

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

## Annual Meeting

The Board of Commissioners of Decatur Housing Authority met in special session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, February 9, 2023.

Vice Chair Hansbro called the meeting to order and upon a call of the roll, those present and absent were as follows:

Present:      Shelith Hansbro, Vice Chairman  
                 Jenny Sykes, Commissioner  
                 Joshua Robertson, Commissioner  
                 Kristin Carr, Commissioner  
                 Terri Goodman, Secretary-Treasurer  
                 James A. 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 of the agenda.

A visitor, Ms Motan, was present to discuss her campaign for mayor and ask for the support of the DHA. Vice Chair Hansbro thanked Ms. Motan for coming to the meeting today.

Hearing no comments, Vice Chair Hansbro called for a motion to nominate and elect the current slate of officers. Commissioner Robertson made a motion to nominate and elect the current slate. Vice Chair Hansbro seconded the motion.

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

Vice Chair Hansbro presented the Minutes from the Regular Meeting of January 12, 2023. Commissioner Sykes moved accept the minutes as presented. Commissioner Carr seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote to accept the minutes as presented. All voted “Aye” except Commissioner Robertson, who abstained. The motion carried.

Vice Chair Hansbro presented the Minutes from the Closed Session of January 12, 2023 Pt. I. Commissioner Robertson moved accept the minutes as presented. Commissioner Sykes seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote to accept the minutes as presented. All voted “Aye”, except Commissioner Robertson who abstained. The motion carried.

Vice Chair Hansbro presented the Minutes from the Closed Session of January 12, 2023 Pt. II. Commissioner Sykes moved to accept the minutes as presented. Commissioner Carr seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote to accept the minutes as presented. All voted “Aye”, except Commissioner Robertson who abstained. The motion carried.

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

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Shara LeBeau reported we are down another staff member in Public Housing. Staff is working hard to keep up. The Concord is still hard to lease due to the shooting that happened at that property.

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 January 2023. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Jody Pallone reported that they have a new inspector that is doing really well. They signed 17 leases in January and have signed 10 so far in February. There are 71 vouchers on the street and have 34 households going to orientation.

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

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

Terri Goodman stated the occupancy has increased by one.

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

Vice Chair Hansbro presented the General Fund Check Register Report for the month of January 2023. Commissioner Robertson 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.

Vice Chair Hansbro presented the HCV Landlord Check Register Report for the month of January 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.

Vice Chair Hansbro presented the Capital Fund Check Register Report for the month of January 2023. Commissioner Robertson 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.

Vice Chair Hansbro presented the Financial Reports for the period through the end of December 2022. Commissioner Sykes moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported the AMPs are at 4 months in reserves overall. Security costs are bringing the reserves down. The COCC and Section 8 reserves are doing good.

Hearing no further comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye”.

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The motion carried.

Vice Chair Hansbro presented the following resolution for Commissioners’ consideration and approval:

**RESOLUTION NO. 23-04**

AUTHORIZING AND APPROVING ISSUANCE OF A PURCHASE ORDER TO BOB RIDINGS, INC. FOR A 2022 FORD ESCAPE S

WHEREAS, the Authority sought bids for a Ford Escape S for the Section 8 Department, and

WHEREAS, only one bid was received that met the specification listed in the request for a proposal, and

WHEREAS, the bid of Bob Ridings, Inc was determined to be reasonable based on surveys from outside of our immediate service area for the 2022 Ford Escape S, and

WHEREAS, funds are available for this purchase in the Section 8 reserves, 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 purchase of one Ford Escape S from Bob Ridings, Inc., is authorized and approved.

Section 2. That the total cost for this purchase shall be TWENTY- NINE THOUSAND, SIX HUNDRED THIRTY-EIGHT AND NO/100 (\$29,638.00) and shall be obligated against existing Section 8 reserves.

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 Carr seconded the motion.

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

Vice Chair Hansbro presented the following resolution for Commissioners’ consideration and approval:

**RESOLUTION NO. 23-05**

AUTHORIZING AND APPROVING ISSUANCE OF A PURCHASE ORDER TO LANDMARK FORD, INC. FOR A 2022 FORD ESCAPE SE

WHEREAS, the Authority sought bids for a Ford Escape SE for the Section 8 Department, and

WHEREAS, two bids was received that met the specification listed in the request for a proposal, and

WHEREAS, the bid of Landmark Ford, Inc was the low bid for the 2022 Ford Escape SE, and

WHEREAS, funds are available for this purchase in the Section 8 reserves, now; therefore

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

- Section 1. That the purchase of one Ford Escape SE from Landmark Ford, Inc., is authorized and approved.
- Section 2. That the total cost for this purchase shall be THIRTY-THREE THOUSAND, THREE HUNDRED EIGHTY-SIX AND 26/100 (\$33,386.26) and shall be obligated against existing Section 8 reserves.
- 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.

