

**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, May 12, 2016.

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
Shad Etchason, Vice Chairman
Jenny Sykes, 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, opening ceremonies were conducted with the reciting of the pledge of allegiance and business was transacted as follows:

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

Hearing no comments, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of April 14, 2016. Jim Jankowicz suggested corrections to the minutes. Commissioner Sykes moved to accept the Minutes as corrected. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote to accept the minutes as corrected. All voted "Aye" except Vice Chairman Etchason who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes from the Closed Session of April 14, 2016 Part 1. Jim Jankowicz suggested corrections to the minutes. Commissioner Sykes moved to accept the minutes as corrected. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote to accept the minutes as corrected. All voted "Aye" except Vice Chairman Etchason who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes from the Closed Session of April 14, 2016 Part 2. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Commissioner Hansbro arrived at 3:38.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote to accept the minutes as presented. All voted "Aye" except Vice Chairman Etchason who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes from the Special Session of April 27, 2016. Vice Chairman Etchason moved to accept the Minutes as presented. Commissioner

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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 minutes from the Closed Session of April 27, 2016. Vice Chairman 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 April 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported occupancy has increased to 96%. She further stated she hopes to get to 97% next month.

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 report for the month of April 2016. Vice Chairman Etchason moved to receive and file the report. Commissioner Hansbro seconded the motion.

Brenda Kraus reported we have lost a few due to people moving but we have signed several leases. Mr. Alpi stated we are still over utilizing to increase the funding for next year.

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 April 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Tina Rice, Manager at Wabash Crossing, gave an overview of the occupancy. Ms. Rice stated they have applicants in place to lease up units. Mr. Alpi stated HUD is still requiring the occupancy to be at 97% by the end of September.

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 April 2016. Commissioner Sykes 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 March. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

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Terri Goodman, Finance Director, stated this report goes through the end of our fiscal year. The AMPs have the required 6 months of funding in reserves overall.

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. 16-26

AUTHORIZING AND APPROVING THE SUBMISSION OF A SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION FOR THE FISCAL YEAR ENDING MARCH 31, 2016

WHEREAS, the Department of Housing and Urban Development requires under 24 CFR 985, 101 that Housing Authorities certify certain Performance Indicators within the Section Eight Management Assessment Program (SEMAP), and

WHEREAS, this certification process requires the involvement, understanding and authorization by the Board of Commissioners preparatory to submitting said Certification to HUD, and

WHEREAS, staff has prepared and presented to the Board a review of the fifteen (15) HUD indicator categories in the format required by HUD for electronic submission; 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 HUD internet document as attached to this Resolution and representing required information through the fiscal year ending March 31, 2016, be authorized for execution by the Chairperson of the Board of Commissioners and the Authority's Executive Director.

Section 2. That the Executive Director is instructed to submit this Certification and any other relevant documentation to the Department of Housing and Urban Development by no later than May 31, 2016.

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

Brenda Kraus stated this is the annual submission for the Section 8 program. This report is completed by answering several questions regarding all aspects of the program including the Family Self Sufficiency Program. This program helps Section 8 tenants become self-sufficient. We started with 50 slots for participation and as people graduate from the program, the required number of participants decreases. Now we have 25 slots. Mr. Alpi complemented staff for keeping this program going without any HUD funding. Ms. Kraus commended Jody Palone for this accomplishment. Chairperson Campbell-Hein commended Ms. Palone also.

Hearing no further comments, 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. 16-27

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 1 TO THE INDEFINITE QUANTITY AGREEMENT WITH MELOTTE, MORSE, LEONATTI, PARKER, LTD., CFP IL06-P012-50114-50118

WHEREAS, the Authority and its Resident Advisory Board have identified the need to perform waterproofing on the exterior of the Macon Street Apartments, and

WHEREAS, the Authority has previously engaged the services of Melotte, Morse, Leonatti, Parker, Ltd. under an Indefinite Quantity Agreement, and

WHEREAS, Melotte, Morse, Leonatti, Parker, Ltd. has been selected to provide services for Exterior Waterproofing at Macon Street Apartments, and

WHEREAS, services shall include preliminary design, preparation of construction documents, bidding, and contract administration, and

WHEREAS, fees will be calculated on a lump sum basis, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50115, Account No. 1430, 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 Amendment No. 1 to Melotte, Morse, Leonatti, Parker, Ltd. be authorized and approved.
- Section 2. That the contract amount is SIX THOUSAND, ONE HUNDRED FIFTY-FIVE AND NO/100 DOLLARS (\$6,155.00), plus authorized reimbursable expenses, for professional services related to Exterior Waterproofing at Macon Street Apartments.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi stated this resolution authorizes Melotte, Morse, Leonatti, Parker Ltd. to proceed with development of bid documents and construction administration for the waterproofing the exterior of the Macon Street Apartment building.

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

Old and New Business

Mr. Alpi reported that we had a representative from the Community Development Department of HUD come last week to audit of our Continuum of Care grant. This is the program that helps the homeless population through an agreement with Dove and Heritage Behavioral Health Center. To qualify for this, participants have to be homeless during a certain period of time and receiving service through local agencies. The auditor did not find anything wrong with the financials. There may be findings with how we administer the program regarding the need to complete environmental reviews for each unit. We will share the audit report when we receive it with our responses to any findings.

Mr. Alpi also reported that we will be completing the conversion of our health insurance tomorrow. We are establishing the accounts for the Health Reimbursement Account and the Health Spending Account. These accounts will be set up a little differently than all other accounts so we will be revising the check signing policy at the next meeting just for the purposes of the health insurance. Vice Chairman Etchason inquired if the board will know how the accounts are doing. Mr. Alpi stated yes.

Hearing no further comment, Chairperson Campbell-Hein called for a motion to go into closed session to discuss pending or probable litigation against, affecting, or on behalf of the public body pursuant to 5 ILCS 120/2 (c) (11). Commissioner Hansbro moved and Commissioner Sykes seconded the motion to go into closed session at 4:08. Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

The board returned to open session at 4:27.

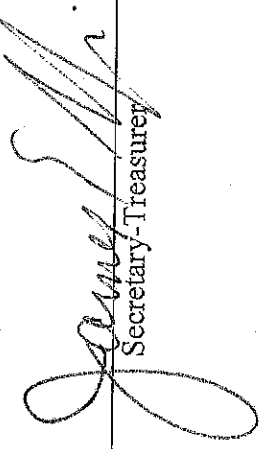
Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Hansbro moved to adjourn and Vice Chairman Etchason seconded the motion.

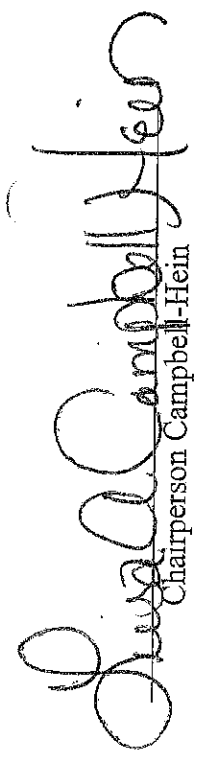
Upon a call of the roll, the Commissioners voted as follows:

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

The motion carried unanimously. The meeting adjourned at 4:27 p.m.

(ATTEST)


Secretary-Treasurer


Chairperson Campbell-Hein