

**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, December 12, 2013.

Vice Chairman Yuhas 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: Robert Yuhas, Vice Chairman
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer
James Jankowicz, Legal Counsel

Absent: Lisa Campbell-Hein, Chairperson
Shad Etchason, Commissioner
Shelith Hansbro, Commissioner

Vice Chairman Yuhas stated that there is not a quorum present at this time so official business will not be conducted until such time as a quorum is present.

Vice Chairman Yuhas presented the Open Time of the agenda.

A visitor representing a limited partner of East Lake Management and Development was present to express his support of East Lake Management's request to submit an application to HUD under the Rental Assistance Demonstration Program. The board thanked the visitor for coming to express his support.

At this time Commissioner Hansbro arrived at 4:00 p.m. Upon a call of the roll, those present and absent were as follows:

Present: Robert Yuhas, Vice Chairman
William Gosch, Commissioner
Shelith Hansbro, Commissioner
James E. Alpi, Secretary
James Jankowicz, Legal Counsel

Absent: Lisa Campbell-Hein, Chairperson
Shad Etchason, Commissioner

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

Vice Chairman Yuhas presented the Minutes from the Regular Meeting of November 14, 2013. Commissioner Hansbro made a motion to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Yuhas presented the Minutes of the Closed Session of November 14,

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2013. Commissioner Gosch made a motion to accept the minutes as presented. Commissioner Hansbro seconded the motion.

Hearing no comment, Vice Chairman Yuhas called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Yuhas presented the Rent Roll/L&O Summary Report for the month of November 2013. Commissioner Gosch moved to receive and file the report. Commissioner Hansbro seconded the motion.

Terri Goodman stated that occupancy is at 96% and we have a goal to get that number up to 98%. Ms. Goodman further stated that the number of move-outs is down compared to previous months and she is pleased with the report.

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

Vice Chairman Yuhas presented the Housing Choice Voucher Program Occupancy report for the month of November 2013. Commissioner Gosch moved to receive and file the report. Commissioner Hansbro seconded the motion.

Brenda Kraus stated that the downward momentum has now stopped. There are currently 83 applicants in process and 13 vouchers have been issued. There have been two new leases signed in December and there are three more scheduled for next week. The number of voucher holders should climb next month. Vice Chairman Yuhas inquired if applicants are able to get the power in their name. Ms. Kraus stated that we are waiting on documentation. Mr. Alpi explained that on the voucher side the applicants have more time to get issues corrected before lease signing.

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

Vice Chairman Yuhas presented the Wabash Crossing Occupancy report for the month of November. Commissioner Gosch moved to receive and file the report. Commissioner Hansbro seconded the motion.

David Turner, with East Lake Management, stated that occupancy is 81 - 84% overall. Mr. Turner further stated that out of 50 applicants, approximately one half were not qualified. There were nine subsidized move-ins this month but there were six tenants evicted. Of the six evictions, three were subsidized. Staff hopes to see progress in the remainder of December. Mr. Alpi stated that we have added a page that shows the totality of occupancy for Wabash Crossing and DHA. The occupancy rates at Wabash Crossing negatively affect our overall occupancy. HUD uses the overall occupancy to base our subsidy on so we have to stress the importance of keeping occupancy up at Wabash Crossing.

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

Vice Chairman Yuhas presented the General Fund Check Register Report for the month of November 2013. Commissioner Gosch moved to receive and file the report and Commissioner Hansbro seconded the motion.

Hearing no further comment, Vice Chairman Yuhas called for a roll call vote. All voted

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“Aye”. The Motion carried.

Vice Chairman Yuhas presented the Financial Report for the period ending in October. Commissioner Gosch made a motion to receive and file the report. Commissioner Hansbro seconded the motion.

