

**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, June 14, 2012.

Vice Chair Campbell 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 (all attended in person) and absent were as follows:

Present: Lisa Campbell Hein, Vice Chair
Robert Yuhas, Commissioner
William Gosch, Commissioner
Julian Marsh, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Rev. Leroy Smith Jr., Chairman
Shad Etchason, Commissioner

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

Vice Chair Campbell presented the Open Time of the agenda. Hearing no comment the meeting continued.

Vice Chair Campbell presented the Minutes from the Regular Meeting of May 10, 2012. Commissioner Yuhas moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". The Motion carried.

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

Mr. Marsh stated that staff continues to do very well. Terri Goodman stated that there are only seven units to turn over or lease. Commissioner Yuhas asked if there are applicants coming from Wabash Crossing. Terri Goodman said yes. At first they were going there because it was new but now we are getting applicants back. Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". The Motion carried.

Vice Chair Campbell presented the Housing Choice Voucher Program Occupancy report for the month of May 2012. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Marsh reported that there are 92 units available. This is not necessarily a bad thing as funds are being expended.

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

Vice Chair Campbell presented the Wabash Crossing Occupancy report for the month of

May 2012. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Marsh reported the ACC units are 95% leased. Staff at Wabash Crossing is doing a much better job. They are still having a problem with the Tax Credit Units. Jody Palone, the Housing Choice Voucher administrator, reported that they are opening some of the units up for the tenant based voucher holders. They have added units to our looking list.

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

Vice Chair Campbell presented the General Fund Check Register Report for the month of May 2012. Commissioner Gosch moved to receive and file the report and Vice Chair Campbell seconded the motion.

Commissioner Gosch inquired about the changes with Comcast. Terri Goodman said the rates have increased and we are in the process of switching the highrises to satellite dish. At the Scattered Sites, Cable TV will be the responsibility of the residents after the switch is made.

Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye" except Commissioner Yuhas who abstained. The Motion carried.

Vice Chair Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-17

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement (the "Agreement"), was entered into as of the 14th day of June, 2012, by and between the Housing Authority of Champaign County, Illinois (HACC) and the Decatur Housing Authority of the City of Decatur, Illinois (DHA).

RECITALS

WHEREAS, the Housing Authority of Champaign County executed a Moving to Work Agreement with the U.S. Department of Housing and Urban Development effective October 17, 2010; and,

WHEREAS, the Moving to Work Program's federal statutory objectives include providing incentives to families with children where the head of household is working; is seeking work; or is preparing for work by participation in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and

WHEREAS, the MTW Program requires a third party objective evaluation to measure how MTW activities accomplish the statutory objectives of the Program; and,

WHEREAS, HACC has entered into an Intergovernmental Agreement with the University of Illinois Agricultural and Consumer Economics Department to conduct the required evaluation throughout the life of the MTW Agreement; and,

WHEREAS, to further support the statistical validity of the evaluation, the University of Illinois proposes to utilize data and analysis from two comparable groups: one that will be required to participate in the local MTW activities to continue to receive housing assistance (The MTW Group) and one that will continue to receive housing assistance without participation in MTW activities (the non-MTW Group); and,

WHEREAS, the Decatur Housing Authority (DHA) and the HACC operate Public Housing Authorities in close geographic proximity located in rural counties in Central Illinois;

NOW THEREFORE, in consideration of the mutual agreements and covenants hereinafter set forth, the parties hereby agree as follows:

