

**MINUTES OF MEETING OF DECATUR HOUSING AUTHORITY
OF THE CITY OF DECATUR, ILLINOIS**

Special Meeting

The Board of Commissioners of Decatur Housing Authority met in Special Session at the ADM Scovill Hall, Millikin University, 1184 W. Main Street, Decatur, Illinois at 8:30 a.m. on Thursday, August 9, 2012.

Vice Chair Campbell 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, Vice Chair
 Robert Yuhas, Commissioner
 William Gosch, Commissioner
 Shad Etchason, Commissioner
 Julian Marsh, Secretary-Treasurer

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

Vice Chair Campbell presented the Open Time of the agenda. At this time Vice Chair Campbell introduced Mr. Leo Dauwer. Mr. Marsh gave a brief description of Mr. Dauwer's career and reported that he is here to conduct the Board of Commissioners training session.

Commissioner Etchason then made a motion to go into closed session to discuss self-evaluation, practices, procedures for professional ethics pursuant to 5 ILCS 120/2 (c) (16). Commissioner Yuhas seconded the motion. Vice Chair Campbell called for a roll call vote. All voted "Aye". The motion carried.

The Board of Commissioners then went into closed session during its Special Meeting of August 9, 2012 at 8:50 a.m.

The board returned to open session at 12:08 p.m. Attorney Jankowicz joined the meeting at that time.

Vice Chair Campbell presented the Minutes from the Regular Meeting of July 12, 2012. Commissioner Etchason made a motion to accept the minutes as presented. Commissioner Yuhas seconded the motion.

Hearing no comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". The Motion carried.

Vice Chair Campbell presented the minutes from the Closed Session of July 12, 2012. Commissioner Etchason made a motion to accept the minutes as presented. Commissioner Gosch seconded the motion. Vice Chair Campbell called for a roll call vote. All voted "Aye". The motion carried.

Vice Chair Campbell presented the Rent Roll/L&O Summary Report for the month of July 2012. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Marsh stated that staff continues to do very well and reported that we were maintaining occupancy levels at 97.5% . Commissioner Etchason noted the copper theft in one of the Scattered Sites. Terri Goodman stated that it was in an area where they have been having

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problems. The Housing Authority is working with the police to catch the thieves. We have been installing cameras in the neighborhood.

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

Vice Chair Campbell presented the Housing Choice Voucher Program Occupancy report for the month of July 2012. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Marsh reported that the occupancy level is at 92% and he is pleased with the success of the program.

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

Vice Chair Campbell presented the Wabash Crossing Occupancy report for the month of July 2012. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Marsh reported that the public housing and HCV units are mostly all occupied but they are still struggling with the Market Rate units and the Tax Credit units. As we have reported in the past, they have continued to accept vouchers in the Market Rate units and the staff at Wabash Crossing are doing more careful screening for those units.

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

Vice Chair Campbell presented the General Fund Check Register Report for the month of July 2012. Commissioner Etchason moved to receive and file the report and Commissioner Yuhas seconded the motion.

Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye" except Commissioner Etchason who abstained. The Motion carried.

Vice Chair Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-24

**AUTHORIZING AND APPROVING ADOPTION OF A DECATUR
HOUSING AUTHORITY BOARD OF COMMISSIONERS' ATTENDANCE
AT INDUSTRY CONFERENCE POLICY**

WHEREAS, the Housing Authority desires to provide the Board of Commissioners with the opportunity for continuing education about the housing industry, and

WHEREAS, it is necessary to attend various local and national conferences to further this goal, and

WHEREAS, due to decreased HUD funding and the need to remain fiscally responsible the Authority has limited funds available for travel and related expenditures, and

WHEREAS, the Authority recognizes the importance of administrative representation at various conferences, as well as the need for continuing education for the Board of

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Commissioners, and

WHEREAS, in order to achieve said intent the Authority desires to provide the Board of Commissioners an opportunity to attend important conferences on a rotating basis.

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 Board of Commissioners Attendance at Industry Conference Policy is hereby adopted.
- Section 2. That the Executive Director or his designee is instructed to take such steps as are necessary to implement this policy.

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

Terri Goodman stated that we didn't have a dollar amount in place for the Board of Commissioners conference attendance. We want to encourage commissioners to attend conferences but with some attention to costs. We can adjust this cap if it is too low to allow commissioners to be informed about housing issues. Commissioner Yuhas made a motion to increase the dollar value to \$10,000.00. Commissioner Etchason seconded the motion.

Hearing no further comment, Vice Chair Campbell called for a roll call vote on the amendment. All voted "Aye". The motion carried to amend the amount to \$10,000.00. Vice Chair Campbell called for a roll call vote on the amended resolution. All voted "Aye". The motion carried.

