

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

2014 Special/Annual Meeting

The Board of Commissioners of Decatur Housing Authority met in Special session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, February 06, 2014.

Chairperson Campbell-Hein 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, Chairperson
 Robert Yuhas, Vice Chairman
 Shad Etchason, Commissioner
 William Gosch, Commissioner
 James E. Alpi, Secretary-Treasurer
 James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Commissioner

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

Chairperson Campbell-Hein presented the Open Time of the agenda.

Hearing no comment, Chairperson Campbell-Hein stated the next item on the agenda is election of officers.

Commissioner Etchason moved to re-elect the current slate of officers. 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 close the nominations.

Hearing no comment, Chairperson Campbell Hein called for a roll call vote to close the nominations. All voted "Aye". The motion carried.

Chairperson Campbell Hein called for a roll call vote on the re-election of the current slate of officers. All voted "Aye". The motion carried.

Legal counsel noted that as Executive Director, James E. Alpi is automatically appointed the secretary-treasurer pursuant to the bylaws.

Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of January 9, 2014. Vice Chairman Yuhas moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye" except Commissioner Etchason who abstained. The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of January 2014. Vice Chairman Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

Brenda Kraus reported that staff hopes to keep the occupancy high with the change of positions. She further stated that Terri Goodman did a good job keeping occupancy up and staff hopes to continue high occupancy percentages.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All

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voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Housing Choice Voucher Program Occupancy report for the month of January 2014. Vice Chairman Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

Brenda Kraus stated that staff has had a good gain in the HCV program. We hope to get numbers up when the weather gets better.

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

Chairperson Campbell-Hein presented the Wabash Crossing Occupancy Report for the month of January 2014. Vice Chairman Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that they are holding steady.

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

Chairperson Campbell-Hein presented the General Fund Check Register Report for the month of January 2014. Vice Chairman Yuhas moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Financial Reports for the period through the end of December.

Vice Chairman Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that staff continues to streamline procedures to increase efficiency in all programs. Staff continues to work toward a balanced budget and should expect to see the effects of the reduction in staff in the next couple months. Terri Goodman is developing tools for the project managers to help them manage their budgets.

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

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval.

RESOLUTION NO. 14-02

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-P012-50113

WHEREAS, the Authority is currently under contract with Good's Floor Store, Inc. for an

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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 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.

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

Mr. Alpi explained that we receive unit prices for carpet replacement in vacant units on turnover. Good's Floor Store offered to hold their price for an additional twelve month term.

Hearing no further comment Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval.

RESOLUTION NO. 14-03

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR A LAWN CARE SERVICE CONTRACT

WHEREAS, the Authority is required to have board approval of service contracts if the cost of the service is above \$30,000, and
WHEREAS, the anticipated cost of lawn care services exceeds this threshold, and
WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications; 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 invitation for bids for a Lawn Care Service Contract be authorized and

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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.

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

Mr. Alpi reported that this resolution simply authorizes the invitation of bids for lawn care services. Terri Goodman is working with staff who have performed this service to determine a cost comparison for evaluation purposes when bids are received. Mr. Alpi further stated this is a delicate topic to work through. We are considering all options before we move forward. This resolution does not authorize a contract, just simply the taking of bids.

Commissioner Etchason asked if this work is done by the bargaining unit. Mr. Alpi said yes. Mr. Alpi said it essentially took two DHA employees to do the work. We pay over \$19 per hour plus benefits and estimate that lawn care companies will pay \$10 per hour with no benefits. If we can bring our people in as affordably as a lawn care service, it would be our preference to bring our people back.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye" except Commissioner Etchason who voted "No". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval.

RESOLUTION NO. 14-04

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL MODERNIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL FUND PROGRAM GRANT IL06-P012-50110

WHEREAS, all contract work in connection with Capital Fund Program IL06-P012-50110 was completed as of December 13, 2013, 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

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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-P012-50110 in the amount of \$1,119,587.00 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 3/31/2014.
- Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06-P012-50110, in the amount of \$1,119,587.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

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

Mr. Alpi explained that this document authorizes the close out of the CFP 50110 program. It is a housekeeping procedure.

