

**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 9 2011.

Chairman Smith 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., Chair
 William Gosch, Commissioner
 Robert Yuhas, Commissioner
 James A. Jankowicz, Legal Counsel
 Julian Marsh, Secretary-Treasurer
Absent: Lisa Campbell Hein, Vice Chair
 Shad Etchason, Commissioner

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

The Chairman presented the Open Time of the agenda. Hearing no response, the meeting continued as follows:

Chairman Smith presented the Minutes from the Regular Meeting of May 12, 2011. Commissioner Yuhas moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

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

Chairman Smith presented the Rent Roll/L&O Summary Report for the month of May 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

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

Chairman Smith presented the Housing Choice Voucher Program Occupancy report for the month of May 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

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

Chairman Smith presented the Wabash Crossing Occupancy report for the month of May 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

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

Chairman Smith presented the General Fund Check Register Report for the month of May 2011. Commissioner Yuhas moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. Chairman Smith and Commissioner Gosch voted “Aye”; Commissioner Yuhas abstained. The Motion carried.

Chairman Smith presented the following resolution for Commissioners’ consideration and approval:

RESOLUTION NO. 11-30

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO JOHNCO CONSTRUCTION INC FOR SCATTERED SITE HOUSING EXTERIOR IMPROVEMENTS, CFP IL06-S012-50109

WHEREAS, the Authority has entered into a contract with Johnco Construction Inc. to do miscellaneous improvements at the Scattered Sites, 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 are funds that were not used, and

WHEREAS, an adjustment of the contract price to reflect a credit for remaining allowance funds 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. 1 for Scattered Site Housing Exterior Improvements be authorized and approved.
- Section 2. That the contract amount be decreased by \$1,733.50 and the time for completion be extended to May 1, 2011.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Diane Hackert explained these are unused funds that will be placed back in the capital fund and will be released under another future project.

Hearing no further comment, the Chairman called for a roll call vote. All voted “Aye”. The Motion carried.

Chairman Smith presented the following resolution for Commissioners’ consideration and approval:

RESOLUTION 11-31

AUTHORIZING AND APPROVING A REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM ADMIN PLAN OF THE DECATUR HOUSING AUTHORITY

WHEREAS, the Authority continually seeks to review the Housing Choice Voucher Program Admin Plan to assure compliance with federal regulatory changes and for responsiveness to local need, and

WHEREAS, the Authority’s review of the Admin Plan, Chapter 12, *Recertifications*, revealed the need for revision 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 Admin Plan 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 June 10, 2011.

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

Mr. Marsh explained that the Housing Choice Voucher Program leasing department is currently missing two of the three Leasing Specialists. This temporary procedural change will allow the department to function properly during this time. Paula Hartwig, the Housing Choice Voucher Program Coordinator added that HUD requires all decreased income to be processed. It is the department's intention to process the reported increases at a later date to keep our HAP unaffected until the department is, once again, fully staffed.

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

Old/New Business:

As it was announced in last month's meeting, DHA is participating in the Father's Day event as recommended by HUD. Colleen Troike, FSS Coordinator, gave an update and invited the Commissioners to drop by June 18th between 11:00 a.m. – 3:00 p.m. at the Garfield Park.

In promoting the event to other Authorities, HUD published our Father's Day event brochure. As previously recognized, this now nationally-known brochure was created by our in-house staff, Sue Force.

Commissioner Gosch was given the floor to address several concerns:

- 1) Cooling assistance funds have been cut. He expressed his concern for those residents at risk for eviction for not maintaining utilities in their name as required by their lease. What can be done?
- 2) Semi-truck traffic on East Geddes is not allowed per the street signs posted; however, he has observed violations and damage to the boulevards. He expressed his concern for the safety of the neighborhood children.
- 3) Weeds are growing through the mulch around the newly planted flora. It is unsightly but they cannot be mowed. Residents do not have the equipment to take care of this.

Mr. Marsh responded to 1): To juggle compliance with the PHAS score, the Authority does not have much room to allow lease violations. We must collect rents and enforce the lease. To assist residents with non-payment issues, repayment agreements are entered. However, if a resident has already established a poor rent payment history, it is difficult to make further arrangements. DHA is automatically notified of the final warning of disconnect by the utility company as we are "revert to owner".

Commissioner Yuhas asked if DHA was a designated "cooling" center since most close at 3:00 p.m., during the hottest part of the day. No, we are not due to inadequate space.

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However, the highrise residents may visit the building's lobby for cooling relief until their power is restored. He also asked if the residents are educated on how to minimize their utility costs. It was noted that the Resident Orientation packet contains very good information for them.

In response to 2): Mr. Marsh will notify the police department about the situation. Mr. Gosch was encouraged to record license plate numbers, names on the trucks, time of day, etc. to forward to the police department to assist them in apprehending the violators. Chairman Smith recommended that once Commissioner Gosch recorded the trucking firm from the trucks, that the trucking firm be notified.

The Project Managers will address 3).

The annual Affirmative Action Report furnished by Human Resources was discussed. Ginny Vaughn explained some individuals do not answer the race question on our forms either by choice or simple oversight. Those thirteen who did not answer the question are not calculated in the percentages.

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

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

In follow up to his previous inquiry, Commissioner Yuhas asked if the procurement policy had been reviewed regarding the \$15,000 expenditure to TAG Associates. Ms. Vaughn replied that it did, in fact, fall under those guidelines.

Commissioner Yuhas made the motion to go into Closed Session to consider the pending or probable litigation against, affecting or on behalf of the public body. Commissioner Gosch seconded the motion.

The Board of Commissioners then went into Closed Session during its Regular Meeting of June 9, 2011 Board meeting at 3:58 p.m.

At 4:39 p.m., the Board returned to open session.

Chairman Smith stated there was no further business to come before the Board. Vice Chair Campbell 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", and
Commissioner Gosch - "Aye"

Motion carried unanimously. The meeting adjourned at 4:40 p.m.

Chairman Smith

(ATTEST)

Secretary-Treasurer

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