

**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, August 9, 2018.

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

Present: Shad Etchason, Vice Chairman
Jenny Sykes, Commissioner
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer

Absent: Lisa Campbell-Hein, Chairperson
Shelith Hansbro, Commissioner
James A. Jankowicz, Legal Counsel

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 Chairman Etchason presented the Open Time of the agenda. No comments were received.

Vice Chairman Etchason presented the Minutes from the Special Meeting of July 11, 2018. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

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

Vice Chairman Etchason presented the Rent Roll/L&O Summary Report for the month of July 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy remains at 99%. There are only 7 vacancies and three of those have been leased since the report was created.

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

Vice Chairman Etchason presented the Housing Choice Voucher Program Occupancy report for the month of July 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported staff is doing really well and there have been 25 new leases signed since August 1st. She stated she hopes to see a bigger increase next month.

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

Vice Chairman Etchason presented the Wabash Crossing Occupancy Report for the month of July 2018. Commissioner Sykes moved to receive and file the report. Commissioner August 9, 2018

Gosch seconded the motion.

Mr. Alpi reported that Phase I continues to lose and is down to 44% occupied. Mr. Alpi stated its clear East Lake Management has walked away from Phase I. Phase II and III are approximately 79-80% occupied. This continues to be a problem.

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

Vice Chairman Etchason presented the General Fund Check Register Report for the month of July 2018. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

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

Vice Chairman presented the HCV Check Register Report for the month of July. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion. Mr. Alpi stated this is a new report that will be shared with the board each month moving forward to coincide with our policies.

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

Vice Chairman Etchason presented the Capital Fund Check Register Report for the month of July. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion. Mr. Alpi stated this is also a new report that will be shared with the board moving forward to coincide with our policies.

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

Vice Chairman Etchason presented the Financial Reports for the period through the end of June 2018. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported this report covers the first three months of our fiscal year. All AMPs have 6 months reserves except one. This includes a new hire and next month there will be another new hire. Mr. Alpi stated the spending is as projected.

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

Vice Chairman Etchason presented the following resolution for Commissioners’ consideration and approval:

RESOLUTION NO. 18-27

**AUTHORIZING AND APPROVING A REVISION TO THE AUTHORITY’S
PERSONNEL POLICIES AND PROCEDURES HANDBOOK**

WHEREAS, the Authority has a Personnel and Policies Procedure Handbook, and

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WHEREAS, the Personnel Policies and Procedures Handbook, S6.10 Smoke Free Policy, was previously revised to meet requirements of the Smoke Free Illinois Act, and

WHEREAS, the Department of Housing and Urban Development's Smoke Free Rule went into effect for all of public housing July 30, 2018, and

WHEREAS, staff recommends that the policy be revised to incorporate the requirements of the Department of Housing and Urban Development's Smoke Free Rule; 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 revision of the Personnel Policies and Procedures Handbook as presented is hereby approved.

Section 2. That the revision be formally incorporated into the Authority's Personnel and Procedures Handbook and distributed to all agency staff.

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

This resolution authorizes an update to the personnel policy to match the no smoking policy at all the other properties.

Hear no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 18-28

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO KING LAR COMPANY FOR BOILER REPLACEMENT AT THE LEXINGTON, CFP IL06-P012-50116

WHEREAS, the contract with King Lar Company for Boiler Replacement at the Lexington is now complete, and

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

WHEREAS, all unforeseen conditions have been identified, and

WHEREAS, there are funds left in the allowance that were not used; 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. 1 to King Lar Company for Boiler Replacement at the Lexington, CFP IL06-P012-50116 is authorized and approved.

Section 2. That the contract amount is decreased by SIX THOUSAND, FOUR HUNDRED SEVENTY-FIVE AND 60/100 DOLLARS (\$6,475.60) and the time for completion be increased by 60 days.

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

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

Mr. Alpi explained the work at the Lexington for the boiler replacement is complete and this resolution authorizes a reduction in cost to reflect the unused allowance.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 18-29

**AUTHORIZING AND APPROVING CONTRACT MODIFICATION
NO. 2 TO SKY'S THE LIMIT TREE SERVICE, INC. FOR TREE
REMOVAL SERVICES**

WHEREAS, the Authority has an open contract with Sky's the Limit Tree Service for Tree Removal Services at AMP ILL 12-22, ILL 12-23, ILL 12-24 and ILL 12-28, and

WHEREAS, since contract inception, there have been additional trees identified that have died and there are additional stumps to be removed, and

WHEREAS, Sky's the Limit Tree Service Inc. has submitted a proposal to do the additional work, and

WHEREAS, the proposal of Sky's the Limit Tree Service, Inc. has been evaluated and is reasonable for this work, and

WHEREAS, funds are available within the Capital Fund Program, IL01-P012-50117; 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 Sky's the Limit Tree Service, Inc. for Tree Removal Service at, ILL 12-22, ILL 12-23, ILL 12-24 and ILL 12-28, Project IL01-P012-50117 is authorized and approved.

Section 2. That the amount of the Contract Modification is THIRTEEN THOUSAND, NINE HUNDRED NO/100 DOLLARS (\$13,900.00), and the time for completion is October 1, 2018.

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

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

Mr. Alpi stated this is an open contract. As we continue to inspect trees, we have discovered 13 more trees that are causing a threat to property. We asked the contractor to send us a proposal for the extra work. The proposal has been evaluated and is in line with the cost of the original contract.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Old and New Business

Mr. Alpi informed the board that there are two events coming up that are very positive. Tomorrow morning our Resident Services Coordinator will be giving out backpacks to our public housing kids who are pre-registered. The second event is a pizza party at Garfield Park on Friday, August 17th at 11:30. This party is being held to recognize the participants in a neighborhood beautification program. There were 20-30 participants. Prizes were given to three top winners and there were also several honorable mentions identified. Mr. Alpi is very pleased with the outcome.

Hearing no further comment, Vice Chairman Etchason called for a motion to enter closed session. Commissioner Sykes made a motion to go into closed session to discuss probable or imminent litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11) and Commissioner Gosch seconded the motion. All voted "Aye". The motion carried. The board entered closed session at 3:48.

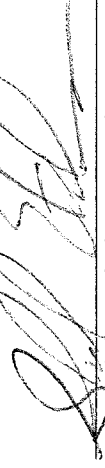
The board returned to open session at 3:57.

Vice Chairman Etchason stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion.

Upon a call of the roll, the Commissioners voted as follows:

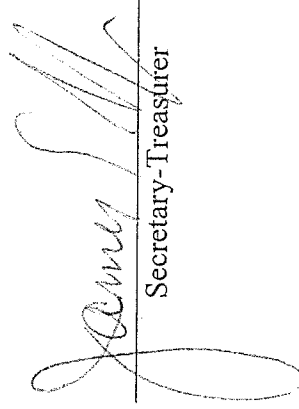
Vice Chairman Etchason, "Aye"
Commissioner Sykes, "Aye", and
Commissioner Gosch, "Aye".

The motion carried unanimously. The meeting adjourned at 3:58 p.m.



Vice Chairman Etchason

(ATTEST)


Secretary-Treasurer

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