

**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 11, 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
William Gosch, Commissioner
Shad Etchason, Commissioner
Shelith Hansbro, Commissioner
James E. Alpi, Secretary-Treasurer
James Jankowicz, Legal Counsel

Absent: Robert Yuhas, Vice Chairman

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 stated that we have guests from Eastlake Management and the local trades.

Mr. Bill Francisco introduced himself as the Vice President of Trades and Labor and thanked the board for any and all past work. Mr. Francisco further stated that there has been a significant amount of activity generated from the award of the contract to Schemel-Tarrillion, Inc. Mr. Francisco stated he is here to make two points, 1) He cited PA 097-0369 which amended the Illinois Procurement Code, 30 ILCS 500/30-22 (6) which requires that to be a responsible bidder on a construction contract under Illinois Procurement Code all bidders' subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the U.S Department of Labor's Bureau of Apprenticeship and Training. Paragraph 8 requires that a responsible bidder maintain and submit a signed affidavit that the bidder is maintaining, an Illinois office for all persons employed under the contract; and 2) he cited Paragraph 8.2 of the Illinois Housing Authorities Act, 310 ILCS 10/8.2, which states that any contract, in which state funds are used, shall be let by free and competitive bidding to the lowest responsible bidder. He stated that he is simply reaching out to the public body to encourage the Housing Authority to see more contracts go to the local businesses. He further stated that there will be a FOIA request for the furnace and water heater project.

In response, Mr. Alpi stated that the Board is appreciative of the input but is not obligated to immediately respond to comments received. Mr. Alpi further stated that the majority of the funding comes from HUD and we are bound by HUD procurement regulations which prohibit restricting contracting opportunities to local businesses only except Section 3 qualified

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businesses.

Hearing no further comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of March 14, 2013. Commissioner Etchason made a motion to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted “Aye”, except Commissioner Hansbro who abstained. The motion carried.

Chairperson Campbell-Hein presented the minutes from the Special Meeting of March 21, 2013. Commissioner Etchason made a motion to accept the minutes as presented. Commissioner Gosch seconded the motion.

Vice Chairperson Campbell-Hein stated that there is a correction to page two of the minutes to insert the word “good” on the third line down before “to work with”.

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

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

Terri Goodman stated that the occupancy rate is holding steady. We are getting units turned over and re-assigned as soon as practicable.

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 March 2013. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus stated that we are going to need to keep our numbers down to meet rents. Mr. Alpi stated that there are two separate pots for the HCV program. The HAP for tenant rents and the other pot is for administration of the program to cover staff salaries and benefits. The Administrative side is being cut to 68%. We will be tracking this closely.

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 March 2013. Commissioner Etchason moved to receive and file the report. Commissioner Hansbro seconded the motion.

Mr. Alpi introduced Mr. David Turner, and Ms. Tina Rice from East Lake Management. He explained they are here today to show support for working with the staff of DHA. Mr. Alpi has asked Ms. Rice to start attending the board meetings to give updates. Ms. Rice stated that the ACC units at Wabash Crossing are at 89%.

Mr. Alpi stated the portion of units that are ACC are under the same funding stream as ours which is at 70% funding for the rest of the year. One of the challenges they face is having the funding and manpower to do make ready and lease up units. East Lake will be developing a plan to show goals for ramping that up. There are reserves that were built into the financing when Wabash Crossing was built. East Lake would like to tap into the reserves. In order to do

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that the

y are required to get approval from all partners. Mr. Alpi stated that this is simply an administrative procedure and recommends supporting this.

Mr. Turner stated that East Lake has never received 100% ACC funding and will be looking at options to increase revenue. Staff at East Lake has a plan to increase leases by 3-4 per 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 General Fund Check Register Report for the month of March 2013. Commissioner Etchason moved to receive and file the report and Commissioner Gosch seconded the motion.

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. 13-15

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO
BUILDING SYSTEMS OF ILLINOIS, INC. FOR ELEVATOR UPGRADES AT
THE CONCORD, LEXINGTON, MACON STREET AND HARTFORD,
PROJECT CFP IL06-P012-50111/50112

WHEREAS, the Authority did solicit and receive sealed competitive bids for Elevator Upgrades at the Highrises and Macon Street Apartments, and

WHEREAS, the low bid was submitted by Building Systems of Illinois, Inc., and

WHEREAS, the bid amount is within the budget amount for this project, and

WHEREAS, the architectural firm, MMLP, Ltd., recommends award of contract to Building Systems of Illinois, Inc. , and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50111 and Capital Fund Program IL06-P012-50112; 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 award of contract to Building Systems of Illinois, Inc. for Elevator Upgrades at the Concord, Lexington Macon Street Apartments, and Hartford, Project CFP IL06-P012-50111 and CFP IL06-P012-50112 is authorized and approved.

