

**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, 2011.

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

Present: Leroy Smith, Jr., Chair
 Lisa Campbell Hein, Vice Chair
 William Gosch, Commissioner
 Robert Yuhas, Commissioner
 James A. Jankowicz, Legal Counsel
 Julian Marsh, Secretary-Treasurer
Absent: Shad Etchason, Commissioner

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

The Chairman presented the Open Time of the agenda. Hearing no response, the meeting continued as follows:

Chairman Smith presented the Minutes from the Regular Meeting of March 10, 2011. Vice Chair Campbell moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. All voted "Aye" except Commissioner Yuhas, who abstained. The Motion carried.

Chairman Smith presented the Closed Minutes from the Annual Meeting of February 10, 2011. Commissioner Yuhas moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. All voted "Aye". The Motion carried.

Chairman Smith presented the Closed Minutes from the Special Meeting of April 7, 2011. Commissioner Yuhas moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. All voted "Aye". The Motion carried.

Chairman Smith presented the Rent Roll/L&O Summary Report for the month of March 2011. Vice Chair Campbell moved to receive and file the report. Commissioner Yuhas seconded the motion.

Dianna Morrow, Project Manager, reported that there have been five more leases since the March report was completed. Additionally, the Lexington highrise is now 100% leased!

Hearing no further comment, the Chairman called for a roll call vote. All voted "Aye". The Motion carried.

Chairman Smith presented the Housing Choice Voucher Program Occupancy report for the month of March 2011. Vice Chair Campbell moved to receive and file the report.

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Commissioner Yuhas seconded the motion.

The Housing Choice Voucher Program Coordinator explained the small drop was caused by end-of-month procedures not being completed due to the absence of the staff person who completes the process. Therefore, the figures are actually a combination of two months.

Hearing no further comment, the Chairman called for a roll call vote. All voted "Aye".
The Motion carried.

Chairman Smith presented the Wabash Crossing Occupancy report for the month of February 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Figures show there is still an occupancy issue in Phase I.

Vice Chair Campbell asked if there was any particular reason.

Staff explained the difficulty in getting accurate reports. Their computer system does not link leasing reports to provide accurate figures. However, the management company has since hired a Director of Recertification to hopefully solve some of their leasing issues.

Vice Chair Campbell asked if staff is still following up on the problems.

Julian Marsh replied that the last time he talked with East Lake Management Company was during the NAHRO Conference. They were still coordinating the last draw-down of funds and the disposition of the one-half million dollars in savings. After the submission of the tax credit application, he will refocus on this matter.

Hearing no further comment, the Chairman called for a roll call vote. All voted "Aye".
The Motion carried.

Chairman Smith presented the General Fund Check Register Report for the month of March 2011. Vice Chair Campbell moved to receive and file the report and Commissioner Yuhas seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. All voted "Aye".
The Motion carried.

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

RESOLUTION 11-16

AUTHORIZING AND APPROVING A REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM ADMIN PLAN OF THE DECATUR HOUSING AUTHORITY

WHEREAS, the Authority continually seeks to review the Housing Choice Voucher Program Admin Plan to assure compliance with federal regulatory changes and for responsiveness to local need, and

WHEREAS, the Authority's review of the Admin Plan revealed the need for revision 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 Admin Plan be hereby revised as shown in the attachments.

Section 2. That the staff of Decatur Housing Authority make the revised policies available for review at DHA's office at 1808 E Locust Street.

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Section 3. That the staff of Decatur Housing Authority is authorized to implement the changes effective April 15, 2011.

Vice Chair Campbell moved to accept the resolution as presented and Commissioner Yuhas seconded the motion.

First, it was clarified that this revision was to Chapter 17, *Project Based Vouchers*. Our utility allowance payments go directly to the utility company, not the tenant. While the Resolution was approved, it was noted that the second paragraph under “Utility Reimbursement” was confusing as it seems that the payments can go to either the utility company OR the tenant. It was explained that Wabash Crossing’s project-based voucher payments go directly to the tenant. Staff will investigate if their computer system will allow a change so the Admin Policy will apply the same to ALL project-based vouchers.

Hearing no comment, the Chairman called for a roll call vote. All voted “Aye”. The Motion carried.

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

RESOLUTION 11-17

AUTHORIZING AND APPROVING A REVISION OF THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) OF THE DECATUR HOUSING AUTHORITY

WHEREAS, the Authority continually seeks to review the ACOP to assure compliance with federal regulatory changes and to reach occupancy goals, and

WHEREAS, the Authority’s review of the ACOP, Chapter 2 (Eligibility For Admission) revealed the need for revision to meet occupancy goals 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 ACOP be hereby revised as shown in the attachments.

Section 2. That the staff of Decatur Housing Authority make the revised policies available for review at DHA’s office at 1808 E Locust Street.

Section 3. That the staff of Decatur Housing Authority is authorized to implement the changes effective April 15, 2011.

