice Chairperson
Jenny Sykes, Commissioner
Josh Robertson, Commissioner
Kristin Carr, Commissioner
Terri Goodman, Secretary-Treasurer
James Jankowicz, Legal Counsel

Absent: Lisa Campbell, Chairperson

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:

Vice Chair Hansbro presented the Open Time portion of the Agenda.

Abeer Motan, attended the meeting to speak during Open Time. Ms. Abeer informed the board that there needs to be someone to get rid of all the poison ivy and poison sumac in the yards. She stated that there are people putting snakes in jars in the yard too. Vice Chair Hansbro inquired if she had something to say that the board has control of as she will run out of time, and we will not have addressed her concerns. Ms. Motan stated she feels like she is being treated unfairly by the staff at DHA. Vice Chair Hansbro stated she will discuss this issue with the staff and thanked Ms. Motan for attending the meeting today.

Vice Chair Hansbro presented the Minutes of the regular meeting of April 13, 2023. Commissioner Robertson moved to accept the Minutes as presented. Commissioner Sykes seconded the motion.

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

Vice Chair Hansbro presented the Rent Roll/L&O Summary Report for the month of April, 2023. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau, Finance Director, reported that staff is trying to get units leased up as quickly as possible. They have pulled 20 names for public housing and will be sending out letters to applicants on the waiting list.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Vice Chair Hansbro presented the Housing Choice Voucher Program Occupancy report for the month of April, 2023. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Jody Pallone, HCV Coordinator, reported that they opened the waiting list for the HCV program. They received 404 applications. They received 4 duplicates so they had to reject those applications. Staff is working on data entry and will be doing the final pull from the previous lottery pool. There were 21 leases signed last month and 20 for May so far. Vice Chair Hansbro asked if it went smoother this year. Terri Goodman stated "yes". Shara LeBeau stated they can go online and apply now. Vice Chair Hansbro thanked the staff for making the process easier and more peaceful.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All Voted "Aye". The motion carried unanimously.

Vice Chair Hansbro presented the Wabash Crossing Occupancy Report for the month of April 2023. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Terri Goodman, Executive Director, reported that a contractor has come in from St Louis with a crew. They seem to be turning units. Vice Chair Hansbro asked how long they have been here. Terri Goodman stated it has not been a month yet.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye." The motion carried unanimously.

Vice Chair Hansbro presented the General Fund Check Register Report for the month of April, 2023. Commissioner Sykes moved to receive and file the report and Commissioner Carr seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye." The motion carried unanimously.

Vice Chair Hansbro presented the HCV Landlord Check Register Report for the month of April 2023. Commissioner Sykes moved and Commissioner Robertson seconded the motion to receive and file the report.

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye." The motion carried unanimously.

Vice Chair Hansbro presented the Capital Fund Check Register Report for the month of April 2023. Commissioner Robertson moved to receive and file the report and Commissioner Sykes seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye." The motion carried unanimously.

Vice Chair Hansbro presented the Financial Reports for the period through the end of March, 2023. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau, Finance Director, reported that the funds in the AMPS are all going down due to the cost of security. The Section 8/HCV Program is the same as usual. This is the last report for the Authority's Fiscal Year.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried unanimously.

Vice Chair Hansbro presented the following Resolution for Commissioners' consideration and approval:

RESOLUTION NO. 23-12

AUTHORIZING AND APPROVING SUBMISSION OF THE CAPITAL FUND PROGRAM ANNUAL STATEMENT/BUDGET TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, CFP IL01-P012-50123

WHEREAS, the Authority is required to submit to HUD, an Annual Statement/Budget for the Capital Fund Program, 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 12, 2023 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 Annual Statement/Budget for the Capital Fund Program IL01-P012-50123 for the grant amount of $1,923,245.00 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.

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

Diane Hackert, Facilities Director, reported that this is the budget for the 2023 Capital Fund Program. Ms. Hackert gave a brief description of the work items included in the budget.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye." The motion carried unanimously.

Vice Chair Hansbro presented the following Resolution for Commissioners' consideration and approval:

RESOLUTION NO. 23-13

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO BUILDING SYSTEMS OF ILLINOIS, INC. FOR HARTFORD ADDITION WINDOW REPLACEMENT AND EXTERIOR IMPROVEMENTS, CFP IL01-P012-50122

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the windows in the addition at the Hartford and do miscellaneous exterior improvements, and

WHEREAS, Alliance Architecture prepared bid documents for this work, and

WHEREAS, the Authority did solicit and receive bids for Harford Addition Window Replacement and Exterior Improvements, ILL 12-23, and

WHEREAS, the low bid was submitted by Building Systems of Illinois, Inc., and

WHEREAS, funds are available within the Authority's Capital Fund Program IL01-P012-50122; 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 Hartford Addition Window Replacement and Exterior Improvements, ILL 12-23, Project CFP IL01-P012-50122 is authorized and approved.

Section 2. That the contract amount is FOUR HUNDRED TWENTY-EIGHT, TWO HUNDRED AND NO/100 DOLLARS, ($428,200.00), for the Base Proposal and time for completion is 180 days from issuance of the Notice to Proceed.

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

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

Ms. Hackert stated this resolution authorizes contract award for exterior improvements at the Hartford. Commissioner Robertson inquired if they have identified their subcontractors. Ms. Hackert stated not yet. Vice Chair Hansbro inquired about the minority business participation. Ms. Hackert stated we have a goal to hire 20% minority businesses.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Vice Chair Hansbro asked if there was any old and new business. Terri Goodman stated the City of Decatur staff would like to acquire a piece of property that belongs to DHA at the corner of VanDyke and Grand because it is adjacent to the project they are planning at the old Garfield School. Vice Chair Hansbro asked how we would go about this. Jim Jankowicz stated if the city has the staff to do a disposition application we would not oppose. There will be costs associated with doing surveys etc.

Terri also asked if the board members received the letter from the council member. Terri stated she was offended and the council member handled the subject very unprofessionally.

Terri Goodman also reported that East Lake Management was approved to receive a state grant for $1-3 million. She further stated she will give updates on this as she gets more information.

The board discussed Abeer Motan's comments and staff criticisms expressed by her at board meetings. The board was also advised by staff that Ms. Motan is leaving long voicemail messages after hours and during weekends. Jim Jankowicz was directed to work with staff and provide recommendations as to possible future courses of action.

Terri also reported she is ill and has to undergo chemotherapy over the next several weeks but expects to go into full remission. She will be in and out of the office during the treatments. The board expressed their concern and hope for a speedy recovery and remission. Vice Chair Hansbro thanked the staff for all their hard work and stated how much she appreciates it.

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

Vice-Chairperson Hansbro, "Aye,"
Commissioner Sykes, "Aye,"
Commissioner Carr, "Aye," and
Commissioner Robertson, "Aye".

The motion carried unanimously. The meeting adjourned at 4:25 p.m.

Vice Chair Hansbro

(ATTEST)

Secretary-Treasurer