

**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, March 9, 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 |
|          | Kristin Carr, Commissioner        |
|          | Josh Robertson, Commissioner      |
|          | James Jankowicz, Legal Counsel    |

|         |                                    |
|---------|------------------------------------|
| Absent: | Jenny Sykes, Commissioner          |
|         | Terri Goodman, Secretary-Treasurer |

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, and spoken in open time, re-introduced herself as a Mayoral candidate in the election in April, 2023. She encouraged the board to consider voting for her. She voiced a complaint against her landlord and said that actions taken against her were retaliation for her running for Mayor. Chairperson Campbell thanked her for her comments.

Chairperson Campbell presented the Minutes of the annual meeting of February 9, 2023. Commissioner Robertson moved to accept the Minutes. Commissioner Carr seconded the motion.

Hearing no comment, Chairperson Campbell called for a roll call vote. Chairperson Campbell, Vice-Chairperson Hansbro, Commissioner Carr and Commissioner Robertson voted “Aye”. The motion carried unanimously.

Chairperson Campbell presented the Minutes from the Closed Session of the meeting of February 9, 2023. Vice Chairperson Hansbro moved to accept the minutes and Commissioner Robertson seconded the motion.

Hearing no comment, Chairperson Campbell called for a roll call vote. Chairperson Campbell, Vice-Chairperson Hansbro, Commissioner Carr and Commissioner Robertson voted “Aye.” The motion carried unanimously.

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

Shara LeBeau reported that Jassmin Hobbs has got leasing up. It is 96% occupied on both sides.

Hearing no further comment, Chairperson Campbell called for a roll call vote.

Commissioner Robertson, Vice-Chairperson Hansbro, Chairperson Campbell, and Commissioner Carr all voted “Aye.” No Commissioner voted “No.” The motion carried unanimously.

Chairperson Campbell presented the Housing Choice Voucher Program Occupancy report for the month of February, 2023. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Jody Pallone reported there was little improvement. She also reported that there were 74 vouchers on the street. Orientation was scheduled next week for ten families. Seventeen inspections were scheduled or in process. Additionally, a new leasing specialist was starting March 13, 2023 who had good prior work experience.

Hearing no further comment, Chairperson Campbell called for a roll call vote. Vice-Chairperson Hansbro, Chairperson Campbell, Commissioner Carr, and Commissioner Robertson all voted “Aye.” The motion carried unanimously.

Chairperson Campbell presented the Wabash Crossing Occupancy Report for the month of February 2023. Commissioner Robertson moved to receive and file the report. Commissioner Carr seconded the motion.

Shara LeBeau reported that occupancy remains substantially the same. One phase is down one.

Hearing no further comment, Chairperson Campbell called for a roll call vote. Chairperson Campbell, Commissioner Carr, Commissioner Robertson and Vice-Chairperson Hansbro voted “Aye.” No Commissioner voted “No.” The motion carried unanimously.

Chairperson Campbell presented the General Fund Check Register Report for the month of February, 2023. Commissioner Robertson moved to receive and file the report and Commissioner Carr seconded the motion.

Commissioner Robertson questioned the security deposit refund and body cameras. Shara LeBeau advised the board that DHA had chosen to buy its own cameras in order to own the footage. Had DHA not elected to purchase its own cameras, the security service was not obligated to turn over the footage. The cost was approximately \$1,200.00 for six cameras. Vice-Chairperson Hansbro also questioned the refund overpayment. Shara LeBeau explained that a tenant on a fraud account had overpaid the Housing Authority, and \$39.00 was refunded to the tenant.

Hearing no comment, Chairperson Campbell called for a roll call vote. Commissioner Carr, Commissioner Robertson, Vice-Chairperson Hansbro, and Chairperson Campbell voted “Aye.” No Commissioner voted “No.” The motion carried unanimously.

Chairperson Campbell presented the HCV Landlord Check Register Report for the month of February 2023. Vice Chair Hansbro moved and Commissioner Carr seconded the motion to receive and file the report.

