

**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, 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  
                  Shad Etchason, Commissioner  
                  James A. Jankowicz, Legal Counsel  
                  Julian Marsh, Secretary-Treasurer  
Absent:        Lisa Campbell Hein, Vice Chair

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 April 14, 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" except Commissioner Etchason, who abstained. The Motion carried.

At 3:32 p.m., Vice Chair Campbell joined the meeting.

Chairman Smith presented the Closed Minutes from the Annual Meeting of April 14, 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" except Commissioner Etchason, who abstained. The Motion carried.

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

Dianna Morrow, Project Manager, reported that each AMP has gained numbers since the report was prepared. Additionally, the Hartford is now 100% leased.

Mr. Marsh commented that we have new PHAS score requirements – we must have an occupancy rate of 98% to reach "high performer". The Public Housing staff is continuing their efforts to reach this goal.

Hearing no further 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 April 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

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Staff is still doing an outstanding job. The SEMAP report reflects their good work, commented Mr. Marsh.

Hearing no further 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 April 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Commissioner Yuhas asked if staff anticipates an increase in occupancy in the coming month.

There are still some concerns replied Mr. Marsh. He announced that TAG Associates will be here next week to conduct their audit, which will show what areas need addressed.

Commissioner Yuhas asked why DHA staff did not conduct the audit.

Mr. Marsh thought it best that the audit was conducted by a third-party entity.

Commissioner Yuhas asked who was paying for the audit, if the Authority would be reimbursed the cost of approximately \$15,000, if there were any comparison pricing, and when will the results be available. DHA is paying for the audit through remaining funds left in the previous TAG Associate contract. Mr. Marsh anticipates the audit report should be ready for the next Board meeting.

Commissioner Yuhas asked if a Resolution was needed to authorize the spending of this \$15,000. Ginny Vaughn responded that this expense probably falls under the Small Purchase Procurement Policy of the current limit. Mr. Marsh will check into it further and report back to the Board in June.

Commissioner Yuhas commented that it was his opinion that the money should not have been spent for this purpose just because it was available.

Chairman Smith understands the need for a third-party entity but East Lake Management does not have room to negotiate.

Hearing no further 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 April 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. All voted "Aye". The Motion carried.

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

**RESOLUTION NO. 11-25**

AUTHORIZING AND APPROVING THE SUBMISSION OF A SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION FOR THE FISCAL YEAR ENDING MARCH 31, 2011

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

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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, 2011, 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, 2011.

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

This annual SEMAP report is prepared for Board approval before submission to HUD. Staff expects a "high performer" rating as last year.

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 NO. 11-26**

**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 17, page 17-39 (Project Based Vouchers) 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 May 15, 2011.

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

Jackie Kapper, Executive Assistant, explained that the Resolution was a result of the Board's recommendation to clarify the distribution method of utility allowances for project-based vouchers.

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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 NO. 11-27**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO CRAFTMASTERS, INC. FOR HARTFORD ADDITION ROOF REPLACEMENT ILL 12-23, PROJECT CFP IL06-P012-50109

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the roof on the addition at Hartford, and

WHEREAS, plans and specifications were prepared by the Decatur Housing Authority, and

WHEREAS, bids were publicly solicited and received using sealed bidding procedures, and

WHEREAS, the lowest responsive bid was submitted by Craftmasters, Inc. and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50109; 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 Craftmasters, Inc. for Hartford Addition Roof Replacement, CFP IL06-P012-50109 is authorized and approved.

Section 2. That the contract amount is ONE HUNDRED EIGHT THOUSAND EIGHT HUNDRED AND NO/100 DOLLARS (\$108,800.00) and the time for completion is 150 days.

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.

The Board packet contained a draft of the Resolution and the final Resolution was distributed in the meeting.

Commissioner Etchason asked if the bids were based on the same criteria, such as type and longevity of shingles to be used. Variance in unit costs was also noted. Diane Hackert, Modernization Coordinator, did not anticipate a lot of coping variance and the awarded bid came within the target price.

