

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

Special Meeting

The Board of Commissioners of Decatur Housing Authority met in Special Session at the Hartford Highrise, 1096 W. Decatur Street, Decatur, Illinois at 3:30 p.m. on Thursday, March 13, 2014.

Chairperson Campbell-Hein called the meeting to order and at this time opening ceremonies were conducted by reciting 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, Chairperson
Shad Etchason, Commissioner
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Commissioner
Robert Yuhas, Vice Chairman

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.

At this time, Mr. Alpi introduced Mr. Pat McDaniel from the City of Decatur council, Barb Vogelsang, and Adam Haynes, Project Managers for Decatur Housing Authority. Chairperson Campbell-Hein thanked the visitors for coming.

Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of February 6, 2014. Commissioner Etchason 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". The motion carried.

Chairperson Campbell-Hein presented the Closed Session Minutes from February 6, 2014. Commissioner Etchason 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". The motion carried.

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

Brenda Kraus reported that staff has worked really hard and the Hartford and Concord were both fully occupied until Monday. Unfortunately, we had one tenant move out and one tenant who passed away.

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

Chairperson Campbell-Hein presented the Housing Choice Voucher Program Occupancy

March 13, 2014

report for the month of February 2014. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus stated that the HCV program has not fared as well. The numbers are declining for various reasons such as tenants who have reached full rent or simply going off the program. We opened the waiting list and received 398 applications. Staff is entering the new applications and pulling new names to increase the numbers. Chairperson Campbell-Hein asked what the ideal number of voucher holders is. Mr. Alpi stated that the budget reflects 960. Funding may allow 1080 – 1090. HAP assistance was funded at 98% this year compared to 89% last year. The Administrative Fee was funded at 65% last year and 75% this year. Mr. Alpi further stated that this funding level still leaves us a little short and is based on units occupied.

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 February 2014. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that Phase I at Wabash Crossing netted out flat, Phase II lost 2, and Phase III netted out flat. The manager has started analyzing move-ins and move-outs. Mr. Alpi will ask them to submit a written plan how they plan to improve their occupancy levels.

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 February 2014. Commissioner Etchason 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 January. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi discussed the reports and expects the next reports to show a balanced budget. Mr. Alpi discussed each spreadsheet and how each AMP is performing. He also stated that Terri is working on the Section 8 report to make it easier to understand.

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. 14-07

March 13, 2014

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL
MODERNIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL
FUND PROGRAM GRANT IL06-R012-50212

WHEREAS, all contract work in connection with Capital Fund Program IL06-R012-50212 was completed as of November 6, 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

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-R012-50212 in the amount of \$250,186.00 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-R012-50212, in the amount of \$250,186.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

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

Mr. Alpi explained that this grant was used for replacement of units from demolition of Longview. All funds were used for the development of Wabash Crossing.

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. 14-08

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL
MODERNIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL
FUND PROGRAM GRANT IL06-R012-50213

WHEREAS, all contract work in connection with Capital Fund Program IL06-R012-50213 was completed as of November 6, 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

March 13, 2014

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

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-R012-50213 in the amount of \$244,730.00 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-R012-50213, in the amount of \$244,730.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

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

Mr. Alpi explained that this grant was also used to replace units lost through demolition of Longview and development of Wabash Crossing.

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. 14-09

AUTHORIZING AND APPROVING AN INTEGRATED PEST CONTROL POLICY FOR THE DECATUR HOUSING AUTHORITY

WHEREAS, as a condition of receiving HUD grants, the Authority has adopted a green maintenance program, and

WHEREAS, one component of the maintenance program is establishment of an Integrated Pest Control Policy, and

WHEREAS, staff has completed research and development of an Integrated Pest Control Program, which is ready for implementation; now therefore,

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That the Decatur Housing Authority Integrated Pest Control Policy dated 03/14/2014 be adopted and approved.
- Section 2. That the Executive Director or designee be authorized to implement and enforce said policy.

