

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

2016 Annual 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, February 11, 2016.

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

Present: Shelith Hansbro, Commissioner
Jennifer Sykes, Commissioner
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Lisa Campbell-Hein, Chairperson
Shad Etchason, Vice Chairman

There being a quorum present and the meeting duly convened, opening ceremonies were conducted with the reciting of the pledge of allegiance and business was transacted as follows:

Commissioner Hansbro presented the Open Time of the agenda.

Hearing no comment, Commissioner Hansbro stated the next item on the agenda is election of officers.

Commissioner Sykes moved to nominate Lisa Campbell-Hein as the Chairperson of the Board, Shad Etchason as the Vice Chairman, and Jim Alpi as Secretary/Treasurer. Commissioner Gosch seconded the motion.

Mr. Alpi stated he spoke with Lisa about serving another term and she expressed interest but left it up to the board members. If there is concurrence we will make a recommendation to the mayor to re-appoint Lisa Campbell-Hein as Chairperson upon expiration of her current term in August. Commissioner Hansbro concurred with this recommendation on behalf of the board.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Sykes moved to close the nominations and elect the slate of officers. Commissioner Gosch seconded the motion.

Hearing no comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the Minutes from the Regular Meeting of January 14, 2016. Commissioner Gosch moved to accept the Minutes as presented. Commissioner Sykes seconded the motion.

Hearing no comment, Commissioner Hansbro called for a roll call vote. All voted "Aye" except Commissioner Sykes, who abstained. The motion carried.

Commissioner Hansbro presented the Rent Roll/L&O Summary Report for the month of January 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch

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seconded the motion.

Terri Goodman reported we are steadily increasing occupancy. She further stated there are several vacant large scattered sites which take more time to renovate. Mr. Alpi reported that staff has done an excellent job getting units turned.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the Housing Choice Voucher Program Occupancy report for the month of January 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus stated that staff has gained 15. She further stated we have lost a staff person so she hopes this will not affect the momentum. Mr. Alpi stated our target was 1150 vouchers by the end of March and we should be able to meet or exceed that goal. This gain will increase our funding for next year. He would like to compliment staff for their hard work.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the Wabash Crossing Occupancy Report for the month of January 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Tina Rice, Manager of Wabash Crossing reported that they will be ahead of the game with units ready for approved applicants. Mr. Alpi reported that Tina is working really hard to increase occupancy. We are still waiting on the plan from Eastlake to increase occupancy. Overall our occupancy is in the mid 80s which includes Wabash Crossing. DHA is on a HUD watch list. Commissioner Hansbro inquired what it means to be on a watch list. Mr. Alpi stated they are monitoring our occupancy very closely. HUD has not identified any sanctions yet.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the General Fund Check Register Report for the month of January 2016. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

Commissioner Hansbro inquired about the water bill. Terri Goodman stated it combines several properties.

Hearing no comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the Financial Reports for the period through the end of December. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported that the COCC has 6 months in reserves so this is on target with what we projected.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted

“Aye”. The motion carried.

Commissioner Hansbro called for a motion to approve the audit report which was presented at last month’s meeting.

Commissioner Sykes moved to approve the audit report for the period 4/1/2014 through 3/31/15. Commissioner Gosch seconded the motion.

Hearing no comment, Commissioner Hansbro called for a roll call vote. All voted “Aye”. The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners’ consideration and approval:

RESOLUTION NO. 16-08

AUTHORIZING AND APPROVING THE ACCEPTANCE OF THE AUDIT PROPOSAL FROM HAWKINS ASH CPAs FOR A FINANCIAL AND COMPLIANCE AUDIT UNDER THE SINGLE AUDIT ACT OF THE AUTHORITY’S BOOKS OF ACCOUNT FOR THE ENGAGEMENT YEARS OF 2016 – 2019 BEGINNING APRIL 1, 2015 AND ENDING MARCH 31, 2019.

