

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

2012 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 9, 2012.

Commissioner Yuhas 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., Chairperson  
                  Robert Yuhas, Commissioner  
                  Shad Etchason, Commissioner  
                  William Gosch, Commissioner  
                  Julian Marsh, Secretary-Treasurer  
                  James A. Jankowicz, Legal Counsel

Absent:         Lisa Campbell-Hein, Vice-Chairperson

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

Commissioner Yuhas presented the Open Time of the agenda. Hearing no comment the meeting proceeded as follows:

The next item on the agenda was the election of officers. Commissioner Etchason moved to place Rev. Leroy Smith Jr. on the slate for Chairperson. Commissioner Gosch seconded the motion. Upon a call of the roll, all voted "Aye". Motion carried.

Chairperson Smith moved to place Lisa Campbell Hein on the slate for Vice Chairperson. Commissioner Gosch seconded the motion. Upon a call of the roll, all voted "Aye". Motion carried.

Legal counsel noted that as Executive Director, Julian Marsh is automatically appointed the secretary-treasurer pursuant to the bylaws. Chairperson Smith moved to place Julian Marsh on the slate for Secretary-Treasurer. Commissioner Gosch seconded the motion. Upon a call of the roll, all voted "Aye". Motion carried.

Commissioner Etchason moved to close the nominations. Commissioner Gosch seconded the motion. Upon a call of the roll, all voted "Aye". The motion carried. Commissioner Etchason moved and Commissioner Gosch seconded the motion to approve the slate of nominated officers. Upon a roll call vote, all voted "Aye". The motion carried.

Commissioner Yuhas presented the Minutes from the Regular Meeting of January 12, 2012. Commissioner Etchason moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

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

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

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Mr. Marsh reported that the staff has been doing a good job with the scattered sites and are getting all vacant units ready to lease. The managers have been visiting the sites more often to make sure they are secure.

Commissioner Gosch would like to thank the maintenance department for fixing his floors.

Mr. Marsh stated that the residents at the Lexington have started a new council and they are doing a good job holding meetings. Commissioner Etchason inquired if that is the only Resident Council. Staff responded no there is also a Resident Council at the Concord.

Commissioner Yuhas inquired about the plumbing theft issue. Terri Goodman stated that we are being more aggressive with filing police reports and the local scrap metal shop receives copies of police reports so they know to look out for the stolen goods. The scrap metal shop video tapes all transactions also. We haven't had an incident since September. Commissioner Yuhas inquired about having other agencies help up watch the vacant units and offered suggestions of possible solutions. Ms. Goodman said that staff can look into that possibility but the goal is to get the units leased up. Hearing no further comment, Commissioner Yuhas called for a roll call vote. All voted "Aye". The Motion carried.

Commissioner Yuhas presented the Housing Choice Voucher Program Occupancy report for the month of January 2012. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Marsh reported that leasing has increased and will be reflected on the next report. There have been 17 leases signed since the beginning of February.

Hearing no comment, Commissioner Yuhas called for a roll call vote. All voted "Aye". Motion carried.

Commissioner Yuhas presented the Wabash Crossing Occupancy Report for the month of January 2012. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Marsh reported that staff at East Lake is doing a better job. Currently there are only three vacant units in the public housing. They are also doing better on the vouchers. Commissioner Etchason inquired about the conference call that was to happen. Mr. Marsh reported that it went well. They are getting units leased up and operations are doing better. He stressed that we want to get the HOPE VI grant closed out and are working with East Lake to resolve issues with funding amounts.

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

Commissioner Yuhas presented the General Fund Check Register Report for the month of January 2012. Commissioner Etchason moved to receive and file the report and Commissioner Gosch seconded the motion.

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

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

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**RESOLUTION NO. 12-03**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO THE INDEFINITE QUANTITY CONTRACT WITH GOOD'S FLOOR STORE, INC. FOR CARPET SUPPLY AND INSTALLATION, PROJECT CFP IL06-P012-50110/50111

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 BORAD 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 \$16.83/sy for Cond. 1, \$18.45/sy for Cond. 2, and \$20.25/sy for Cond. 3. 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 Etchason moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi reported that this is simply an extension of the contract for one year at the same rate. This is the contract for carpet replacement in vacant units on turnover. Commissioner Etchason asked how often carpet is replaced. Diane Hackert reported that it varies from unit to unit. It depends on how long a tenant lived in the unit previously as to the condition of the carpet and the need for replacement. This contract is only for carpet replaced on turnover.

Hearing no further comment Commissioner Yuhas called for a roll call vote. All voted "Aye". Motion carried.

Commissioner Yuhas presented the following resolution for Commissioners' consideration and approval.