March 13, 2014

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

Mr. Alpi explained that this policy expands upon the requirement to have a green maintenance program. The term integrated suggests more than just spraying. We will develop training for staff and help residents to help them prevent infestation. Commissioner Etchason asked if we will be going site to site. Mr. Alpi stated that we will at each highrise but it will be a problem to go to scattered sites.

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. 14-10

REJECTING BIDS FOR LAWN CARE SERVICES AT AMP ILL 12-22, 12-23,
12-24 & 12-28

WHEREAS, the Authority did solicit and receive bids for Lawn Care Service at ILL 12-22, ILL 12-23, ILL 12-24, and ILL 12-28, and

WHEREAS, a cost benefit analysis of the Authority's options for providing lawn care services at its properties was performed, and

WHEREAS, it has been determined that it is in the Authority's long term best interest to perform lawn care using in house resources; 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 all bids for Lawn Care Service at AMP ILL 12-22, ILL 12-22, IL 12-24, and ILL 12-28 received on March 4, 2014 are rejected and disapproved.

Section 2. That the Executive Director or designee be instructed to advise all bidders that all bids were rejected and extend the Authority's gratitude for their bid and their interest.

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

Mr. Alpi stated that we solicited bids for doing the lawn care with outside service providers at most of our properties. We received five responses and two of them were non-responsive. The low bid was submitted by Powell Lawn Care. We solicited bids so we could see if this would be a cost effective means of getting this work completed. The two staff persons

March 13, 2014

who performed the bulk of this work helped us do a cost analysis based on their experience. We met with the union representatives and came to the conclusion that if we could re-call one of the laid off members for seasonal work we could continue to do this work in-house. Chairperson Campbell-Hein asked how the cost was figured. Mr. Alpi explained how the cost was calculated by the staff who perform the work. Mr. Alpi explained that the budgeted \$35,000 would cover the cost to bring one man back for 6 months. Staff feels that they can accomplish the work and we support that goal so for approximately \$2,000 more we can do the work in-house. Commissioner Gosch asked if this work includes the Scattered Sites. Mr. Alpi stated no that is in addition and we charge for that service if the scattered site tenants do not mow. Chairperson Campbell-Hein asked if this was in the original plan. Mr. Alpi stated it was clear we needed to do the reduction in force to shrink the deficit to make it through the year. We did this with the thought of either using seasonal workers, contracting the mowing, or by bringing back a laid off worker on a temporary basis. Letters were sent out to the laid off employees and we have received interest. Commissioner Etchason asked if we would only use the called back staff person for lawn care. Mr. Alpi stated the need for mowing service may vary with the weather and we would plan to use this worker for other duties if necessary.

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

Old/New Business

Mr. Alpi stated that he would like to take a moment to commend Diane Hackert for putting together a grant application to the Smart Energy Design Assistance Center for some refrigerator replacements. By purchasing them through this program we were able to purchase 12 refrigerators for only a couple hundred dollars and that included recycling the old equipment.

Commissioner Gosch stated that he is celebrating his 77th birthday and everyone wished him a Happy Birthday!

Chairperson Campbell-Hein asked if the staff would like to make any comments. Brenda Kraus stated that it is going well and staff is working really hard to adjust to the reorganization and praised the maintenance staff for making the Hartford look so nice.

Pat McDaniel inquired about the 81% occupancy at Wabash Crossing. Mr. Alpi stated that this percentage only includes the Public Housing units. There are 203 public housing units. The rest of the units are market rate or tax credit units and we don't see any reporting on those.

Chairperson Campbell-Hein 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:

Commissioner Gosch - "Aye",

March 13, 2014

Commissioner Etchason - "Aye", and
Chairperson Campbell-Hein - "Aye".

The motion carried unanimously. The meeting adjourned at 4:19 p.m.

Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer

March 13, 2014