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, September 14, 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-Chairperson
Kristin Carr, Commissioner
Diane Hackert, Acting Secretary Treasurer
James A. Jankowicz, Legal Counsel (Via Telephone)

Absent: Josh Robertson, Commissioner Jenny Sykes, Commissioner
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 portion of the Agenda.

Abeer Motan is present and spoke in open time. She talked about a movie called the Sounds of Freedom about human trafficking. She stated we have an agency here in Decatur called Growing Strong. She believes that the DHA should work with this agency to provide emergency housing for victims of human trafficking. The board concurred that this is an important issue and thanked Ms Motan for coming to the meeting today.

Chairperson Campbell presented the Minutes of the regular meeting of August 10, 2023. Vice Chair Hansbro moved to accept the Minutes. Commissioner Carr seconded the motion.

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

Chairperson Campbell presented the Minutes of the Closed Session of August 10, 2023. Vice Chair Hansbro moved to accept the Minutes. Commissioner Carr seconded the motion.

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

Chairperson Campbell presented the Rent Roll/L&O Summary Report for the month of August, 2023. Vice Chair Hansbro moved and Commissioner Carr seconded the motion to receive and file the report. Shara LeBeau reported staff continues to pull some maintenance crews over to help with the Scattered Sites renovations. If the Concord modernization contract is approved we will be putting units into modernization so we don't lose subsidy during construction.

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, 2023. Vice Chair Hansbro moved to receive and file the report. Commissioner Carr seconded the motion.

Jody Pallone stated we are at 98.4% utilization. There have been 24 vouchers issued since the last meeting and have signed 14 leases since September 1st.

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

Commissioner Sykes entered the meeting at 3:41.

Chairperson Campbell presented the Wabash Crossing Occupancy Report for August. Vice Chair Hansbro moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported the occupancy is about the same. We hope to see some improvement as they get units renovated.

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. Commissioner Sykes moved to receive and file the report and Commissioner Carr seconded the motion.

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 Report for the month of August. Commissioner Sykes moved and Commissioner Carr seconded the motion to receive and file the report.

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, 2023. Commissioner Sykes moved to receive and file the report. 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 Report through the end of July, 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. We had a meeting with the security company and discussed ways to reduce the costs. We have cut back on the hours and number of days.

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. 23-20

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO BUILDING SYSTEMS OF IL, INC. FOR CONCORD WEST SUPER ONE-BEDRROOM MODERNIZATION, CFP IL01-P012-50122

WHEREAS, the Authority and its Resident Advisory Board have identified the need to modernize apartments at the Concord, and

WHEREAS, this work item is included in the current approved Five Year Action Plan for the Capital Fund Program, and

WHEREAS, Melotte, Morse, Leonatti, Parker, Ltd. prepared bid documents for this work, and

WHEREAS, the Authority did solicit and receive bids for Concord West Super One-Bedroom Modernization, ILL 12-22, and

WHEREAS, the low bid was submitted by Building Systems of IL, 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 IL, Inc. for Concord West Super One-Bedroom Modernization, ILL 12-22, Project CFP IL01-P012-50122 is authorized and approved.

Section 2. That the contract amount is ONE MILLION, FOUR HUNDRED FORTY-ONE THOUSAND FOUR HUNDRED AND NO/100 DOLLARS ($1,441,400.00) for the Base Bid and the time for completion is 168 days from issuance of the Notice to Proceed.

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

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

Diane Hackert, Facilities Director stated this resolution authorizes award of contract for the apartment renovations at the Concord. This work includes 21 apartments and is full rehab in 20 and partial rehab in one unit. This work is included in the Capital Fund Program Five-Year Action Plan.

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. 23-21

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR MOVING SERVICES IN CONJUNCTION WITH CONCORD WEST SUPER ONE-BEDROOM MODERNIZATION, CFP IL01-P012-50122

WHEREAS, the Authority has awarded a contract for apartment renovations at the Concord Highrise, and

WHEREAS, this work will require tenants to be relocated temporarily during construction, and

WHEREAS, the anticipated cost of moving services exceeds the threshold for the use of sealed bidding procedures, and

WHEREAS, the Uniform Relocation Act requires that all costs associated with temporary relocation that is required by the Housing Authority's activities be paid by the Housing Authority, and

WHEREAS, the cost for temporarily moving residents is an eligible expense under the Capital Fund Program, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications; 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 invitation for bids for Moving Services in Conjunction with Concord West Super One-Bedroom Modernization is authorized and approved.

Section 2. That advertisements be placed in local newspapers and trade publications.

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

Vice Chair Hansbro moved to approve the resolution and Commissioner Carr seconded the motion.

Diane Hackert, Facilities Director, stated this resolution authorizes advertisement for the Invitation to Bid for the moving services required as part of the Concord renovation project.

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. 23-22

AUTHORIZING AND APPROVING SUBMISSION OF A RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Decatur Housing Authority has 100 ACC units in AMP ILL-15, 68 ACC units in AMP ILL-16, and 35 ACC units in AMP ILL-17, and

WHEREAS, AMPS 15, 16, and 17 are located in Wabash Crossing mixed finance developments Phase I, Phase II, and Phase III respectively, and

WHEREAS, East Lake Management and Development Corp. is the General Partner and property manager of Wabash Crossing Phases, I, II, and III, and

WHEREAS, East Lake Management and Development Corp. believes conversion of the ACC units through the RAD program will benefit the public housing residents as well as the projects performance, and

WHEREAS, the Decatur Housing Authority must give written consent and retains the right to veto RAD conversion at any time in the future should a final application be prepared, as described in the attached agreement; 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 submission of the preliminary application and mixed finance affidavit of Decatur Housing Authority for RAD conversion of ACC units in AMPS 15, 16, and 17 is authorized and approved.

Section 2. That the Executive Director is authorized to execute all necessary documents to allow submission of the preliminary RAD application.

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

Shara LeBeau, Finance Director stated East Lake is wanting to do a RAD project for the ACC units at Wabash Crossing. This is just a preliminary step in this process. If HUD approves the application, we will return to the board with next steps.

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.

Shara LeBeau stated we are still trying to get HUD to get the online systems set up so we are able to draw down funds. We are required to have a user and an administrator so we are waiting for approval for the finance assistant.

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 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 Sykes 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 3:59 p.m.

The board returned to Open Session at 5:33 p.m.

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

Commissioner Sykes, "Aye",
Commissioner Carr, "Aye", and
Vice Chair Hansbro, "Aye".
The motion carried unanimously. The board meeting adjourned at 5:33 p.m.

Lisa A. Campbell
Chairperson Campbell

(ATTEST)

Diane Hackert
Diane Hackert, Acting Secretary-Treasurer

September 14, 2023