**RESOLUTION NO. 12-04**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 3 TO BODINE ELECTRIC, INC. FOR FIRE ALARM REPLACEMENT AT HARTFORD AND LEXINGTON, PROJECT CFP IL06-P012-50110

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WHEREAS, the Authority has entered into a contract with Bodine Electric, Inc. for Fire Alarm Replacement at the Hartford and Lexington, and

WHEREAS, the Authority identified a change in the scope to include additional devices for the fire alarm replacement at the Concord, and

WHEREAS, needed work can most quickly be accomplished and all systems made code compliant by modifying Bodine's scope of work, and

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

WHEREAS, the allowance amount will be increased by \$6,200.00, and

WHEREAS, funds are available within CFP IL06-P012-50110; 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. 3 to Bodine Electric, Inc. for Fire Alarm Replacement at the Hartford and Lexington is authorized and approved.

Section 2. That the contract amount is increased by SIX THOUSAND, TWO HUNDRED AND NO/100 DOLLARS (\$ 6,200.00) and the time for completion be extended to April 15, 2012.

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

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

Mr. Alpi reported that we are in the process of replacing the fire alarms systems in all the highrises. In 2010 we replaced a portion of the system at the Concord due to a malfunction. The work included replacement of the control panel and a portion of the devices on the first, second, and third floor. The previous Contract Modification authorized the completion of the Concord. During the completion of the Concord it was discovered that there were still some of the older type devices in the hallways. We are negotiating the cost of replacing these older devices. We are increasing the allowance amount included in the contract and the contractor will complete this work on a time and material basis. When all the work is completed we will do a final contract modification to decrease the contract amount for any unused portion of this allowance if necessary.

Hearing no comment Commissioner Yuhas called a roll call vote. All voted "Aye".  
Motion carried.

Commissioner Yuhas presented the following resolution for Commissioner's consideration and approval:

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## RESOLUTION 12-05

### 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 a high-performer rating under PHAS, and

WHEREAS, the Authority's review of the ACOP, Chapter 12 (Re-examinations) page 12-5 *Increases in Income and Rent Adjustments*, revealed the need for revision to current practice to reach those goals, 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 1, 2012.

Commissioner Etchason moved to accept the resolution a presented. Chairperson Smith seconded the motion.

Terri Goodman reported that with new staff on board they have been looking at procedures and have decided to return to the past way of calculating rent in order to maximize rental income.

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

#### Old/New Business:

Mr. Marsh reported that East Lake is doing a better job with operations. Commissioner Yuhas asked if there has been a time line established for compliance. Mr. Marsh stated that we have given them until the end of March. There are two different issues going on and staff at East Lake want to combine both issues as one. The Housing Authority would like to take care of closing out the HOPE VI program separately from the operations side of the development. We may need outside help to get it resolved. Commissioner Yuhas asked if East Lake owes the DHA money. Mr. Alpi stated yes. Chairman Smith asked if Elzie Higgenbottom is involved in the discussions. Mr. Marsh stated yes.

Mr. Marsh further reported that we are now at full staff in the maintenance department. There has been a recent hire of a new maintenance staff person. He is a college graduate with a degree in quality control and we feel he will be a great asset to the Authority.

Chairman Smith inquired about the planned retreat for the board members. Mr. Marsh stated that the only day Vice Chair Campbell can't make it is May 14<sup>th</sup>. They agreed that May

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18<sup>th</sup> would be acceptable.

Commissioner Yuhas inquired about the Mound Road property. Mr. Marsh stated that there may be an opportunity to develop that property in the future. We have also had some interest in the property from the church and one other individual.

Commissioner Etchason then made the motion to go into Closed Session to conduct the six-month review of Closed Session Minutes pursuant to 5 ILCS 120/2 (c) (21). Commissioner Gosch seconded the motion. Commissioner Yuhas called a roll call vote. All voted "Aye".  
Motion carried

The Board of Commissioners then went into Closed Session during its February 09, 2012 Annual Board meeting at 4:20 p.m.

At 4:43 p.m., the Board returned to open session.

Commissioner Yuhas moved and Commissioner Etchason seconded the motion to open closed minutes from December 11, 2008 and September 3, 2009 and keep the all other minutes as discussed in the Closed Session of this date closed. Hearing no comment, Commissioner Yuhas called for a roll call vote. All voted "Aye". Motion carried.

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

Chairman Smith - "Aye",  
Commissioner Yuhas - "Aye",  
Commissioner Gosch - "Aye", and  
Commissioner Etchason - "Aye".

Motion carried unanimously. The meeting adjourned at 4:50 p.m.

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Chairman Smith

(ATTEST)

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Secretary-Treasurer

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