

**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, July 14, 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  
Jenny 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 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 meeting.

Hearing no comments, Commissioner Hansbro presented the minutes of the Special Meeting held June 16, 2016.

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

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

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

Terri Goodman reported that we are down two this month due to evictions for non-payment of rent.

Hearing no further comments, 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 June 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that HCV staff has done a very good job and leases are up to 1137. The target is 1150. Funding for the Continuum of Care grant has been cut so we will have to decrease the number of people served. We would like to absorb them into our regular Section 8

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program.

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

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

Mr. Alpi reported that the occupancy at Wabash Crossing continues to be a problem. Occupancy in Phase I is down to 60%. HUD has acknowledged our efforts to get occupancy up and also acknowledged the low occupancy is due to East Lake Management.

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

Commissioner Hansbro presented the General Fund Check Register for the month of June 2016. Commissioner Sykes moved to receive and file the report. 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 Financial Reports through the month of May 2016. Commissioner Sykes moved to receive and file the reports. Commissioner Gosch seconded the motion.

Terri Goodman stated the reports show a net income of \$1,700 overall and there are 7 months of reserves in the COCC. We will be transferring funds into the Pilot account. Mr. Alpi stated we are looking for options for getting units turned quicker. One option is working with Homework Hangout to help with renovation. This is a good training program.

Commissioner Sykes inquired about the management fees. Mr. Alpi stated this is a fee we collect for each AMP that we move to the COCC. These funds can still be used for the AMPs.

Hearing no further comments, 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. 16-32

**AUTHORIZING AND APPROVING AN AMENDMENT TO THE PERSONNEL POLICIES AND PROCEDURES HANDBOOK**

WHEREAS, the Authority has an established Personnel and Procedures Handbook, and

WHEREAS, Section 2.5 addresses Benefit Eligibility, Section 2.6 C. addresses Organization – General Administrative Support Personnel, Section 2.15 C. addresses Reduction in Force – Seniority Rights, Section 2.16 addresses Standard Work Hours, Section 2.17 addresses Identification Badges, Section 4.5 addresses Overtime and Section 5.3 addresses Annual Leave, Annual Leave Request Procedures and Annual Leave Withdrawal Option, and

WHEREAS, the Board of Commissioners approved agreements with Teamsters Union Local No. 279 effective 05/01/2016, and

WHEREAS, the Personnel Policies and Handbook has been amended to reflect the changes in the Union Agreements; 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 S2.5, S2.6C, S2.15C, S2.16, S2.17, S4.5 and S5.3 of the Personnel Policy and Procedures Handbook as presented for amendment is hereby approved.
- Section 2. That the amendments to S2.5, S2.6C, S2.15C, S2.16, S2.17, S4.5 and S5.3 be formally incorporated into the Authority’s Personnel Policy and Procedures Handbook and distributed to all Decatur Housing Authority staff.

Commissioner Sykes made a motion to accept the Resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated this is a housekeeping item to bring the Personnel Policy Handbook in line with the recently approved contracts with the Teamsters union.

Hearing no comments, 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. 16-33

**AUTHORIZING AND APPROVING INVITATION OF BIDS FOR GENERATOR INSTALLATION AT THE DAVIS CENTER, ILL 12-4B, PROJECT CFP IL06-P012-50115**

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the back-up generator at the Davis Center, ILL 12-4B, and

WHEREAS, plans and specifications for Generator Installation at the Davis Center have been prepared by Blank, Wesselink, Cook & Associates, Inc., 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-P012-50115; 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 Generator Installation at Davis Center ILL 12-4B, CFP IL06-P012-50115 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 made a motion to accept the Resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated this work has been in the Capital Fund Program budget since we installed the geo thermal system here at the office. This generator installation will allow the DHA to continue full operation in the event of a power outage.

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

Old and New Business

Mr. Alpi reported that at the last meeting we tabled a resolution regarding Lead Based Paint (LBP) testing at the Concord. We have learned recently that if you do not submit a plan to HUD to designate properties as elderly/disabled only, and reaffirm this designation every two years the property goes back to multi-family. Multi-Family properties that were built before 1978 are required to have the LBP inspection report on file. We are currently investigating the population at all the properties to see where we need this designation.

Mr. Alpi stated we had a meeting with the construction manager for Ameresco regarding starting the installation of the items included in the Energy Performance Contract. This will allow us to move forward with adjusting the utility allowances for the public housing.

Mr. Alpi reported that we have had a tenant in one of the highrises in the process of being evicted. She has complained to the Consumer Rights Department at the Office of the Attorney General. If board members receive any inquiries from this individual please refer them to the DHA staff.

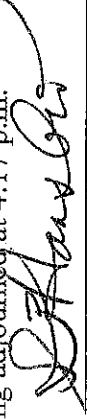
Commissioner Hansbro stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion.

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Upon a call of the roll, the Commissioners voted as follows:

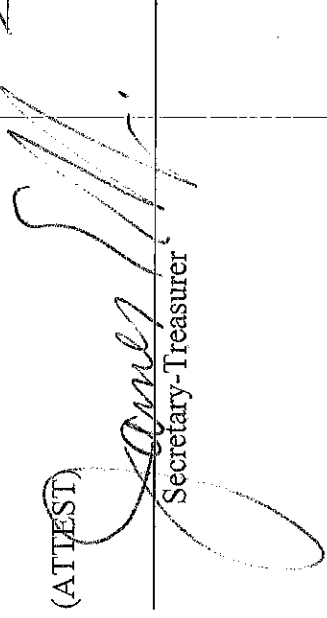
Commissioner Sykes, "Aye",  
Commissioner Gosch, "Aye" and  
Commissioner Hansbro, "Aye".

The motion carried unanimously. The meeting adjourned at 4:17 p.m.



Commissioner Hansbro

(ATTEST)

  
Secretary-Treasurer