

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 14, 2016.

Chairperson Campbell-Hein 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-Hein, Chairperson
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Jenny Sykes, Commissioner
Shad Etchason, Vice Chairman
Shelith Hansbro, Commissioner

There not being a quorum present, opening ceremonies were conducted with the reciting of the pledge of allegiance and informational business was transacted as follows:

Chairperson Campbell-Hein presented the Open Time of the agenda by asking visitors to introduce themselves. Mike Peoples, and Jerrime Hiser from Local 279 and Erik Grebner, the Executive Director of Homework Hangout introduced themselves. No comments were received from the visitors.

Mr. Alpi informed the board that he has been having negotiation meetings with Mike and Jerrime, who represent the maintenance employees and non-exempt administrative staff. He hopes to have the contracts finalized soon.

Mr. Alpi stated that we have been attending an IAHA Annual Maintenance and Management Clinic at the Decatur Conference Center and Hotel this week. This is an annual conference for all the Public Housing Authorities in the State of Illinois. There are various classes on all the aspects of operating a Housing Authority. The HUD speaker this year was Eleny Ladias from the Chicago Office. She explained HUD's focus on the occupancy percentages and offered suggestions on how to increase occupancy, placing more focus on unit turnovers. HUD suggests using outside contractors to complete mowing and snow removal to free up more time for maintenance to do renovation.

At this time, Commissioner Sykes joined the meeting at 3:54, a quorum is now present and the meeting duly convened, business was transacted as follows.

Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of March 10, 2016. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote to accept the minutes as presented. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the

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month of March 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy is still not up to where we want it to be. Staff has authorized overtime to help get units ready to lease.

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 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported occupancy is down by two but we have signed several leases and have a new staff person hired and is being trained. Staff continues to work really hard. Mr. Alpi stated we are at 99% utilization. We will continue to push for overutilization to increase funding.

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 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Tina Rice, Manager at Wabash Crossing reported occupancy is holding steady. Ms. Rice stated they are still having a problem getting qualified applicants. There is about a 10 to 1 ratio. Mr. Alpi stated that Tina has the challenge of getting all three phases to 97% by the end of September.

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 2016. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

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

Chairperson Campbell-Hein presented the Financial Reports for the period through the end of February. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman, Finance Director, reported that the report next month will be the end of year report. There was a loss overall of \$39,000.00. HCV also shows a loss. She further stated that we continue to cut costs to reduce deficits. We also continue to use a portion of the Capital Fund to cover deficits but we can only use 20-25% of Capital Fund for that purpose. Commissioner Sykes noted that audit costs are not included on the report. Terri Goodman stated they are booked but will not show until the next report. We continue to tweak the reports and if there are certain items the board would like to see please let us know.

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

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voted "Aye". The motion carried.

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

RESOLUTION NO. 16-18

**AUTHORIZING AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS
OF MARCH 31, 2016**

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, 2015, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2015 through March 31, 2016; 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, 2016 of Thirty-Nine Thousand, Seven Hundred and 21/100 Dollars (\$39,700.21) less Two Thousand, Five Hundred Fifty-Five and 89/100 Dollars (\$2,555.89) of payments or a net write off of Thirty-Seven Thousand, One Hundred Forty-Four and 32/100 Dollars (\$37,144.32).
- 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, 2016.

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

Terri Goodman stated this is our normal collection write-off for public housing. Commissioner Sykes asked how long this is for. Terri Goodman stated 6 months. Chairperson Campbell-Hein inquired if this is standard. Terri Goodman stated yes.

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

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

RESOLUTION NO. 16-19

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL MODERNIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL FUND PROGRAM IL06-P012-50113

WHEREAS, all contract work in connection with Capital Fund Program IL06-P012-50113 was completed as of February 18, 2016, and

WHEREAS all modernization costs and liabilities incurred by the Decatur Housing Authority have been fully paid in accordance with the PHA Plan, and

WHEREAS, there are no undischarged mechanics, laborers', contractors', or material-mens' liens against such modernization work on file in any public office and the time in which such liens could be filed has expired; 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 all work included in Capital Fund Program IL06-P012-50113 in the amount of \$762,506.00 has been completed.
- Section 2. That the books of account be adjusted to fully reflect the completion of this grant activity and that this work should be audited as part of the IPA Audit for the fiscal year ending 3/31/2016.
- Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06-P012-50113, in the amount of \$762,506.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

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

Mr. Alpi reported that this is the final report for the CFP IL06-P012-50113 and all funds have been expended so we will be submitting it to HUD for close out.

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 Commissioners' consideration and approval:

RESOLUTION NO. 16-20

AUTHORIZING AND APPROVING SUBMISSION OF BUDGET REVISION NO. 3 TO THE ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT FOR CAPITAL FUND PROGRAM IL06-P012-50114

WHEREAS, the Capital Fund Program Five Year Action Plan includes the work to replace roofs as the Garden Apartments, AMP ILL 12-23 and AMP ILL 12-28, and

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WHEREAS, the Capital Fund Program Five Year Action Plan includes the work to replace the furnaces at the Townhouse development AMP ILL 12-22, and

WHEREAS, these work items can be moved forward in accordance with HUD Capital Fund Program regulations to expedite obligation of funds, and

WHEREAS, Budget Revision No. 3 to CFP IL06-P012-50114 will be submitted to HUD for approval; 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 Budget Revision No. 3 to the Annual Statement/Performance and Evaluation Report for Capital Fund Program, IL06-P012-50114 be authorized and approved.
- Section 3. That Budget Revision No. 3 to the Annual Statement for the Capital Fund Program IL06-P012-50114 be submitted to the Department of Housing & Urban Development for review and approval.
- Section 4. That the Executive Director or Director of Capital Programs be authorized to execute all necessary documents.