Hearing no further comment, Chairperson Campbell-Hein called a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 14-05

AUTHORIZING AND APPROVING A REVISION TO THE AUTHORITY'S PERSONNEL POLICY AND PROCEDURES HANDBOOK

WHEREAS, the Authority has a Personnel Policy and Procedures Handbook, and

WHEREAS, the Personnel Policy and Procedures Handbook, *S2.18 B. Educational Reimbursement (for courses not required of the employee but rather at the employee's request)*, has been deleted due to budget constraints, and

WHEREAS, staff will continue to be encouraged to attend job-related training at the Authority's expense; 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 revision of the Personnel Policy and Procedures Handbook as presented is hereby approved.
- Section 2. That the revision be formally incorporated into the Authority's Personnel Policy and Procedures Handbook and distributed to all agency staff.

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

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Mr. Alpi explained that this resolution is a minor revision to the Personnel Policy to remove the education reimbursement.

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

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 14-06

AUTHORIZING AND APPROVING A REVISION OF THE HOUSING
CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN AND PUBLIC
HOUSING PROGRAM ADMISSIONS AND CONTINUED OCCUPANCY POLICY
OF THE DECATUR HOUSING AUTHORITY

WHEREAS, the Department of Housing and Urban Development previously published temporary guidelines for public housing authorities to facilitate the delivery of rental assistance to families and ease the administrative burden on staff, and

WHEREAS, the Board of Commissioners previously authorized these temporary guidelines under Resolution 13-13 and 13-17, and

WHEREAS, HUD has extended PIH Notice 2013-3 until March 31, 2015, 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 temporary changes to the Administrative Plan and Admissions and Continued Occupancy Policy continue to be utilized by staff.
- Section 2. That staff cease using the temporary provisions in the Administrative Plan and the Admissions and Continued Occupancy Policy when HUD expires the provisions.

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

Brenda Kraus stated this resolution authorizes staff to extend the revisions to streamline the recertification process.

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

Old/New Business:

Mr. Alpi explained the budget comparison and organizational chart that was given out with the board packets. Staff is learning their new roles and responsibilities. There will be more emphasis on preventative maintenance and accounting will be more involved in development.

Chairperson Campbell-Hein asked if we could identify which AMPS go with which managers on the financial reports. Terri Goodman answered "yes".

Mr. Alpi gave an update on the RAD program and reported that East Lake did not apply. HUD received applications representing 150,000 to 170,000 units. HUD did not increase the number allowed which was approximately 60,000.

Mr. Alpi discussed the National Foreclosure Settlement award and expects the State to be
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ready to enter a contract in the near future. Mr. Alpi further stated that the Authority will be working with the City of Decatur staff to identify lots to develop which will help local neighborhoods.

Mr. Alpi indicated that staff projected a balanced budget but noted that income is only projected due to possible HUD subsidy changes.

Vice Chairman Yuhas 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 Etchason seconded the motion. Chairperson Campbell-Hein called a roll call vote. All voted "Aye". Motion carried.

The Board of Commissioners then went into Closed Session during its February 06, 2014 Special/Annual Board meeting at 4:30 p.m.

At 4:46 p.m., the Board returned to open session.

Vice Chairman Yuhas moved and Commissioner Etchason seconded the motion to open the remaining closed minutes from August 12, 2010 and the entire closed minutes from July 11, 2103, August 8, 2013 at 4:24, November 14, 2013 and December 13, 2012 at 8:59 a.m. except paragraph three and paragraph five, and keep all other minutes as discussed in the Closed Session as of this date closed.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". Motion carried.

Jim Jankowicz requested the board to please complete the Executive Director evaluations.

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

Vice Chairman Yuhas - "Aye"
Commissioner Etchason - "Aye",
Commissioner Gosch - "Aye", and
Chairperson Campbell-Hein - "Aye".

The motion carried unanimously. The meeting adjourned at 4:51 p.m.

Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer

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