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 NO. 11-28**

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR REPLACEMENT OF FIRE ALARMS AT THE HARTFORD AND LEXINGTON, PROJECT IL06-P012-50110

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace Fire Alarm Systems at the Hartford and Lexington, and

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WHEREAS, plans and specifications have been prepared by Melotte, Morse, Leonatti, Parker Ltd., and

WHEREAS, the Authority will solicit sealed competitive bids by advertising in local newspapers and trade publications, and

WHEREAS, funds are available within the Authority's Capital Fund Program 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 invitation for bids for Fire Alarm Replacement at Hartford ILL 12-23, and Lexington ILL 12-28, Project CFP IL06-P012-50110 be 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 Etchason moved to accept the resolution as presented and Commissioner Yuhas seconded the motion.

As the need was previously discussed, this simply allows staff to start the bidding process. Staff anticipates the work to be completed this summer in answer to Commissioner Etchason's inquiry.

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 NO.11-29**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO LONG ELEVATOR AND MACHINE CO INC. FOR HYDRAULIC ELEVATOR MAINTENANCE SERVICE AT ILL 12-22, 12-23, AND 12-28

WHEREAS, the Authority did publicly solicit and receive competitive sealed bids for Hydraulic Elevator Maintenance Service at ILL 12-22, 12-23, and 12-28, and

WHEREAS, two bids were received for this work, and

WHEREAS, the bid of Kone, Inc. is based on exclusions attached to their bid, does not conform to the specifications, and is therefore non-responsive, and

WHEREAS, the low responsive bid was submitted by Long Elevator and Machine Co, Inc., and

WHEREAS, funds are available within the Authority's Operating Budget; now, therefore

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

Section 1. That award of contract to Long Elevator and Machine Co., Inc. be authorized and approved.

Section 2. That the contract amount is TWENTY-THREE THOUSAND, TWO HUNDRED EIGHTY AND NO/100 (\$23,280.00) and the term of the contract is 24 months.

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

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

To answer Chairman Smith's question, Long Elevator And Machine Co Inc. is located in Springfield Illinois, and the company will respond to calls 24/7.

It was explained that because the Kohne Company put in a caveat, they could not be considered; they were notified accordingly.

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

Old/New Business:

Several months ago, HUD invited all Authorities to participate in a national Father's Day event. The purpose is to get fathers more involved with their children. Unfortunately, HUD does not give any funding for the event. They recommend forming partnerships with local organizations, churches, agencies, etc. Mr. Marsh introduced Carolyn Foster, FSS Coordinator, to give a presentation on DHA's plans. Ms. Foster distributed a flyer to the Commissioners. She explained there were many other agencies and organizations which have joined in the event since the flyer was printed. Invitations to others are ongoing, such as the Army National Guard to set up a huge tent in case of rain. This event will coincide with the beginning of "Cease Fire Week". Everything is free, including the food. Many donations have been received.

Credit was given to the creator of the flyer, Sue Force, employee of DHA. As an aside, Ms. Force was also the creator of DHA's information brochures. She has done a wonderful job.

Mr. Marsh added that the City Manager and other elected officials have been invited.

Chairman Smith reported that he received a call from Lincoln Challenge, a boot camp for youth and suggested to Carolyn that they may be interested in joining the event. He also suggested marketing buttons and asked Carolyn to contact him personally with the cost.

Ginny Vaughn updated the Board on the West Mound acreage. The closing on the property has been completed. The acreage is being farmed at this time, which avoids mowing costs. Chairman Smith said he would like to visit the property. If anyone else would like to join him, please contact Mr. Marsh.

Chairman Smith stated there was no further business to come before the Board. Vice Chair Campbell moved to adjourn and Commissioner Yuhas seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Chairman Smith - "Aye",	Commissioner Yuhas - "Aye",
Vice Chair Campbell-Hein - "Aye",	Commissioner Etchason - "Aye" and
	Commissioner Gosch - "Aye"

Motion carried unanimously. The meeting adjourned at 4:08 p.m.

(ATTEST)

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Secretary-Treasurer

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Chairman Smith

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