Vice Chair Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-25

AUTHORIZING AND APPROVING ADOPTION OF A DECATUR
HOUSING AUTHORITY CREDIT CARD POLICY

WHEREAS, the Department of Housing and Urban Development requires the Authority to adopt a policy covering the use of credit cards, and

WHEREAS, the Decatur Housing Authority has prepared a Policy in accordance with HUD directives, and

WHEREAS, staff recommends adoption of the attached Credit Card Policy; 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 Credit Card Policy is hereby adopted.
- Section 2. That the Executive Director or his designee is instructed to take such steps as are necessary to implement this policy.

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

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Mr. Marsh reported that we are simply making sure we have all policies in place for auditors.

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

Vice Chair Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-26

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL
MODERNIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL
FUND PROGRAM GRANT IL06-P012-50109

WHEREAS, all contract work in connection with Capital Fund Program IL06-P012-50109 was completed as of May 23, 2012, 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 Grant IL06-P012-50109 in the amount of \$1,020,926.00 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 3/31/2013.
- Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06-P012-50109, in the amount of \$1,020,926.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

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

Mr. Alpi reported that this is the first step to close out of the CFP 50109 grant. Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". The motion Carried.

Vice Chair Campbell presented the following resolutions for Commissioners' consideration and approval:

RESOLUTION NO. 12-27

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL
MODERNIZATION COST CERTIFICATE FORM HUD-53001 FOR
REPLACEMENT HOUSING FACTOR GRANT IL06R01250111

WHEREAS, all contract work in connection with Replacement Housing Factor Grant Program IL06R01250111 was completed as of January 19, 2012, and

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WHEREAS all modernization costs and liabilities incurred by the Decatur Housing Authority have been fully paid in accordance with the Replacement Housing Factor 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 Replacement Housing Factor Grant IL06R01250111 in the amount of \$237,598.00 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 3/31/2013.
- Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06R01250111, in the amount of \$237,598.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

RESOLUTION NO. 12-28

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL
MODERIZATION COST CERTIFICATE FORM HUD-53001 FOR
REPLACEMENT HOUSING FACTOR GRANT IL06R01250209

WHEREAS, all contract work in connection with Replacement Housing Factor Grant Program IL06R01250209 was completed as of January 13, 2012, and

WHEREAS all modernization costs and liabilities incurred by the Decatur Housing Authority have been fully paid in accordance with the Replacement Housing Factor 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 Replacement Housing Factor Grant IL06R01250209 in the amount of \$10,460.00 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 3/31/2013.
- Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06R01250209, in the amount of \$10,460.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

RESOLUTION NO. 12-29

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL
MODERIZATION COST CERTIFICATE FORM HUD-53001 FOR
REPLACEMENT HOUSING FACTOR GRANT IL06R01250211

WHEREAS, all contract work in connection with Replacement Housing Factor Grant Program
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IL06R01250211 was completed as of January 13, 2012, and

WHEREAS all modernization costs and liabilities incurred by the Decatur Housing Authority have been fully paid in accordance with the Replacement Housing Factor 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 Replacement Housing Factor Grant IL06R01250211 in the amount of \$9,039.00 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 3/31/2013.

Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06R01250211, in the amount of \$9,039.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

Commissioner Yuhas made a motion to accept the resolutions as presented. Commissioner Gosch seconded the motion.

Mr. Alpi explained that this is the close out for the Replacement Housing Factor funding. These are funds used to repay the Program Income account. Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". The motion carried.

Vice Chair Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-30

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO OTTO BAUM COMPANY, INC. FOR PAVEMENT AND PORCH REPLACEMENT, PROJECT CFP IL06-P012-50110/50111

WHEREAS, the Authority has entered into a contract with Otto Baum Company, Inc. for Pavement and Porch Replacement, and

WHEREAS, the Authority identified a change in the scope to include additional pavement to be replaced, and

WHEREAS, unit prices for additional work were included in the bid,

WHEREAS, needed work can most quickly be accomplished by modifying the current contract with Otto Baum Company, Inc., and

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

WHEREAS, the allowance amount will be increased by \$20,000.00, and

WHEREAS, funds are available within CFP IL06-P012-50111; 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 Contract Modification No. 1 to Otto Baum Company, Inc. for Pavement and Porch Replacement.
- Section 2. That the contract amount is increased by \$20,000.00 and the time for completion remains the same.
- Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

Commissioner Etchason made a motion to accept the resolution as presented. Commissioner Yuhas seconded the motion.

Mr. Alpi explained that this is a contract modification to increase the scope of work to remove tripping hazards. Commissioner Gosch inquired about the driveway across the street from his unit. Mr. Alpi stated that the work is included in this contract modification.