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

This policy change allows the waiting list to be opened to more individuals who may not otherwise be eligible if the revision was not made. For example, it allows an applicant, who may currently be on probation for only writing a bad check; a conviction that would not affect the health and safety of others. Our goal is to treat applicants and tenants alike. Currently, tenants are not evicted/terminated for being placed on probation or parole. They are evicted/terminated if they violate the terms of those convictions. If the probation/parole was due to illegal drug activity or violent criminal activity within the last five years, the applicant/tenant would not be eligible due to policy already in place.

It was explained how staff verifies and monitors illegal drug activity or violent criminal activity. Commissioner Yuhas asked if this applied to Wabash Crossing. The management requires that they follow our policies.

Vice Chair Campbell would like to know whether or not Wabash is screening according to policy. She wants them held accountable to follow our policies. Staff will follow up.

Several Commissioners expressed their concern that they do not want the community to have misperceptions of Wabash Crossing, and their following policy screening procedures will help maintain our good reputation. We want to avoid any misplaced media coverage as happened with Longview Place.

Staff sends a monthly Housing Choice Voucher Program address list to the local probation office as a MOU is in place. However, staff has had much difficulty in entering an MOU with the parole office. Mr. Marsh will determine the appropriate contact person and seek to obtain the necessary MOU. Staff will begin sending Wabash Crossing addresses to the probation office, along with the monthly Public Housing address list and Housing Choice Voucher Program address list.

Hearing no further comment, the Chairman called for a roll call vote. All voted "Aye". The Motion carried.

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

RESOLUTION NO. 11-18

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR A HYDRAULIC ELEVATOR MAINTENANCE SERVICE CONTRACT AT ILL 12-22, 12-23, 12-28

WHEREAS, the Authority is required to periodically solicit and receive bids for service contracts, and

WHEREAS, the service contract for elevator maintenance is approaching the expiration date, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, and

WHEREAS, funds are available within the Authority's Operating 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 invitation for bids for a Hydraulic Elevator Maintenance Service Contract be authorized and approved.
- Section 2. That advertisements be placed in local newspapers and trade publications.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Jim Alpi explained that this is a routine procedure to be completed every two years. Commissioner Gosch said he still hears complaints of elevator problems. Admittedly, it is old

equipment; however, maintenance records show they are rarely “down”.

Hearing no comment, the Chairman called for a roll call vote. All voted “Aye”. The Motion carried.

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

RESOLUTION NO. 11-19

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR HARTFORD ADDITION ROOF REPLACEMENT ILL 12-23, PROJECT CFP IL06-P012-50109

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the roof on the addition at Hartford, and

WHEREAS, plans and specifications will be prepared by the Decatur Housing Authority, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, and

WHEREAS, funds are available within the Authority’s Capital Fund Programs IL06-P012-50109; 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 invitation of bids for Hartford Addition Roof Replacement, ILL 12-23, Project CFP IL06-P012-50109 and CFP IL06-P012-50110 be authorized and approved.
- Section 2. That advertisements be placed in local newspapers and trade publications.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Jim Alpi explained that patching and caulking have been unsuccessful in repairing intermittent leaks; therefore, the roof needs replaced.

Hearing no comment, the Chairman called for a roll call vote. All voted “Aye”. The Motion carried.

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

RESOLUTION NO. 11-20

AUTHORIZING AND APPROVING A COLLECTION LOSS WRITEOFF FOR CONVENTIONAL PUBLIC HOUSING AS OF MARCH 31, 2011

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 two times a year, and

WHEREAS, these residents have vacated DHA units and have 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 nor 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, 2010, and

WHEREAS, the attached listing of accounts reflect write-off action for the period September 30, 2010 through March 31, 2011; 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, 2011 of Six Thousand Two Hundred Thirty Seven and 73 cents (\$6,237.73) less One Thousand Four Hundred Eighty Six and 16/100 (\$1,486.16) of payments, or a net write off of Four Thousand Seven Hundred Fifty One and 57/100 (\$4,751.57).
- 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, 2011.

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

The Finance Director noted that this is the last write-off for the fiscal year. It shows much less than six months ago.

Hearing no comment, the Chairman called for a roll call vote. All voted "Aye". The Motion carried.

Old/New Business:

Mr. Marsh and Chairman Smith attended the recent NAHRO Conference in Washington D.C. They met with legislators and their aides to address HUD funding concerns. Staff anticipates 92% funding for Public Housing. With that figure, Public Housing should be able to continue operations without much adjustment. In the Housing Choice Voucher Program, admin fees are expected to be reduced to 72 cents on the dollar for the remainder of the year. Congress will maintain funding vouchers, but they will cut funds for administration of the program. This reduction will make current program operations difficult. Once the final figures are received, staff will meet to compile a balanced budget.

The Commissioners were encouraged to participate in the upcoming HUD training as it relates to the financial affairs of the Authority. Vice Chair Campbell and Commissioner Gosch have already enrolled in the web training course.

Vice Chair Campbell made the motion to go into Closed Session to consider the purchase or lease of real property by the public body. Commissioner Yuhas seconded the motion.