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

Mr. Alpi reported that this revision identifies actual costs of work items completed and aligns the budget for obligation completion.

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

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

RESOLUTION NO. 16-21

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO TICA, INC. FOR FURNACE REPLACEMENT AT THE TOWNHOUSES, AMP ILL 12-22, PROJECT CFP IL06-P012-50114

WHEREAS, the Authority did solicit and receive bids for furnace replacement at the Townhouses, AMP ILL 12-22, and

WHEREAS, the low bid was submitted by TICA, Inc., and

WHEREAS, Blank, Wesselink, Cook & Associates has prepared a pre-bid estimate for this work, and

WHEREAS, the bid of TICA Inc. is within the estimated amount, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50114; 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 TICA, Inc. for Furnace Replacement at the Townhouses, ILL 12-22, Project CFP IL06-P012-50114 is authorized and approved.
- Section 2. That the contract amount is NINETY-SIX THOUSAND, ONE HUNDRED TWENTY-FOUR AND NO/100 (\$96,124.00), and the time for completion is 100 days from issuance of the Notice to Proceed.
- 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 that we have received bids for the furnace replacement at the Townhouses and TICA Inc. was the low bidder. Staff recommends approval to award a contract to TICA, Inc.

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 Commissioners' consideration and approval:

RESOLUTION NO. 16-22

AUTHORIZING AND APPROVING AWARD OF AN INDEFINITE QUANTITY ARCHITECTURAL AND ENGINEERING SERVICE CONTRACT TO ALLIANCE ARCHITECTURE PROJECT CFP IL06-P012-50114 through CFP IL06-P012-50118 AND DEVELOPMENT PROGRAMS

WHEREAS, the Authority and its Resident Advisory Board have identified the need for architectural and engineering design services in conjunction with modernization work of CFP IL06-P012-50114 through 50118, and

WHEREAS, the exact quantities and scope of services required is subject to change based upon staff time restraints and results of competitive bidding for construction contracts, and

WHEREAS, indefinite quantity contracts provide the Authority maximum flexibility to expedite the work and customize services from Architects and Engineers, and

WHEREAS, the Authority has the ability to issue task orders to selected architects during the period of the open Capital Fund Programs, and

WHEREAS, the Authority is not obligated to issue task orders to selected architects unless it appears to be in the Authority's best interest, and

WHEREAS, the Authority did publicly solicit and receive formal written proposals for architectural services, and

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WHEREAS, written proposals were evaluated by the Authority's selection committee against performance based selection criteria, and

WHEREAS, the firm, Alliance Architecture was judged to best meet the Authority's evaluation criteria for an initial task to conduct an assessment and preparation of a report outlining options for Window Replacement at the Lexington, and

WHEREAS, reasonable fees have been negotiated, and

WHEREAS, funds are or will be available within CFP IL06-P012-50114 through 50118; 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 Indefinite Quantity Contract for architectural and engineering services related to projects CFP IL06-P012-50114 and through 50118 to Alliance Architecture is hereby authorized and approved.
- Section 2. That fee for services associated with Task 1 to conduct an assessment and prepare of a report outlining options for Window Replacement at the Lexington for a lump sum amount of \$3,500.00 plus reimbursable expenses.
- Section 3. That all costs shall be charged to CFP IL06-P012-50114 through 50118 as appropriate.
- Section 4. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi stated as you are aware, we have awarded Indefinite Quantity Contracts to a pool of firms so as work items are identified under the Capital Fund Program we can assign tasks to various firms in their areas of expertise. We have selected Alliance Architecture as the best candidate to provide services necessary to identify options for window repair or replacement at the Lexington Highrise. This task will include a written report and recommendations.

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

Hearing no further comment, Chairperson Campbell-Hein called for a motion to go into closed session pursuant to 5 ILCS 120/2 (c) (11), and 5 ILCS 120/2 (c) (2). Commissioner Sykes moved and Commissioner Gosch seconded the motion to go into closed session at 4:13. Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

The board returned to open session at 4:55.

Chairperson Campbell-Hein stated there was no further business to come before the

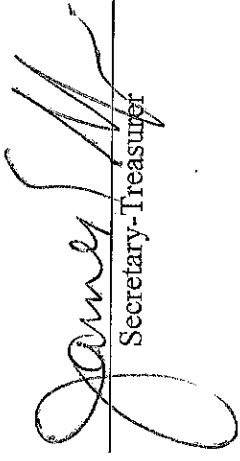
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Board. Commissioner Gosch moved to adjourn and Chairperson Campbell-Hein seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Commissioner Gosch, "Aye" and
Chairperson Campbell-Hein, "Aye".

The motion carried unanimously. The meeting adjourned at 4:55 p.m.

(ATTEST)



Secretary-Treasurer



Chairperson Campbell-Hein