WHEREAS, the Board of Commissioners by Resolution No. 15-40 authorized a request for proposals for the completion of a financial and compliance audit for the fiscal years 3/31/16, 3/31/17, 3/31/18 & 3/31/19, and

WHEREAS, proposals were publically solicited and proposals were received from five (5) certified public accounting firms, and

WHEREAS, the Authority has reviewed the submitted proposals against a set of evaluation criteria in accordance with the recommendations of HUD Handbook 7474.1, and

WHEREAS, the proposal of Hawkins Ash CPAs was evaluated to be the most responsive, responsible proposal, 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 proposal for the financial and compliance audit under the Single Audit Act for the Fiscal Year Ending March 31, 2016 and the following years, as submitted by Hawkins Ash CPAs be accepted and approved in the dollar amount not to exceed Thirty Five Thousand Five Hundred and 00/100 (\$35,500.00) in year 2016, Thirty Six Thousand and 00/100 (\$36,000) in year 2017, and Thirty Six Thousand Five Hundred and 00/100 (\$36,500.00) in year 2018, and Thirty Seven Thousand and 00/100 (\$37,000.00) in year 2019.
- Section 2. That the time for completion of services of final reports shall be on or before September of each year.
- Section 3. That the Executive Director or his designee is authorized to execute any and all documents necessary in this matter.

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

Terri Goodman reported that we had a good response to the RFP for audit service providers with 5 proposals being received. We selected Hawkins Ash CPAs. We have been very satisfied with the firm in the past. It is good practice to seek proposals periodically, and HUD requires us to do so.

Hearing no further comment Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 16-09

AUTHORIZING AND APPROVING AWARD OF INDEFINITE QUANTITY ARCHITECTURAL AND ENGINEERING SERVICE CONTRACTS FOR PROJECTS CFP IL06-PO12-50114 through CFP IL06-PO12-50118 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 Project IL06-PO12-50114 through 50118 and future development programs, and

WHEREAS, the exact quantities and scope of services required will be identified based on technical needs, staff and project time restraints, and consultants capacity and availability, 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 contract, 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

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

WHEREAS, a pool of six firms with varying specialties will be selected for various tasks that may be included in upcoming Capital Fund Programs, and

WHEREAS, reasonable fees will be negotiated for tasks as they are identified, and

WHEREAS, funds are or will be available within Capital Fund Programs CFP IL06-PO12-50114 through 50118 or other sources to be identified; 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 indefinite quantity contracts for architectural and engineering services for future projects including CFP IL06-P012-50114 through 50118 may be assigned to firms in the selected pool of consultants based on the scope of upcoming projects and specialty and capacity of the firms in the pool.
- Section 2. That Indefinite Quantity Contracts to Melotte, Morse, Leonatti, Parker Ltd., Haley Architectural Group, Inc., and Chastain & Associates, LLC be authorized and approved.
- Section 3. That the initial value of each of the contracts is zero dollars.
- Section 4. That fees for services for projects identified will be negotiated and presented to the board for approval prior to authorization of the work.
- Section 5. 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 reported that we seek proposals every 3-5 years for architectural and engineering services for work items included in the Capital Fund Program. We develop a pool of firms with specific credentials so as we identify projects we can negotiate fees with one of the firms in the pool that specializes in the area involved. Eight proposals were received and we will be authorizing contracts with 6 firms.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 16-10

AUTHORIZING AND APPROVING AWARD OF AN INDEFINITE QUANTITY ARCHITECTURAL AND ENGINEERING SERVICE CONTRACT TO BLANK, WESSELINK, COOK & ASSOCIATES, INC. FOR PROJECTS 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

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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

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

WHEREAS, the firm, Blank, Wesselink, Cook & Associates, Inc., was judged to best meet the Authority's evaluation criteria for: Task 1: Design and construction services associated with furnace and AC replacement at the Townhouses, and Task 2: Design and construction services associated with the installation of a back-up power generator for the Don F Davis Center, 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 BWC Architects, Inc. is hereby authorized and approved.

Section 2. That fee for services associated with the design and construction of the replacement of the furnace and AC units at the Townhouses shall be calculated on a time and material basis with a not to exceed amount of \$9,000.00.

Section 3. That fee for services associated with the design and preparation of bid documents through construction completion for a back-up generator for the Don F. Davis Center shall be a fixed fee of \$11,700.00.

Section 6. That all costs shall be charged to CFP IL06-P012-50114 through 50118 as appropriate.

Section 7. 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 reported that this resolution authorizes Blank, Wesselink, Cook & Associates to proceed with the furnace replacements at the Townhouses. They will also be authorized to develop the specifications and bid documents for the purchase and installation of a back up generator for the office so we can keep the building operating to full capacity in the event of a power outage.

