

**MINUTES OF MEETING OF
DECATUR HOUSING AUTHORITY
OF THE CITY OF DECATUR, ILLINOIS**

Regular Meeting

The Board of Commissioners met at 3:30 p.m. on Thursday, August 10, 2023.

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

Present: Lisa Campbell, Chairperson
Jenny Sykes, Commissioner
Kristin Carr, Commissioner
Josh Robertson, Commissioner
James Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Vice-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:

Chairperson Campbell presented the Open Time portion of the Agenda.

Abeer Motan spoke in open time. Ms. Motan expressed her condolences regarding the passing of Terri Goodman. She further stated she has video clips of people acting out around her house. They are pretending to be homeless people. She feels that Decatur should have a cleanliness rule. If people don't clean up their properties they must leave. She expressed her desire to clean up Decatur. Chairperson Campbell thanked Ms. Motan for coming to express her condolences and concern.

Chairperson Campbell presented the Minutes of the regular meeting of June 8, 2023. Commissioner Robertson moved to accept the Minutes. Commissioner Sykes seconded the motion.

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

Chairperson Campbell presented the Rent Roll/L&O Summary Reports for the month of June and July, 2023. Commissioner Robertson moved and Commissioner Carr seconded the motion to receive and file the report. Shara LeBeau reported that staff is working hard trying to get caught up on non-payment evictions. Jassmine is doing really well with the highrises so they are pulling some maintenance crew over to help with the Scattered Sites renovations.

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 reports for the month of June and July, 2023. Commissioner Robertson moved to receive and file the report. Commissioner Sykes seconded the motion.

Jody Pallone stated since the last board meeting, they currently have 105 applicants pulled from the waiting list, 45 new vouchers issued, and 20 more scheduled for orientation in the next two weeks. There are 97 vouchers on the street. She further stated, we are doing some more staffing changes. There is a new temp leasing specialist starting on Monday.

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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 Reports for June and July. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Tina Thies, Property Manager at Wabash Crossing, reported they are experiencing staffing issues. They normally have 10 maintenance staff and they are down to 5. It is very hard to get people to work. They continue to work with a contractor to try to renovate units. Chairperson Campbell asked how many units they have ready. Tina responded that they currently have 15-20 units ready to lease. Chairperson Campbell asked why they are all of a sudden getting units leased and Tina stated HUD is really motivated right now so East Lake is trying to ramp things up to take advantage. They are currently waiting on the Physical Needs Assessment. Tina further stated she has been talking with the City about changes that need to happen to make the neighborhood safer. Chairperson Campbell thanked her for coming to the meeting today and the board expressed the desire to help with conversations with the City.

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 Reports for the month of June and July. Commissioner Sykes moved to receive and file the reports and Commissioner Carr seconded the motion. Commissioner Robertson inquired about the other attorney fees. Shara stated it is the attorney working on the Harris case.

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

Chairperson Campbell presented the HCV Landlord Check Register Reports for the month of June and July. Commissioner Sykes moved and Commissioner Carr seconded the motion to receive and file the reports.

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 Reports for the months of June and July, 2023. Commissioner Sykes moved to receive and file the report. 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 through the end of May and June, 2023. Commissioner Sykes moved to receive and file the reports. Commissioner Carr seconded the motion.

Shara LeBeau reported we have nothing out of the ordinary in the last 2 months. The security costs continue to be excessive. Chairperson Campbell asked if we could check into the Decatur Police Hireback Program. Tina commented that she was told if we used them they would not enforce our rules.

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. 23-16

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 3 TO CHRISTY-FOLTZ INC, INC. FOR DON F. DAVIS CENTER EXTERIOR RENOVATIONS, CFP IL01-P012-50120-50121

WHEREAS, the contract with Christy-Foltz, Inc. for Don F. Davis Center Exterior Renovations is now complete, and

WHEREAS, the contract amount included an allowance for unforeseen conditions, and

WHEREAS, all unforeseen conditions, additions, and deletions have been identified, and

WHEREAS, there is a credit due to DHA; 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. 3 to Christy-Foltz, Inc. for Don F. Davis Center Exterior Renovations, CFP IL06-P012-50120-50121 is authorized and approved.

Section 2. That the contract amount is decreased by TWENTY-SIX THOUSAND, ONE HUNDRED SIXTY-TWO AND 00/100 DOLLARS (\$26,162.00) and the time for completion extended by 90 days.

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

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

Diane Hackert, Facilities Director stated this resolution authorizes a decrease in the contract amount for unused allowance funds. These funds will be re-programmed to another capital improvement.

Hearing no further comment or questions, 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. 23-17

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO WASTE MANAGEMENT OF IL INC. FOR SOLID REFUSE REMOVAL AND RECYCLING SERVICES FOR DECATUR HOUSING AUTHORITY

WHEREAS, the Authority did publicly solicit and receive competitive bids for Solid Refuse Removal and Recycling Services for all Decatur Housing Authority properties, and

WHEREAS, the term of the contract will be 24 months with three consecutive year extensions calculated in accordance with the Consumer Price Index Table, and

WHEREAS, the low bid was submitted by Waste Management of Illinois, Inc., and

WHEREAS, funds are available within the Authority’s Operating Budget, 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 Waste Management of Illinois, Inc. for all work of the Base Bid for Solid Refuse Removal and Recycling Services for Decatur Housing Authority be authorized and approved.
- Section 2. That the contract amount is ONE HUNDRED FORTY-EIGHT THOUSAND, FOUR HUNDRED SIXTY-EIGHT AND 32/100 DOLLARS (\$148,468.32) for the Base Bid and the service continue uninterrupted for 24 months with three one-year extensions.
- Section 3. That the Executive Director or Contracting Officer be authorized to execute all necessary documents.