Commissioner Sykes asked who is getting the vehicles. Terri stated Jody will be getting the new vehicles. They have not gotten a new vehicle since 2002.

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

Vice Chair Hansbro presented the following resolution for Commissioners’ consideration and approval:

**RESOLUTION NO. 23-06**

**AUTHORIZING AND APPROVING SELECTION OF A DEVELOPER FOR 55 AND OVER SENIOR HOUSING USING PROJECT BASED VOUCHERS**

WHEREAS, HUD has verified that the Authority has the capacity within its 20% limit to support additional project-based voucher activity, and

WHEREAS, the Authority did publicly advertise a Request for Proposals for the development of 55 and Over Senior Housing using Project Based Vouchers, and

WHEREAS, the Authority received one proposal conforming to the requirements of the RFP, and

WHEREAS, Beacon Property Management and Bywater Development Group has identified a suitable site to develop 62 units of 55 and Over Senior Housing, and

WHEREAS, Beacon Property Management and Bywater Development Group proposes to designate 18 of the 62 units for inclusion in a 20 year Project Based Voucher HAP agreement, and

WHEREAS, Beacon Property Management and Bywater Development Group proposes to apply for Permanent Supportive Housing from the Illinois Housing Development Authority and other funding sources in 2023, and

WHEREAS, applications receive additional evaluation points if Project Based Voucher assistance is pledged, and

WHEREAS, based on the competitive selection of Beacon Property Management and Bywater Development Group, the Authority can pledge Project Based Vouchers contingent upon the developer complying with all HUD regulations; 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 proposal of Beacon Property Management and Bywater Development Group to develop 55 and Over Senior Housing units using Project Based Vouchers be accepted.

Section 2. That the Authority pledge to provide 18 Project Based Vouchers for 20 years at the 55 and Over Senior Housing development as proposed by Beacon Property Management and Bywater Development Group., in their proposal dated January 2, 2023.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents and correspondence to support funding applications for this development.

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

Terri Goodman reported this authorizes us to pledge 18 vouchers to a the Garfield School Project. Shara LeBeau stated this is an initial step for the developer so they can include this in their application to IHDA.

#### Old and New Business

Terri Goodman reported that there was a meeting with the City staff and the mayor regarding the situation at Wabash Crossing. There was also a conference call with HUD staff and they understand the problem and we are not the only ones East Lake has tried to do this to. Commissioner Robertson inquired how many other projects like ours does East Lake have? Terri stated she knows of the Chicago Housing Authority. Jim Jankowicz commented that he feels that HUD Headquarters has put pressure on the Field Office staff to contact the DHA. There are peaks and valleys on how HUD is handling this. The DHA provides information requested and then they do not respond.

Terri Goodman further reported we are working on getting new staff hired.

Hearing no further comments, Vice Chair Hansbro called for a motion to enter into closed session to conduct the six-month review of closed session minutes in accordance with 5 ILCS 120/2 (c) (21).

Commissioner Robertson made a motion to enter closed session and Commissioner Sykes seconded the motion.

Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted “Aye”. The motion carried. The board entered closed session at 4:00 p.m.

The board returned to open session at 4:05 p.m.



Commissioner Robertson made a motion to open the minutes of September 8, 2022, and all other closed minutes remain closed. Commissioner Sykes seconded the motion.

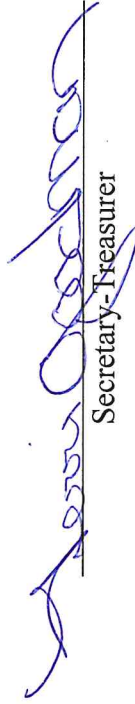
Hearing no comment, Vice Chair Hansbro called for a roll call vote. All voted "Aye". The motion carried.

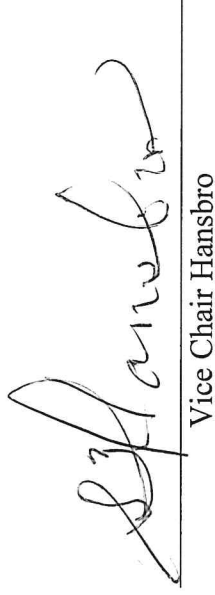
Vice Chair Hansbro stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn, and Commissioner Carr seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Vice Chair Hansbro, "Aye",  
Commissioner Sykes, "Aye",  
Commissioner Carr, "Aye", and  
Commissioner Robertson

The motion carried unanimously. The meeting adjourned at 4:06 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Vice Chair Hansbro