

**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, November 10, 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
Shelith Hansbro, Commissioner
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer

Absent: Shad Etchason, Vice Chairman
Jenny Sykes, Commissioner
James A. Jankowicz, Legal Counsel

There being a quorum present 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 meeting.

Mr. Doug Warren introduced himself and stated he worked in Public Housing for many years and has recently moved back to Decatur and was interested in seeing how things are going in the Public Housing industry.

Chairperson Campbell-Hein thanked him for coming and welcomed him back to Decatur.

Mr. Alpi expressed regrets from Jim Jankowicz for not being present for the meeting. The board expressed their concern for his recovery from his recent surgery.

Hearing no further comments, Chairperson Campbell-Hein presented the minutes of the Regular Meeting held September 8, 2016.

Commissioner Hansbro made a motion to approve 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 minutes of the Regular Meeting held October 13, 2016.

Commissioner Hansbro made a motion to table the approval of the minutes due to only one board member being present that attended the meeting. Commissioner Gosch seconded the motion to table the minutes.

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

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month of October 2016. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported occupancy is at 95%. We continue to strive for 97%.

Hearing no further comments, 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 October 2016. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported staff continues to concentrate on keeping the utilization at 100%. Ms. Kraus also stated she is working on the payment standards to determine what we will be paying per unit based on size. There will be a recommendation at the next meeting.

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 Report for the month of October 2016. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi stated the occupancy is still very low. Jim Jankowicz has started reviewing their contract again to see which way to proceed with enforcement.

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

Chairperson Campbell-Hein presented the General Fund Check Register for the month of October 2016. Commissioner Hansbro moved to receive and file the report. 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 through the month of September 2016. Commissioner Hansbro moved to receive and file the reports. Commissioner Gosch seconded the motion.

Mr. Alpi reported reserves are up to 7 months. We will be incurring expenses to utilize the funds or may need to transfer some to Pilot. HUD is still considering re-federalizing funds. We have purchased software to start doing mobile work orders and we are excited about the potential for this moving forward.

Hearing no further comments, Chairperson Campbell-Hein called for a roll call vote. All

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voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolutions for Commissioners' consideration and approval:

RESOLUTION NO. 16-47

APPOINTING AN ASSISTANT CONTRACTING OFFICER

WHEREAS, the Authority has identified the need for a functional back-up for contract execution and administration, and

WHEREAS, contracting volume is significant, and

WHEREAS, specialized knowledge and training are required to fulfill Contracting Officer duties, and

WHEREAS, Diane Hackert has the specialized knowledge and training 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 Diane Hackert is appointed a Contracting Officer for the Decatur Housing Authority.

Section 2. That the Executive Director evaluates and adjusts Ms. Hackert's compensation commensurate with additional duties.

Commissioner Hansbro made a motion to accept the Resolutions as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated he would like the board to authorize appointing Diane Hackert as an Assistant Contracting Officer. This is a good decision due to the depth of our staff and succession.

Hearing no 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. 16-48

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR TREE REMOVAL SERVICES

WHEREAS, the Authority is required to have board approval of service contracts if the cost of the service is above expected to be above \$30,000, and

WHEREAS, the anticipated cost of tree removal services exceeds this threshold, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications; 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 Tree Removal Service 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 Hansbro made a motion to accept the Resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated that we would like to receive bids to remove the dead ash trees on all our properties. This problem continues to be more apparent each year. There are a significant number of trees that need to be removed. Mr. Alpi gave a brief explanation of the Ash Borer Disease. We will be utilizing Capital Funds or left over RHF funds to get this work completed.

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

Old and New Business

Mr. Gosch would like to go on record to thank all veterans for their service in honor of Veteran's Day. The board concurred.

Mr. Alpi stated we continue to battle the bed bug problem. Staff is trying a different process using heat machines. The Executive Director from Logan County Housing Authority came to give us a demonstration of how the machines work and we feel this could be effective. The project manager is developing a plan and staff has attended more training on effective removal procedures. Commissioner Hansbro inquired about the identification of infestation and the symptoms. Mr. Alpi explained the process.

Mr. Alpi stated we have received our first payment from Verizon for the cell tower on the roof at the Hartford.

Mr. Alpi further stated Terri Goodman has put together the paperwork to receive a refund of \$4,000.00 from Ameren.

Mr. Alpi also stated we are going to receive additional funds from the DCEO as a result of the Energy Performance Contract.

Hearing no comments, Chairperson Campbell-Hein stated there was no further business

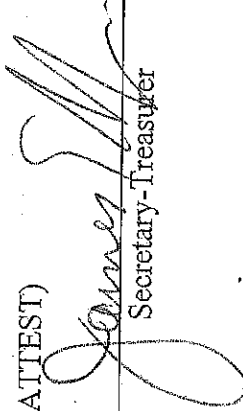
to come before the Board. Commissioner Hansbro moved to adjourn and Commissioner Gosch seconded the motion.

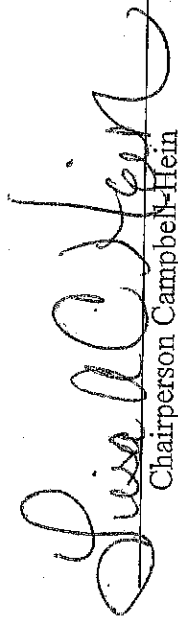
Upon a call of the roll, the Commissioners voted as follows:

Chairperson Campbell-Hein, "Aye",
Commissioner Hansbro, "Aye", and
Commissioner Gosch, "Aye".

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

(ATTEST)


Secretary-Treasurer


Chairperson Campbell-Hein