Commissioner Robertson moved to approve the resolution and Commissioner Sykes seconded the motion.

Diane Hackert, Facilities Director, stated our current garbage hauling contract is getting ready to expire. There were two bids received. This resolution authorizes award of contract to Waste Management of IL., Inc. Commissioner Sykes asked how the cost is compared to the previous contract. Ms. Hackert stated it will be going up approximately \$2,000 a month.

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

RESOLUTION NO. 23-18

AUTHORIZING AND APPROVING A CONSULTING SERVICES AGREEMENT WITH TAG ASSOCIATES, INC.

WHEREAS, the Authority previously engaged TAG Associates, Inc. to perform a preliminary assessment of feasibility for acquisition of an existing property, and

WHEREAS, additional services and technical expertise are required to develop a plan to assist the Decatur Housing Authority through the process of repositioning of Wabash Crossing, and

WHEREAS, services shall include assistance in preparing a RAD conversion application if financial analysis supports this endeavor, and

WHEREAS, based upon prior work and historical knowledge, it is the Authority's desire to engage Jeff Lines and TAG Associates, Inc. to offer technical expertise and guidance to assist the DHA in their efforts to establish an overall structure and plan for the project; and

WHEREAS, funds are available within the Operating Budget; 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 TAG Associates, Inc. be engaged to provide consulting services with specific milestones for the repositioning of Wabash Crossing.
- Section 2. That the consulting fees be paid at hourly rates listed in the attached schedule, with the total fee not to exceed FORTY-NINE THOUSAND, NINE HUNDRED FORTY-TWO AND NO/100 DOLLARS (\$49,942.00).
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Shara LeBeau, Finance Director stated we had a conversation with TAG regarding the repositioning of Wabash Crossing. We requested a proposal from TAG that would include the investigation of doing a RAD and this cost would include assistance with the preparation of a RAD Application is it is determined feasible. Fees will be authorized as milestones are reached.

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

2023-19

**AUTHORIZING AND APPROVING
MEMORANDUM OF UNDERSTANDING
WITH DIANE HACKERT AND SHARA LEBEAU REGARDING
APPOINTMENT AS ACTING CO-EXECUTIVE DIRECTORS OF DHA**

WHEREAS, Terri Goodman, Executive Director, passed unexpectedly on July 24, 2023; and

WHEREAS, the Board of Commissioners is desirous of continuing DHA internal operations in as normal a fashion as possible and maintaining necessary contact persons with HUD and other governmental entities until a new Executive Director is hired; and

WHEREAS, two staff people, Diane Hackert and Shara LeBeau, presently have sufficient skills to work together and have agreed to work together, sharing the responsibilities of the Executive Director on an acting basis; and

WHEREAS, the Board of Commissioners wish to appoint Diane Hackert and Shara LeBeau as Acting Co-Executive Directors on a temporary basis, subject to HUD approval; and

WHEREAS, the Board of Commissioners recognizes that each of the individuals will be assuming additional responsibilities, work load, and time commitments; and

WHEREAS, the Board of Commissioners wish to authorize and approve the attached Memorandum; 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 attached Memorandum of Understanding between Decatur Housing Authority and Diane Hackert and Shara LeBeau, be and the same is hereby approved.
- Section 2. The Chairperson or designee is authorized to execute the Memorandum of Understanding.
- Section 3. That the Memorandum is subject to review and approval of the Department of Housing and Urban Development.
- Section 4. That the Memorandum of Understanding is subject to review in three (3) months.

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

Chairperson Campbell thanked both individuals for stepping up. Jim Jankowicz asked that both parties sign the agreement before we leave today. Shara LeBeau discussed the desires of the board as to which one they want to be the official Acting Executive Director in the online systems, as HUD will only allow one. After some discussion, the board stated as a formality, they will choose Diane Hackert to be the Acting Director. Jim Jankowicz stated this decision is in no way based on either Diane's or Shara's abilities but rather based on seniority. Shara stated we need to set Lisa Campbell up with a DHA email account and change all the bank accounts so will need signatures from all board members. She further stated we will need copies of all board members' Driver's Licenses' as some may have expired.

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

Chairperson Campbell asked if there was any old and new business.

Hearing no comments, Chairperson Campbell called for a motion to enter closed session to conduct the closed minutes review pursuant to 5 ILCS 120/2 (c) (21), to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2 (c) (1), and litigation when an action against, affecting, or on behalf of the particular public body has been filed, and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

Commissioner Robertson moved to enter closed session for the reasons stated above. Commissioner Carr seconded the motion.

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

The board entered Closed Session at 4:08 p.m.

The board returned to Open Session at 5:05 p.m.

Chairperson Campbell called for a motion to open the Closed Session Minutes of February 9, 2023 and all other Closed Minutes remain closed.

Commissioner Robertson made a motion to open the minutes of February 9, 2023 and all other closed minutes remain closed. Commissioner Sykes seconded the motion.

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

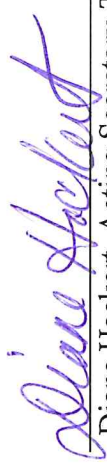
Chairperson Campbell stated there was no further business to come before the Board. Commissioner Robertson moved and Commissioner Sykes seconded the motion to adjourn. Upon a call of the roll, the Commissioners voted as follows:

Chairperson Campbell, “Aye”,
Commissioner Sykes, “Aye”,
Commissioner Carr, “Aye”, and
Commissioner Robertson, “Aye”.

The motion carried unanimously. The board meeting adjourned at 5:06 p.m..


Chairperson Campbell

(ATTEST)


Diane Hackert, Acting Secretary-Treasurer