Mr. Alpi discussed the Section 8 budgets and informed the board that we are waiting to see what congress approves for HUD programs. Mr. Alpi further stated that as funding decreases it also decreases the number of families served. Commissioner Gosch asked if we know when we will find out what the funding amounts are. Mr. Alpi stated we have no way of knowing. We hope to hear by mid January.

Commissioner Gosch stated that it has been one year since we cut out the cable for the Scattered Sites and asked if DHA has experienced any cost savings. Mr. Alpi stated no and we have had to raise the cable rates for the highrises to cover costs associated with the cable.

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

Vice Chairman Yuhas presented the following resolution for the commissioners’ consideration and approval:

RESOLUTION NO. 13-36

AUTHORIZING AND APPROVING SUBMISSION NO. 1 OF
THE DECATUR HOUSING AUTHORITY’S OPERATING
BUDGET FOR THE CALENDAR YEAR 2014

WHEREAS, we have received the budget form information from the Department of Housing and Urban Development, and

WHEREAS, HUD requires that it be adopted verbatim in their format; 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 form HUD-52722 and 52723 for the 2014 calendar year operating budget be authorized and approved as presented.

Section 2. That all proposed charges and expenditures shall be administered in a manner consistent with the provisions of the law and the Annual Contributions Contract, C-1030.

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

Ms. Goodman stated HUD gave the approval to Housing Authorities to submit their budget forms. If we receive 100% funding it will amount to \$1,498,000.

Hearing no further comment, Vice Chairman Yuhas called for a roll call vote. All voted “Aye”. The motion carried.

Vice Chairman Yuhas presented the following resolution for the commissioners’ consideration and approval:

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RESOLUTION NO. 13-37

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO BUILDING SYSTEMS OF ILLINOIS, INC. FOR ELEVATOR UPGRADES REBID AT CONCORD, LEXINGTON, MACON STREET, AND HARTFORD CFP PROJECT IL06P01250110/50111

WHEREAS, Elevator Upgrades Rebid at the Concord, Lexington, Macon Street Apts. and the Hartford, CFP IL06P01250110/50111 is nearing completion, and

WHEREAS, the original contract amount contained an allowance to be used for unforeseen conditions, and

WHEREAS, all proceed orders for unforeseen conditions have been executed, and

WHEREAS, there is an unused amount of \$1,169.00, therefore requiring the contract amount to be decreased by said amount; 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 Contract Modification No. 1 to Building Systems of Illinois, Inc. for Elevator Upgrades Rebid at Concord, Lexington, Macon Street Apts. And Hartford, Project IL06P01250110/50111 is authorized and approved.
- Section 2. That the contract amount is decreased by a \$1,169.00 the time for completion is extended to December 30, 2013.
- Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

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

Commissioner Hansbro seconded the motion.

Mr. Alpi stated that this is a modification to the elevator upgrades project. All work has been identified and there were unused funds in the amount of \$1,169.00 that will be reprogrammed in the capital fund.

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

Old and New Business

Mr. Alpi gave an update on the RAD program and informed the board that we have consulted with TAG and have come to the conclusion that it is not something DHA will be pursuing at this time. Staff will re-visit this again in the future to see how it is working for other agencies that are participating.

David Turner from East Lake Management stated that staff at East Lake Management would like to proceed with a RAD conversion for the ACC units in Wabash Crossing and seeks approval from DHA. Staff at East Lake Management feels this would be good for Wabash

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Crossing, DHA, and the Tax Credit partners.

Vice Chairman Yuhas stated that the board is not prepared to approve anything at this time since we just received the information at this meeting. The board and staff will look at the information provided and are open to having a special meeting after we are comfortable with what is being proposed.

Mr. Alpi stated that there is a Christmas luncheon being held on December 23rd at 11:30 here at the main office board room.

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

Vice Chairman Yuhas – “Aye”
Commissioner Gosch, -“Aye” and
Commissioner Hansbro – “Aye”.

The Board adjourned at 5:04.

(ATTEST)

Secretary-Treasurer

Vice Chairman Yuhas

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