

**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, May 9, 2013.

Chairperson Campbell-Hein called the meeting to order and at this time opening ceremonies were conducted by citing the Pledge of Allegiance. Upon a call of the roll, those present and absent were as follows:

Present:	Lisa Campbell Hein- Chairperson
	Robert Yuhas, Vice Chairman
	William Gosch, Commissioner
	Shad Etchason, Commissioner
	Shelith Hansbro, Commissioner
	James E. Alpi, Secretary-Treasurer
	James Jankowicz, Legal Counsel

Absent: None

There being a quorum present and the meeting duly convened, business was transacted as follows:

Chairperson Campbell-Hein presented the Open Time of the agenda.

At this time Mr. Alpi Introduced Theresa Churchill from the Herald and Review. Ms. Churchill stated she was glad to be here.

Hearing no further comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of April 11, 2013. Commissioner Etchason made a motion to accept the minutes with two corrections. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye", except Vice Chairman Yuhas who abstained. The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of April 2013. Vice Chairman Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

Terri Goodman stated that the occupancy rate has decreased due to tenant deaths and tenants failing to maintain power service. Occupancy should be back up to 97% next month.

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

Chairperson Campbell-Hein presented the Housing Choice Voucher Program Occupancy report for the month of April/May 2013. Vice Chairman Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus stated that occupancy has gone up some and we are going to need to keep our numbers down to meet rents. We are currently at 1011 vouchers. Mr. Alpi stated that we are monitoring this almost daily. The reporting system actually reflects a month behind. We hope to get the number of vouchers down to 950-980 between now and the end of the year. Right now the only way the occupancy is decreasing is through attrition. DHA has set up an amnesty

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program that is allowing voucher holders to come in and report income changes and set up repayment agreements until end of business on Monday. After Monday all voucher holders that do not report income changes will be terminated. This reduction in vouchers will represent a net loss of 80-100 units of low income housing in the city of Decatur. Every Housing Authority in the country is taking the same action. We have notified every voucher holder explaining this. Chairperson Campbell Hein asked if a voucher holder under reports can they pay the amount owed and keep their voucher. Mr. Alpi responded only until end of day Monday.

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

Chairperson Campbell-Hein presented the Wabash Crossing Occupancy report for the month of April 2013. Vice Chairman Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Ms. Tina Rice from East Lake Management reported that occupancy has held steady at 89% across the board. Mr. Alpi stated that East Lake would like to tap into the reserves to assist with make ready to allow increased occupancy. DHA has agreed to allow this.

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

Chairperson Campbell-Hein presented the General Fund Check Register Report for the month of April 2013. Vice Chair Yuhas moved to receive and file the report and Commissioner Etchason seconded the motion.

Vice Chairman Yuhas inquired about the high cost of the water closet. Mr. Alpi stated that this is a unique type with the through the wall discharge. It is required due to how the highrise is built. Vice Chairman Yuhas inquired about the cost of the seat valves. Ms. Goodman stated that it is more than one.

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

Chairperson Campbell-Hein presented the following resolution for the commissioners' consideration and approval:

RESOLUTION NO. 13-18

AUTHORIZING AND APPROVING THE SUBMISSION OF A SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION FOR THE FISCAL YEAR ENDING MARCH 31, 2013

WHEREAS, the Department of Housing and Urban Development requires under 24 CFR 985, 101 that Housing Authorities certify certain Performance Indicators within the Section Eight Management Assessment Program (SEMAP), and

WHEREAS, this certification process requires the involvement, understanding and authorization by the Board of Commissioners preparatory to submitting said Certification to HUD, and

WHEREAS, staff has prepared and presented to the Board a review of the fifteen (15) HUD indicator categories in the format required by HUD for electronic submission; now, therefore,

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

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Section 1. That the HUD internet document as attached to this Resolution and representing required information through the fiscal year ending March 31, 2013, be authorized for execution by the Chairperson of the Board of Commissioners and the Authority's Executive Director.

Section 2. That the Executive Director is instructed to submit this Certification and any other relevant documentation to the Department of Housing and Urban Development by no later than May 31, 2013.

Vice Chairman Yuhas moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated that this is the annual self evaluation for the Section 8 program. DHA maintains a file with back up information to support this evaluation. DHA passed with flying colors.

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

Chairperson Campbell-Hein presented the following resolution for the commissioners' consideration and approval:

RESOLUTION NO. 13-19

AUTHORIZING AND APPROVING USE OF E-MAIL SERVICE AND EQUIPMENT BY DHA RESIDENT COMMISSIONERS

WHEREAS, the Authority desires to reduce expenses and improve efficiency of communications with commissioners, and

WHEREAS, E-Mail delivery of information to commissioners is more expedient and less costly than paper communication, and

WHEREAS, resident commissioners can access E-Mail at Authority furnished computers located in highrise facilities, and

WHEREAS, resident commissioners who are not highrise residents do not have access to Authority provided E-Mail, and

WHEREAS, the Authority has hardware available to install in a resident commissioner's non-highrise home to allow the commissioner to perform the commissioner's general duties and the Authority can reimburse the resident the cost of monthly internet access, and

WHEREAS funds are available from the Central Office Cost Center budget, 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 installation of Authority owned computer equipment in the residence of resident commissioners who do not reside in a highrise be authorized and approved for E-Mail communication for the convenience of the Authority and in connection with the performance of commissioner duties.