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

Vice Chair Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION 12-31

AUTHORIZING AND APPROVING A CONTRACT TO EMPLOY
THOMAS E. SMITH AS THE INTERIM EXECUTIVE DIRECTOR

WHEREAS, the Authority's Executive Director, Julian L. Marsh, has given notice of his intent to resign from the Decatur Housing Authority, effective August 10, 2012, and

WHEREAS, the Board of Commissioners is responsible for selecting a replacement to fill the position of Executive Director, and

WHEREAS, the Board of Commissioners has considered its options in fulfilling this responsibility and determined it to be beneficial to the Housing Authority to negotiate a contract with Thomas E. Smith to serve as the Interim Director for a period beginning August 1, 2012, and ending upon full-time employment of a new executive Director, or as may otherwise be mutually agreed by the Authority and Thomas E. Smith, and

WHEREAS, an employment contract has been drafted incorporating the terms and conditions of the employment; 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 contract with Thomas E. Smith to serve as the Interim Executive Director for a period beginning August 1, 2012, and ending upon full-time employment of a new executive Director, or as may otherwise be mutually agreed by the Authority and Thomas E. Smith, is authorized and approved.
- Section 2: That the Vice Chair or designee is authorized to execute the contract and such other documents as may be necessary.

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

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Mr. Marsh thanked Jim Jankowicz, the Board, and Staff for all their hard work. Commissioner Yuhas stated that it was a pleasure working with him and wished him well in his new position.

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

Old and New Business

Vice Chair Campbell presented the following resolution for commissioners' consideration and approval.

RESOLUTION NO. 12-32

**APPRECIATION AND COMMENDATION
TO
LEROY SMITH JR.**

WHEREAS, Leroy Smith Jr. has served over 9 years as a Commissioner and Chairman of the Decatur Housing Authority, and

WHEREAS, Leroy Smith Jr. has given generously and willingly of his time, talents and energy in exercising his duties and responsibilities as a Commissioner of Decatur Housing Authority without expectation of reward other than the recognition of his fellow citizens and the personal satisfaction of achievement, and

WHEREAS, Leroy Smith Jr.'s selfless service has earned the respect and gratitude of his fellow Commissioners, the officers, employees and residents of the Decatur Housing Authority; now, therefore,

NOW THEREFORE, BE IT RESOLVED that it is the unanimous opinion of the Commissioners of the Decatur Housing Authority that the loss of Leroy Smith, Jr.'s services as a Commissioner and Chairman of this Authority is a loss not only to this Board, but to the entire Decatur and Macon County communities, which he has served so faithfully and well; and, further

BE IT HEREBY RESOLVED that the Secretary of this Authority be and is, hereby, instructed and directed to spread this Resolution upon the official minutes of this Authority as testimonial of the high respect and esteem of those among whom Leroy Smith Jr. has served, and that a copy of this Resolution, suitably imprinted and framed, be presented to his family.

Dated at Decatur, Illinois this 9th day of August, 2012.

Lisa Campbell-Hein, Vice Chair

Robert Yuhas, Commissioner

Shad Etchason, Commissioner

William Gosch, Commissioner

ATTEST:

Julian Marsh, Secretary



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Commissioner Yuhas made a motion to accept the resolution as presented. Commissioner Etchason seconded the motion.

Mr. Marsh expressed his condolences for the loss of Chairman Leroy Smith. The services for Chairman Smith will be held at the Main Street Church of the Living God at 1:00 p.m. with visitation at 11:00 a.m. before the service.

Vice Chair Campbell stated we need to select a new commissioner to the Board. Ms. Shelith Hansbro has expressed an interest in serving on the Board of Commissioners. Vice Chair Campbell stated that she would bring a new aspect to the Board and would be a good fit and would recommend her as a commissioner. There is consensus among the board members to convey this recommendation to the Mayor.

Commissioner Yuhas made a motion to return to Closed Session to discuss self-evaluation, practices, procedures for professional ethics pursuant to 5 ILCS 120/2 (c) (16). Commissioner Gosch seconded the motion. Vice Chair Campbell called for a roll call vote. All voted "Aye". The motion carried.

The Board of Commissioners then went into Closed Session at 1:15 p.m.

The Board returned to Open Session at 2:30 p.m.

Vice Chair Campbell stated that there was no further business to come before the board. Commissioner Yuhas moved to adjourn. Commissioner Gosch seconded the motion. Upon a call of the roll the Commissioners voted as follows:

Commissioner Yuhas, -"Aye"
Commissioner Gosch, - "Aye"
Commissioner Etchason, - "Aye" and
Vice Chair Campbell. "Aye".

The Board adjourned at 2:35 p.m.

Vice Chair Campbell Hein

(ATTEST)

Secretary-Treasurer

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