

**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, April 13, 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
 Shelith Hansbro, Vice Chairperson
 Jenny Sykes, Commissioner
 Kristin Carr, Commissioner
 James Jankowicz, Legal Counsel

Absent: Josh Robertson, 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, who has attended other meetings, came to inform the board that her name was not added to the ballot for mayor. She expressed her desire for all DHA properties to be all electric, and we need to change our policies to ban all microwaves. The board thanks Ms. Motan for coming.

Chairperson Campbell presented the Minutes of the regular meeting of March 9, 2023. Commissioner Sykes moved to accept the Minutes. Vice Chair Hansbro seconded the motion.

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

Chairperson Campbell presented the Rent Roll/L&O Summary Report for the month of March, 2023. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Terri Goodman reported that leasing is up. It is 94% overall and we continue to try to get people approved that 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 March, 2023. Commissioner Sykes moved to receive and file the report. Vice Chair Hansbro seconded the motion.

Jody Pallone reported they are gaining momentum. There were 14 leases signed and 6 scheduled. They are fully staffed now and training a new intake specialist.

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

Chairperson Campbell presented the Wabash Crossing Occupancy Report for the month of March 2023. Vice Chair Hansbro moved to receive and file the report. Commissioner Sykes seconded the motion.

Terri Goodman reported that occupancy remains the same. They didn't lose any. Chairperson Campbell inquired if everyone received a copy of the letter from the Mayor to HUD. It sounded very positive. If we have not seen it, she will send everyone a copy.

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

Chairperson Campbell presented the General Fund Check Register Report for the month of March, 2023. Commissioner Sykes 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 unanimously.

Chairperson Campbell presented the HCV Landlord Check Register Report for the month of March 2023. 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 unanimously.

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

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

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

Terri Goodman reported that the reserves are low in the AMPS due to the cost of security. There are still 59 months of reserves in the COCC.

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

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

RESOLUTION NO. 23-10

AUTHORIZATION AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS OF
MARCH 31, 2023

WHEREAS, the Authority provides for a write-off of uncollectible tenant accounts in each annual operating budget, and consideration of this write-off is brought before the Board of Commissioners as least one time a year and

WHEREAS, these residents have vacated DHA units and have been reported to the Illinois Debt Recovery Offset Program and they have been unable to collect these amounts due, and

WHEREAS, there has been no payment on these accounts for a period of 30 days or longer, and

WHEREAS, previously the Authority's Board of Commissioners took write-off action for uncollectible accounts through September 30, 2022, and

WHEREAS, the attached listing of accounts reflects write-off action for the period of October 1, 2022 through March 31, 2023: now, therefore,

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

Section 1. That the attached collection loss write-off will have zero net budget amount.

Section 2. That the attached write-off reflects an aggregate total for the period ending March 31, 2023 of One Hundred Thousand, Seven Hundred Fifty-Eight and 92/100 Dollars (\$100,758.92) less Ten Thousand, Five Hundred Eighteen and 78/ Dollars (\$10,518.78) of payments for a net write off of Ninety Thousand, Two Hundred Forty and 14/100 Dollars (\$90,240.14)

Section 3. That the Executive Director or designee is authorized and instructed to incorporate this fiscal information into the Authority's Books of Account for the period ending March 31, 2023.

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

Shara LeBeau stated that this is the second write-off for the fiscal year. We wrote-off approximately \$100,000 and collected approximately \$10,000. Vice Chair Hansbro inquired about the item for \$28,000.00. Terri Goodman stated it is most likely a person with a high retro so she moved out. Commissioner Sykes asked if this person is allowed to come back. Terri said not until it is paid in full.

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

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

RESOLUTION NO. 23-11

AUTHORIZING AND APPROVING THE EXECUTION OF AGREEMENTS BETWEEN THE DECATUR HOUSING AUTHORITY AND TEAMSTERS UNION LOCAL NO. 916 FOR CLERICAL AND MAINTENANCE PERSONNEL FOR THE PERIOD OF APRIL 2023 THROUGH MARCH 2026.

WHEREAS, the Decatur Housing Authority desires to consider an Amendment to the Agreements between the Authority and Teamsters Union Local No. 916, an affiliate of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, covering the Authority's regular Maintenance and Clerical Personnel, and

WHEREAS, the Executive Director entered into negotiations regarding said Agreements with appropriate representatives from Teamsters Union Local No. 916, and

WHEREAS, these negotiations in accordance with the existing conditions of the Agreements were to consider wages and other benefit provisions, and

WHEREAS, the attached copy of the Agreements is a factual representation of the Agreements that has been reached by both parties as a result of the aforementioned negotiation sessions, and

April 13, 2023

WHEREAS, the members of the bargaining unit have approved the Agreements as presented; 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 Agreements between Teamsters Union Local No. 916 and the Authority for the period beginning April 2023 and ending March 2026 be, and the same is, hereby approved.
- Section 2. That upon adoption of this Resolution, the Chairperson and Executive Director are authorized to execute all documents necessary for the formalization of this matter subject to formal acceptance by the Department of Housing and Urban Development.
- Section 3. That the Executive Director is instructed to transmit one Certified copy of this Resolution and all other appropriate documentation to the Department of Housing and Urban Development for concurrence and approval.
- Section 4. That upon receiving formal concurrence and approval from the Department of Housing and Urban Development, the Executive Director or designee is instructed to implement the provisions of the Agreements.

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

Terri Goodman reported she met with the union representatives. She stated that we have a new Business Agent who is very thorough. Terri discussed the changes which were mostly just housekeeping changes. This is a three-year contract with re-openers each year for health insurance.

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

Chairperson Campbell asked if there was any old and new business. Terri Goodman stated we will be visited by HUD next week to do a review and look at units at Wabash Crossing. East Lake is in the process of renovating 7 units and are doing a good job.

Terri also reported we have a stand-off at Cassell Court. A tenant is being held hostage in one of our scattered sites. Vice Chair Hansbro asked if the officers are communicating with the suspect. Terri stated yes, the solid entry door is open and the screen is locked. That is the latest news we have.

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

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

April 13, 2023

The motion carried unanimously. The meeting adjourned at 4:22 p.m.

Chairperson Campbell

(ATTEST)

Secretary-Treasurer