Hearing no comment, Chairperson Campbell called for a roll call vote, Vice Chairperson Hansbro, Chairperson Campbell, Commissioner Carr and Commissioner Robertson voted “Aye.” No commissioner voted “No.” The motion carried unanimously.

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

Hearing no comment, Chairperson Campbell called for a roll call vote. Vice-Chairperson Hansbro, Chairperson Campbell, Commissioner Carr, and Commissioner Robertson voted “Aye.” No Commissioner voted “No.” The motion carried unanimously.

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

Shara LeBeau reported that the reserves are dwindling in the AMPS, primarily due to the cost of security. The focus of security is now concentrated on AMP 12-22. She anticipates adjustments later this month to use reserves from COCC. AMP 12-24 was the only gainer. Normal costs have been experienced by HCV. Since HUD has begun discussions about the amount of reserves on the administrative side, the Housing Authority went ahead and purchased two new vehicles, new printers, computers and monitors for HCV.

Hearing no further comment, Chairperson Campbell called for a roll call vote. Chairperson Campbell, Commissioner Carr, Commissioner Robertson, and Vice-Chairperson Hansbro all voted “Aye”. No Commissioner voted “No”. The motion carried unanimously.

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

**RESOLUTION NO. 23-07**

AUTHORIZING AND APPROVING SUBMISSION NO. 1 OF  
THE DECATUR HOUSING AUTHORITY’S OPERATING  
BUDGET FOR THE CALENDAR YEAR 2023

WHEREAS, we have received the budget form information from the Department of Housing and Urban Development, and

WHEREAS, HUD requires that it be adopted verbatim in their format; 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 summaries of form HUD-52722 and 52723 for the 2023 calendar year operating budget be authorized and approved as presented.

Section 2. That all proposed charges and expenditures shall be administered in a manner consistent with the provisions of the law and the Annual Contributions Contract, C-1030.

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

Shara LeBeau stated that the Resolution authorized the submission of DHA’s budget for calendar year 2023. DHA was asking for a leased unit count increase to 290 for Phase I of Wabash

Crossing and 480 for Phase II. There has been no formal indication from HUD as to what funding levels would be. The levels may be at 90%.

Hearing no further comment, Chairperson Campbell called for a roll call vote. Commissioner Carr, Commissioner Robertson, Vice-Chairperson Hansbro, and Chairperson Campbell voted “Aye”. No Commissioner voted “No”. The motion carried unanimously.

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

**RESOLUTION NO. 23-08**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION  
NO. 2 TO CHRISTY-FOLTZ, INC. FOR DON F. DAVIS CENTER  
EXTERIOR RENOVATIONS, CFP IL01-P012-50120-50121

WHEREAS, the Authority has entered a contract with Christy-Foltz, Inc. for Don F Davis Center Exterior Improvements, and

WHEREAS, the work items included in this contract are roof replacement, window replacement, and other miscellaneous improvements, and

WHEREAS, during the monthly construction observation meeting it was determined that there are additional improvements needed, and

WHEREAS, the Contracting Officer authorized the architect to issue a RFP for the additional items identified, and

WHEREAS, Christy-Foltz, Inc. submitted a proposal and the architect has determined the proposal to be reasonable, and

WHEREAS, funds are available within the Authority’s Capital Fund Program IL01-P012-50121; 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. 2 to Christy-Foltz, Inc. for Don F. Davis Center Exterior Renovations, ILL 12-24, Project CFP IL01-P012-50120/50121 is authorized and approved.

Section 2. That the amount of the contract modification is TWENTY-SEVEN THOUSAND, TWO HUNDRED FIFTY-THREE AND NO/100 DOLLARS, (\$27,253.00), and the time for completion is extended 130 calendar days.

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

Vice-Chairperson Hansbro moved to accept the resolution as presented. Commissioner Carr seconded the motion.