The Board of Commissioners then went into Closed Session during its Regular Meeting of April 14, 2011 Board meeting at 4:29 p.m.

At 5:37 p.m., the Board returned to open session.

Chairman Smith presented the following resolutions for Commissioners' consideration and approval as a group:

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RESOLUTION NO. 11-21

AUTHORIZING AND APPROVING SUBMISSION OF AN APPLICATION TO ILLINOIS HOUSING DEVELOPMENT AUTHORITY FOR LOW INCOME HOUSING TAX CREDITS

WHEREAS, the Decatur Housing Authority in conjunction with Decatur Meadows Development LP, has developed plans for construction of a new affordable senior housing development, the Meadows on Mound, and

WHEREAS, the Illinois Housing Development Authority (IHDA) is soliciting applications from developers for projects to utilize Low Income Housing Tax Credits (LIHTC), and

WHEREAS, DHAs preliminary application has been approved, and

WHEREAS, the Decatur Housing Authority has been invited to submit an application to IHDA, and

WHEREAS, an application fee of \$2,500 must accompany applications; 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 submission of an application to the Illinois Housing Development Authority for the Low Income Housing Tax Credits program for the Meadows on Mound is authorized and approved.
- Section 2. That the application fee of \$2,500 to the Illinois Housing Development is authorized and approved.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

RESOLUTION NO. 11-22

AUTHORIZING AND APPROVING THE COMMITMENT OF FUNDS TO THE MEADOWS ON MOUND

WHEREAS, the Decatur Housing Authority intends to participate in the development of 66 units of affordable senior housing at the Meadows on Mound, and

WHEREAS, the Decatur Meadows Development LP will be the mixed finance developer and owner of the project, and

WHEREAS, Decatur Meadows Development LP will obtain financing from numerous sources, and

WHEREAS, a portion of the units to be constructed will be designated as ACC units, and

WHEREAS, the Authority has funds available for preservation and development of housing to replace demolished units; 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 Decatur Housing Authority will commit to provide up to \$3,550,000 for construction of affordable housing at the Meadows on Mound.
- Section 2. That contribution of DHA funds beyond predevelopment expenses be contingent upon Decatur Meadows Development LP receiving a Low Income Housing Tax Credit (LIHTC) allocation, private financing, and other funds as required and contingent upon HUD approval.

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

RESOLUTION NO. 11-23

AUTHORIZING AND APPROVING COMMITMENT OF SECTION 8 PROJECT BASED VOUCHERS TO DECATUR MEADOWS DEVELOPMENT LP FOR THE MEADOWS ON MOUND SENIOR DEVELOPMENT

WHEREAS, the Decatur Housing Authority will create Decatur Meadows Development LP to construct 66 units of senior housing, and

WHEREAS, Decatur Meadows Development LP is preparing an application to the Illinois Housing Development Authority for additional sources of funding including HOME Program and Low Income Housing Tax Credits (LIHTC), and

WHEREAS, competitive points are awarded to developers who can demonstrate they have commitments to receive Section 8 Project Based Vouchers, and

WHEREAS, the Decatur Housing Authority wishes to support and maximize Decatur Meadows Development LP's efforts to obtain additional funds for housing and neighborhood development, and

WHEREAS, designation of Section 8 Vouchers for Project Based commitments is conditional upon Decatur Meadows Development LP receiving HOME and LIHTC funding from IHDA; 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 Decatur Housing Authority supports Decatur Meadows Development LP's efforts to obtain funds to construct affordable and market rate housing on Decatur Housing Authority property.

Section 2. That it be known that Decatur Housing Authority shall commit to provide Section 8 Project Based Vouchers for up to 49 dwelling units at the Meadows on Mound to Decatur Meadows Development LP, contingent upon IHDA approval and subject to HUD funding.

Section 3. That all Project Based Section 8 units committed to Decatur Meadows Development LP shall be used in support of construction of housing units consistent with the Planned Development Plan for Meadows on Mound as approved by the City of Decatur, DHA and HUD.

Section 4. That the Executive Director or designee is authorized to submit an AHAP and other appropriate documentation to support Decatur Meadows Development LP's efforts to obtain additional funds.

Section 5. That the Executive Director or designee is authorized to execute Section 8 Project Based Certificate documents with Decatur Meadows Development LP contingent upon approval by IHDA, HUD, and the Decatur Housing Authority Board of Commissioners.

Commissioner Yuhas moved to accept the resolutions as presented and Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. All voted "Aye". The Motion carried.

Chairman Smith stated there was no further business to come before the Board. Vice Chair Campbell moved to adjourn and Commissioner Gosch seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Chairman Smith - "Aye",
Vice Chair Campbell-Hein - "Aye",
Commissioner Yuhas - "Aye", and
Commissioner Gosch - "Aye"

Motion carried unanimously. The meeting adjourned at 5:39 p.m.

Chairman Smith

(ATTEST)

Secretary-Treasurer