Hearing no further comment, Commissioner Hansbro called a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

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RESOLUTION NO. 16-11

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR ROOF REPLACEMENT AT THE GARDEN APARTMENTS, PROJECT CFP IL06-P012-50114

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the roofs at the Garden Apartments at Poole and Cantrell St., AMP ILL 12-23 and ILL 12-28, and

WHEREAS, DHA staff has prepared plans and specifications for roof replacement at the Garden Apartments, 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 Program IL06-P012-50114/50115; 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 Roof Replacement at the Garden Apartments, ILL 12-23 and ILL 12-28, CFP IL06-P012-50114/50115 is 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 Sykes moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated this resolution simply authorizes the invitation of bids for roof replacement at our garden apartments. This work is included in the Capital Fund Program.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 16-12

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 3 TO THE INDEFINITE QUANTITY CONTRACT WITH GOOD'S FLOOR STORE, INC. FOR CARPET SUPPLY AND INSTALLATION, PROJECT CFP IL06-P012-50114

WHEREAS, the Authority is currently under contract with Good's Floor Store, Inc. for an Indefinite Quantity Contract to provide carpet and carpet installation in vacant units, and

WHEREAS, the current contract with Good's Floor Store is nearing the expiration date, and

WHEREAS, the current contract price was established using competitive bidding procedures,

WHEREAS, Good's Floor Store, Inc. has made an offer to extend the time of the contract at the same rate, and

WHEREAS, funds are available within the Authority's Capital Fund Program and Operating Funds; 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 contract with Good's Floor Store, Inc. is extended.

Section 2. That the contract is for the purchase and installation of carpet and pad at a cost of: Condition 1. \$17.82 psy, Condition 2. \$19.53 psy, Condition 3. \$21.33psy, Cond. 4 21.33 psy. and the term of the extension is 12 months.

Section 3. 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 we will be extending the Carpet replacement contract for 12 months for the same cost we are paying now.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Old and New Business

Mr. Alpi stated we received the ACC Amendments for the Capital Fund Program CFP IL01-P012-50116 and we will be receiving approximately \$14,000 more than 2015. He continued by stating the HAP will be funded at approximately 99% and the HCV Administrative fee will be funded at approximately 81%. We are currently being funded at 83%.

Mr. Alpi stated we are currently engaged in bargaining with the Teamsters regarding the administrative staff but we have not begun to discuss the financial aspects. We currently pay \$351,000 annually for health insurance for all employees. We have solicited and received proposals from health insurance providers and will be evaluating them in the coming weeks. The proposal that is comparable to ours is \$595,000. We will begin negotiations with the Teamsters regarding the maintenance staff contract soon.

Mr. Alpi further reported that we have had a leasing staff person retire and the Elderly Services Coordinator has turned in her resignation. We are seeking qualified individuals to fill the elderly service position ideally with someone who has experience with the mentally ill.

Commissioner Hansbro called for a motion to go into closed session at 4:46 to conduct the six-month review of Closed Session Minutes pursuant to 5 ILCS 120/2 (c) (21).

Commissioner Sykes moved to go into closed session. Commissioner Gosch seconded the motion. Upon a call of the roll, all voted "Aye". The motion carried.

The board returned to open session at 4:50. Commissioner Sykes moved and Commissioner Gosch seconded the motion to open the closed session minutes from August 16, 2001, October 10, 2002, May 6, 2003, February 12, 2015 at 4:22, May 14, 2015 at 4:05 and

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August 13, 2015 at 4:28, and to leave the remaining closed minutes closed as of this date. Upon a call of the roll, all voted "Aye". The motion carried.

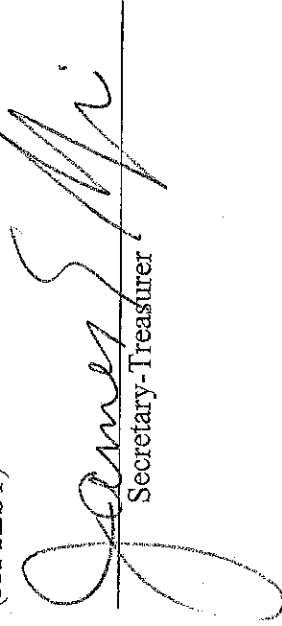
Hearing no comment, Commissioner Hansbro stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Commissioner Sykes, - "Aye"
Commissioner Gosch - "Aye", and
Commissioner Hansbro, "Aye".

The motion carried unanimously. The meeting adjourned at 4:52 p.m.

Commissioner Hansbro

(ATTEST)



Secretary-Treasurer