1. The Decatur Housing Authority (DHA) will provide University of Illinois researchers with specific, previously identified administrative data fields from their HUD 50058 database to establish the baseline control group from DHA that will be invited to participate in the ongoing evaluation study.
2. The evaluation will utilize both quantitative (statistical analysis of housing authority information and survey information) analyses and qualitative (key informant interviews and focus group interviews) analyses. DHA will encourage resident participation in the evaluation study and will provide space for U of I staff to conduct informational meetings about the study.
3. HACC will provide DHA with advance copies of all surveys, correspondence, newsletters and other information that will be disseminated to the residents of DHA related to the evaluation study. HACC will be responsible for distribution of all documents and any related costs upon DHA review of said documents.
4. HACC through the U of I will prepare a baseline report of key personal development indicators that impact economic independence including literacy; formal education; income; multi-generational dependence on government assistance; developmental challenges; physical and mental health limitations and access to basic health care that have restricted previous development of economic self-sufficiency.
5. Each party will advise its employees to use reasonable efforts to hold in confidence all proprietary information received from the other party in connection with the evaluation; provided however, that each party may share confidential information with third parties to the extent necessary to perform the research under the terms of the Intergovernmental Agreement between HACC and U of I and this Agreement. For written disclosure, the party disclosing confidential information will mark the information as "confidential" at the time of disclosure and confirm such designation in writing to the other party no later than 30 days after disclosure. All parties shall comply with the provisions of the U. S. Department of Housing and Urban Development regarding privacy and disclosure of information as stipulated in all applicant Public Housing and Housing Choice Voucher program regulations.
6. Individual resident information will be strictly confidential between U of I research teams and the individuals and will not be disclosed to either HACC or DHA. All statistical analysis, written reports and other evaluation trends will be provided to DHA upon their final approval and release by the University. All documentation published will provide recognition and acknowledgement of DHA's critical role and participation in the evaluation study.
7. The evaluation shall be continued annually for a minimum period of five years. The same terms and conditions shall apply to each annual evaluation process.
8. The laws of the State of Illinois hereof, shall govern this Agreement, and the application or interpretation.
9. This Agreement may be terminated for cause or convenience by either party by providing a 30 day written notice.
- 10.

IN WITNESS WHEREOF, this Agreement has been executed as of the day and year first above written.

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DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR	
BY:	Julian Marsh
ITS:	Executive Director
SIGNATURE:	
DATE:	June 14, 2012
HOUSING AUTHORITY OF CHAMPAIGN COUNTY	
BY:	
ITS:	
SIGNATURE:	
DATE:	

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

Mr. Marsh reported that the Housing Authority of Champaign County is a moving to Work agency. HUD will be doing an evaluation of the MTW goals and achievement of the goals outlined in the MTW Plan of the Housing Authority of Champaign County. This will be conducted through an agreement with the University of Illinois. The evaluators are in need of a control group of comparable size.

Hearing no further comment Vice Chair Campbell called for a roll call vote. All voted "Aye". Motion carried.

Vice Chair Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-18

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 4 TO BODINE ELECTRIC OF DECATUR FOR FIRE ALARM REPLACEMENT AT HARTFORD AND LEXINGTON, CFP IL06-P012-50110

WHEREAS, the Authority has entered into a contract with Bodine Electric of Decatur to replace the fire alarm systems at the Hartford and Lexington, and

WHEREAS, the original contract included an allowance for unforeseen conditions, and

WHEREAS, all unforeseen conditions have been identified and all work of the contract is now complete, and

WHEREAS, there is \$1,485.52 left in the allowance that was not used, and

WHEREAS, Bodine Electric of Decatur included 40 hours of Section 3 employment in their bid, and

WHEREAS, Bodine Electric of Decatur did not employ any Section 3 individuals on this project,

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and

WHEREAS, liquidated damages are being assessed in accordance with the specifications in the amount of \$1,000.00, and

WHEREAS, an adjustment of the contract price to reflect a credit for remaining allowance funds and liquidated damages is necessary, 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. 4 for Fire Alarm Replacement at the Hartford and Lexington be authorized and approved.

Section 2. That the contract amount is decreased by \$2,485.52 and the time for completion remain unchanged.

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

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

Jim Alpi stated that the work of this contract is now complete. The contract amount included an allowance and not all funds in the allowance were used. There were also liquidated damages for Section 3 goals that were not achieved in the amount of \$1,000.

Hearing no further comment Vice Chair Campbell called for a roll call vote. All voted "Aye". Motion carried.

Vice Chair Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-19

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO OTTO BAUM COMPANY INC. FOR PAVEMENT AND PORCH REPLACEMENT AT ILL 12-22, ILL 12-23, ILL 12-24 and ILL 12-28 PROJECTS CFP IL06-P012-50110

WHEREAS, the Authority did solicit and receive sealed competitive bids for Pavement and Porch Replacement, and

WHEREAS, the low bid was submitted by Otto Baum Company, Inc.