Section 2. That monthly access fees for internet service paid by such resident commissioner be reimbursed by the Authority from the Central Office Cost Budget.

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

Vice Chairman Yuhas moved to accept the resolution as presented. Commissioner Etchason seconded the motion.

Mr. Alpi stated that the staff has been looking at ways to increase efficiency in all aspects of the daily operations. We currently have a resident commissioner who does not live in a highrise that has wireless internet. We are proposing to provide a used computer and pay for a portion of the cost of internet service so we can distribute information to commissioners more expediently.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye" except Commissioner Gosch who abstained. The motion carried. The board also agreed to receive the board packets electronically.

Chairperson Campbell-Hein presented the following resolution for the commissioners' consideration and approval:

RESOLUTION NO. 13-20

**AUTHORIZING AND APPROVING AN ENERGY SERVICES AGREEMENT
WITH AMERESCO, INC.**

WHEREAS, the Authority received proposals from energy service companies in June 2011 to develop an Energy Performance Contract, and

WHEREAS, Ameresco, Inc. was selected in December 2011 to provide energy services to the Authority, and

WHEREAS, Ameresco, Inc. has performed an investment grade energy audit and identified numerous energy conservation measures (ECMs), and

WHEREAS, Ameresco Inc. and the Authority have identified approximately \$1,000,000 of ECMs which can be implemented using Energy Performance Contracting, and

WHEREAS, Ameresco has developed an Energy Performance Contract specifying improvements to be made, costs savings, and expenses to install and monitor energy savings improvements, and

WHEREAS, the program shall be funded with borrowed funds to be repaid with funds not expended for saved utility costs, and

WHEREAS, HUD approval of the Energy Agreement is required prior to execution; 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 an Energy Services Agreement with Ameresco, Inc. for implementation of an Energy Performance Contract be authorized and approved.

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Section 2. That the value of the contract will be between \$950,000 and \$1,050,000 and the term of the loans be not more than 12 years.

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

Vice Chairman Yuhas moved to accept the resolution as presented. Commissioner Etchason seconded the motion.

Mr. Alpi stated that this resolution authorizes the Housing Authority to submit the Energy Services Agreement to HUD for approval. If it is approved by HUD we are authorized to execute the agreement and proceed with the work. This agreement is a way to bring funding into the properties by installing energy efficient equipment. We are allowed to keep the money saved from lower utilities to finance the improvements.

Vice Chairman Yuhas inquired if we have to approve it today. Vice Chairman Yuhas asked if the board could receive a memo outlining the specifics of the Energy Services Agreement. Mr. Alpi stated that we can table it until we have a final document and he will send a memo to all board members outlining the specifics of the agreement.

Commissioner Etchason moved to table Resolution No. 13-20 until the June board meeting. Vice Chairman Yuhas seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried and Resolution 13-20 was tabled until the June board meeting.

Old and New Business

Mr. Alpi gave a quick overview of the budget and stated that the reserves appear adequate to take us through the end of the year. Vice Chairman Yuhas inquired if we need to initiate a hiring freeze. Mr. Alpi stated that staff has done that informally. DHA staff continues to look for ways to stretch the budget, and are hopeful the funding will be back to reasonable levels next year.

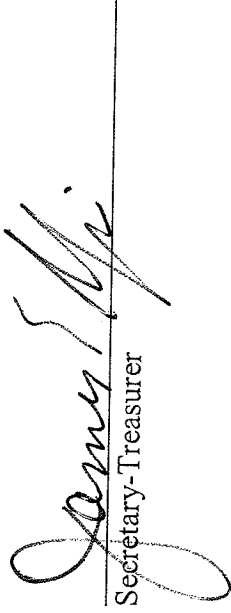
Chairperson Campbell-Hein stated that there was no further business to come before the board. Commissioner Etchason moved to adjourn. Commissioner Hansbro seconded the motion. Upon a call of the roll the Commissioners voted as follows:

Vice Chairman Yuhas - "Aye"
Commissioner Gosch, - "Aye"
Commissioner Etchason, - "Aye" and
Commissioner Hansbro, - "Aye"
Chairperson Campbell-Hein, - "Aye"

The Board adjourned at 4:27 p.m.


Chairperson Campbell-Hein

(ATTEST)


Secretary-Treasurer

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