Section 2. That the contract amount is FOUR HUNDRED EIGHTY-EIGHT THOUSAND, THREE HUNDRED NINETY-TWO AND NO/100 DOLLARS (\$488,392.00)and the time for completion is 210 days from issuance of Notice to Proceed.

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

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

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Mr. Alpi stated that this is the re-bid for the elevator upgrades. Bid documents were modified to bid to general contractors. Two bids were received with the low bid being submitted by Building Systems of Illinois for the combination bid for all properties. The other bid was received by Christy-Foltz, Inc. The bids were very close and were within the budgeted amount.

Commissioner Etchason inquired about receiving only two bids and this seems to be an ongoing problem. Mr. Alpi stated that we solicit in the local publications, national trade publications, and on our website. The amount of work for the general is very small. The majority of the work is for the elevator companies.

Commissioner Gosch inquired if they will only be doing one elevator in each building at a time. Mr. Alpi stated “yes”.

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. 13-16

AUTHORIZING AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS
OF MARCH 31, 2013

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

WHEREAS, these residents have vacated DHA units and been reported to Midwest Credit and Collection and CCB Credit Service for collection of past due accounts, and neither the Authority, Midwest Credit and Collection or the CCB Credit Service has been able to collect these amounts due, and

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

WHEREAS, previously the Authority’s Board of Commissioners took write-off action for uncollectible accounts through September 30, 2013, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of October 1, 2012 through March 31, 2013; 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 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, 2013 of Nineteen Thousand, Four Hundred Fourteen and 59/100 Dollars (\$19,414.59) less Five Hundred Twenty-Four and 75/100 Dollars (\$524.75) of payments or a net write off of Eighteen Thousand, Eight Hundred Eighty-Nine

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and 84/100 Dollars (\$18,889.84).

Section 3. That the Executive Director or his designee is authorized and instructed to incorporate this fiscal information into the Authority's Books of Account for the period ending March 31, 2013.

Commissioner Etchason moved to accept the resolution as presented. Commissioner Hansbro seconded the motion.

Terri Goodman stated this is the second write-off for this year. The net amount of the write-off is \$18,889.84. Commissioner Gosch asked if we are unable to locate the people that owe us money. Jim Jankowicz stated that the laws have changed that protects debtors and makes it difficult for the collection agencies to collect. If they ever want to come back to live in our properties they have to pay any amount owed before they can be approved. Bankruptcy does not protect them from this requirement.

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 13-17

AUTHORIZING AND APPROVING A REVISION OF THE PUBLIC HOUSING PROGRAM ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE DECATUR HOUSING AUTHORITY

WHEREAS, the Authority continually seeks to review the Public Housing Admissions and Continued Occupancy Policy to assure compliance with federal regulatory changes and for responsiveness to local need, and

WHEREAS, the Authority continuously seeks ways to reduce administrative costs, and

WHEREAS, HUD has established temporary guidelines for PHA's in fulfilling Public Housing Program requirements during this period of decreased resources available to the PHA, 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 Admissions and Continued Occupancy Policy be hereby revised as shown in the attachments.

Section 2. That the staff of Decatur Housing Authority is authorized to implement the changes effective May 01, 2013.

Section 3. That staff cease using the temporary provisions in the Admissions and Continued Occupancy Policy by March 31, 2014.

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

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Terri Goodman stated that this is a duplicate of what we did for the HCV program last month. HUD has allowed us to make these changes temporarily to decrease burden on staff.

Old and New Business

Mr. Alpi reported that since the last meeting we have a better idea of what the budget looks like. Section 8 HAP contracts will be funded at about 92% for the rest of the Year. Section 8 Admin. fees will be at about 68% for the rest of the year and public housing will be at about 70% for the rest of the year. We have been able to draw down the Replacement Housing Factor funding in the amount of \$173,852. This has been in the Line of Credit Control System but unavailable. These are funds that were lent to the Phase III of Wabash Crossing. We have also receiving \$173,190 for the Continuum of Care program that supports the Shelter Plus Care Program. HUD awarded us a Section 8 Admin add on to pay for the Family Self Sufficiency Program in the amount of \$49,581.

Mr. Alpi thanked Commissioner Etchason for doing outreach to Senator Manar on behalf of the grant from the Attorney General's office. DHA is one of 136 applicants and DHA has asked for \$11 of the \$70 million available.

The City of Decatur would like to add deed restrictions to 22 homes in Wabash Crossing Phase III for compliance with HOME regulations. There is no reason for DHA to withhold agreement to this and staff will handle this administratively.

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:

- Commissioner Gosch, -“Aye”
- Commissioner Etchason, - “Aye” and
- Commissioner Hansbro, - “Aye”
- Chairperson Campbell-Hein, - “Aye”

The Board adjourned at 4:39 p.m.

Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer

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