Shara LeBeau stated that as further work was performed at the Davis Center, additional areas of damaged ceiling tile and grids from the roof leak, and damage to areas around the clerestory windows were discovered. It was decided to paint the adjacent walls to match the new paint instead of trying to match the old paint. The work includes more ceiling work, wall repair and painting from the areas around the leaking windows.

Hearing no further comment, Chairperson Campbell called for a roll call vote. Commissioner Robertson, Vice-Chairperson Hansbro, Chairperson Campbell, and Commissioner Carr voted “Aye.” No Commissioner voted “No.” The motion carried unanimously.

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

**RESOLUTION NO. 23-09**

AUTHORIZING AND APPROVING ISSUANCE OF A PURCHASE ORDER  
TO BOB RIDINGS, INC. FOR A 2023 FORD T-350 CARGO VAN

WHEREAS, the Authority’s Operating Budget includes cyclical replacement of maintenance vehicles, and

WHEREAS, the Authority informally solicited bids for a 2023 Ford Transit van, and

WHEREAS, Bob Ridings, Inc provided the lowest bid for this van, and

WHEREAS, operating funds are available for this purchase, 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 cargo van from Bob Ridings, Inc., 931 Springfield Rd., Taylorville IL., 62568, is authorized and approved.

Section 2. That the total cost for this purchase shall be FORTY-EIGHT THOUSAND, SIX HUNDRED SIXTY THREE AND NO/100 (\$48,663.00) and shall be obligated against existing operating funds.

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

Commissioner Robertson moved and Vice-Chairperson Hansbro seconded the motion to accept the Resolution as presented.

Shara LeBeau reported that maintenance vehicles had reached the end of their useful life and needed to be replaced. No contracts were available on the Central Management Services website, so bids were solicited from vendors. It was noted that even if there were a contract on the CMS and a governmental entity put in a reservation, it did not mean that the vehicle would be manufactured. The Resolution approves the issuance of a purchase order to Bob Ridings for a 2023 Ford Transit Cargo van.

Hearing no further comment, Chairperson Campbell called for a roll call vote. Commissioner Robertson, Vice-Chairperson Hansbro, Chairperson Campbell, and Commissioner Carr voted “Aye.” No Commissioner voted “No.” The motion carried unanimously.

Chairperson Campbell asked if there was any old and new business. Shara LeBeau stated that Terri Goodman was still speaking with HUD. Elzie Higginbottom had requested the opportunity to speak with HUD and HUD had declined to speak directly with him. A

contractor had been brought in from St. Louis to do unit renovations, but not much work has been done.

Shara LeBeau also reported that five employees were out with COVID.

Shara LeBeau also advised the board that a new property manager, Paula Rice had been hired with experience at Roosevelt. Paula Rice would oversee the scattered sites and Jassmin Hobbs would oversee the high rises. Additionally, Carrie Aubert, who had worked at Akorn, had been hired as a leasing specialist. Rebecca Hutchinson, who had been working at the front desk, had indicated that she was interested in a leasing position in the HCV Department. Another staff person may be changing responsibilities.

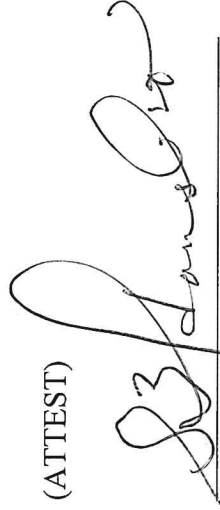
Jim Jankowicz updated the Board on the Judge's decision in AHRMA's declaratory judgment suit. He also advised the Board that he had spoken with Britt Brown concerning the Mound Road property.

Chairperson Campbell stated there was no further business to come before the Board. Commissioner Robertson moved and Vice Chairperson Hansbro 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 Robertson, "Aye."

No Commissioner voted "No." The motion carried unanimously. The meeting adjourned at 4:08 p.m.

(ATTEST)

  
Vice-Chairperson Hansbro

  
Chairperson Campbell