WHEREAS, funds are available within the Authority's 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 award of contract to Otto Baum Company, Inc. for Pavement and Porch Replacement at, ILL 12-22, ILL 12-23, ILL 12-24, and ILL 12-28 CFP IL06-P012-50110 is authorized and approved.

Section 2. That the contract amount for all work of the Base Proposal plus Alternate Bid G-3 is TWO HUNDRED FIVE THOUSAND, EIGHTY-FIVE AND 66/100

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DOLLARS (\$205,085.66) and the time for completion is 150 days from issuance of the Notice to Proceed.

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

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

Mr. Alpi reported that this is a new contract for pavement and porch replacement to reduce tripping hazards. We received two bids. The low bidder was Otto Baum Company, Inc. Staff recommends award to Otto Baum Company, Inc.

Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "aye". Motion carried.

Vice Chair Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-20

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO JJ SWARTZ COMPANY FOR PLUMBING IMPROVEMENTS AT 524-528 WEST MACON STREET, ILL12-23, PROJECT CFP IL06-P012-50110

WHEREAS, the Authority did solicit and receive bids for plumbing improvements at 524-528 West Macon Street, and

WHEREAS, the low bid was submitted by JJ Swartz Company, and

WHEREAS, the architectural firm Blank, Wesselink, Cook & Associates Inc. has made a recommendation to award a contract to JJ Swartz Company, and

WHEREAS, funds are available within the Authority's Capital Fund Programs 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 award of contract to JJ Swartz Company for Plumbing Improvements at 524-528 West Macon Street, ILL 12-23, CFP IL06-P012-50110 is authorized and approved.

Section 2. That the contract amount is ONE HUNDRED FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$155,000.00) and the time for completion is 100 days from issuance of the Notice to Proceed.

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

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

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Mr. Alpi reported that Macon Street apartments has the original water supply pipes. Over time lime and scale deposits have accumulated in the pipes and they are corroding. We received two bids. Commissioner Yuhas asked why we only received two bids. Mr. Alpi stated he does not know but the Section 3 requirements might discourage bidders. The bids were in line with the pre-bid estimate and he recommends approval to JJ Swartz Company.

Hearing no further comment Vice Chair Campbell called a roll call vote. All voted "Aye". Motion carried.

Vice Chair Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-21

**AUTHORIZING AND APPROVING BUDGET REVISION
NO. 12 TO THE HOPE VI PROJECT IL06URD0121199**

WHEREAS, implementation of the HOPE VI program is complete, and

WHEREAS, budget revisions to realign funds between budget line items are needed to accurately reflect uses of funds, and

WHEREAS, realignment of funds within budget line items will allow project closeout to proceed, and

WHEREAS, HUD approval of budget revision is required; 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 budget revision No. 12 to the HOPE VI Project IL06URD0121199 is authorized and approved.
- Section 2. That the amount of the HOPE VI budget of Thirty-Four Million, Eight Hundred Sixty-Three Thousand, Six Hundred Fifteen and No/100 Dollars (\$34,863,615.00) remain unchanged.
- Section 3. That the Executive Director is authorized to execute all necessary documents and submit the same for approval of the Department of Housing & Urban Development.

Vice Chair Campbell moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi reported this is the final Budget Revision for the HOPE VI Grant. All funds are expended. To close out this project, we are realigning the expenditures with actual budget lines items. Commissioner Yuhas asked when we expect HUD to close it out. Mr. Alpi stated that we have to wait until after HUD approval of the audit.

Hearing no further comment, Vice Chair Campbell called a roll call vote. All voted

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“Aye”. Motion carried.

Old and New Business

Mr. Marsh reported staff is doing a good job. We will be having the Father’s Day event after this meeting and invited all to join us if they have time.

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

Commissioner Yuhas, “Aye”
Commissioner Gosch, “Aye”
Vice Chair Campbell Hein, “Aye”.

Motion carried unanimously. The meeting adjourned at 4:00.

(ATTEST)

Secretary-Treasurer

Vice Chair Campbell Hein