

**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 12, 2015.

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
Jenny Sykes, Commissioner
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Commissioner
Shad Etchason, Vice Chairman

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 October 8, 2015. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Jim Jankowicz stated that since Commissioner Sykes is showing as absent she should abstain. The minutes shall be corrected showing Commissioner Sykes came in to the meeting after roll call.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted “Aye” except Commissioner Sykes, who abstained. The motion carried.

Chairperson Campbell-Hein called for a roll call vote to approve the Minutes as corrected. Commissioner Sykes moved to approve the Minutes as corrected. Commissioner Gosch seconded the motion.

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 October 2015. Commissioner Gosch moved to receive and file the report. Commissioner Sykes seconded the motion.

Terri Goodman, Finance Director reported staff is working really hard to get the units leased. The goal is to be at 95% by the end of the year. Mr. Alpi stated that the two new staff members are learning the job very quickly.

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 October 2015. Commissioner Sykes moved to receive and file the

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report. Commissioner Gosch seconded the motion.

Brenda Kraus reported staff is making progress. The new leasing clerk has been hired and 22 new leases have been signed. The goal is to reach 1150 vouchers utilized by the end of December. Mr. Alpi stated that this will position us to fully utilize the voucher program to increase funding for the next Federal Fiscal Year of funding.

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 October 2015. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Tina Rice, Manager at Wabash Crossing, reported that there have been several move-outs in the last month. East Lake has made some organizational changes to help increase occupancy. Mr. Alpi stated that the goal is to reach 98% occupancy by April. He further stated that he has had conversations with Elzie Higgenbottom, owner of East Lake Management, about the occupancy problems and is working with them to see what their capital needs are. Tina Rice stated she submitted a proposal for improvements needed to East Lake and is waiting to hear back.

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 October 2015. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no further 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 September. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman, Finance Director, reported that the finances are mostly the same and on target with normal expenses. Mr. Alpi stated that that they have sufficient reserves in accordance with HUD guidelines.

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. 15-39

AUTHORIZING AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS
OF SEPTEMBER 30, 2015

WHEREAS, the Authority provides for a write-off of uncollectible tenant accounts in each annual operating budget, and the consideration of this write-off is brought before the Board of Commissioners at least one time a year, and

WHEREAS, these residents have vacated DHA units and been reported to Midwest Credit and Collection and CCB Credit Service for collection of past due accounts, and neither the Authority, Midwest Credit and Collection or the CCB Credit Service has been able to collect these amounts due, and

WHEREAS, there has been no payment on these accounts for a period of six months or longer, and

WHEREAS, previously the Authority's Board of Commissioners took write-off action for uncollectible accounts through March 31, 2015, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2015 through September 30, 2015; 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 attached collection loss write-off will have zero net budget amount.

Section 2. That the attached write-off reflects an aggregate total for the period ending September 30, 2015 of Fourteen Thousand, One Hundred Ninety-Three and 70/100 Dollars (\$14,193.70) less Two Thousand, Two Hundred Nineteen and 89/100 Dollars (\$2,219.89) of payments or a net write off of Eleven Thousand, Nine Hundred Seventy-Three and 81/100 Dollars (\$11,973.81).

Section 3. That the Executive Director or his designee is authorized and instructed to incorporate this fiscal information into the Authority's Books of Account for the period ending September 30, 2015.

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

Terri Goodman stated that this is the first write-off of this fiscal year. There were 23 accounts for a total amount of \$14,193.70 which includes fraud in the amount of \$11,973.81.

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. 15-40

AUTHORIZING AND APPROVING A REQUEST FOR PROPOSALS FOR A FINANCIAL AUDIT SERVICE CONTRACT FOR THE DECATUR HOUSING AUTHORITY

WHEREAS, the Decatur Housing Authority is required to periodically solicit and receive bids for service contracts, and

WHEREAS, the Authority wishes to seek proposals for financial audit services, and

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WHEREAS, the Authority will publish ads in local trade publications, and
WHEREAS, funds are available within the Authority's operating budget; 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 a Request for Proposals for a Financial Audit Service Contract is authorized and approved.
- Section 2. That advertisements will be placed in local trade publications.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Terri Goodman reported that we are required to go out for bid for services periodically so this resolution authorizes us to advertise. We are satisfied with the current services we are receiving.

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. 15-41

**AUTHORIZING AND APPROVING A REQUEST FOR PROPOSALS FOR
THE AUTHORITY'S GROUP HEALTH INSURANCE PLAN**

WHEREAS, the Decatur Housing Authority's group health insurance through Teamsters Local 279 Central States represents a significant amount of employee benefit costs, and

WHEREAS, the Authority's health plan renewal date is April 1, 2016, and

WHEREAS, it is deemed to be in the best interest of the Authority and its employees to review other group health insurance options; 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 a Request for Proposals for the Authority's Group Health Insurance is 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

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documents.

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

Mr. Alpi stated that this resolution authorizes the Authority to request proposals for the group health insurance coverage. The plan we have now runs through March 31, 2016 which coincides with the Teamsters contract. We simply want to have other options in hand for the negotiation process.

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. 15-42

**AUTHORIZING AND APPROVING AWARD OF CONTRACT
TO THYSSENKRUPP ELEVATOR 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 low responsive bid was submitted by ThyssenKrupp Elevator, and

WHEREAS, funds are available within the Authority's Operating Budget; 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 ThyssenKrupp Elevator be authorized and approved.
- Section 2. That the contract amount is SEVENTEEN THOUSAND, TWO HUNDRED EIGHTY AND NO/100 DOLLARS (\$23,880.00) and the term of the contract is 24 months.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi stated the elevator maintenance service is a two year contract. We received two bids with ThyssenKrupp Elevator being the low bidder. This resolution appears to have an

error in Section 2. There is a discrepancy between the words and numbers. The numbers are the correct amount.

Commissioner Sykes made a motion to approve the resolution as corrected. Commissioner Gosch seconded the motion.

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. 15-43

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO
HOMEWAY HOMES, INC. FOR CONTRUCTION OF EIGHT ZERO
ENERGY HOMES FOR THE NATIONAL FORECLOSURE
SETTLEMENT HOMEOWNERSHIP PROGRAM

WHEREAS, the Authority has received a National Foreclosure Settlement Grant from the Illinois Attorney General to construct eight single family homes for sale to qualified buyers, and

WHEREAS, the Authority did solicit and receive competitive bids, and

WHEREAS, the apparent low bid submitted by Trotter General Contracting, Inc., and

WHEREAS, the bid of Trotter General Contracting, Inc. contained an error and was non-conforming, and

WHEREAS, Trotter General Contracting, Inc. has provided documentation of calculation errors and has requested they be allowed to withdraw their bid without penalty, and

WHEREAS, the Contracting Officer has verified that a non-judgemental mistake was made in the preparation of Trotter General Contracting's bid, and

WHEREAS, the second low bid was submitted by Homeway Homes, Inc., and

WHEREAS, funds are available through the National Foreclosure Settlement Grant, and

WHEREAS, the Attorney General of Illinois must concur in authorizing this contract award; 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 Trotter General Contracting Inc, be allowed to withdraw their bid without penalty.
- Section 2. That award of contract to Homeway Homes, Inc. for all work of Base Bid A and Base Bid B for construction of eight zero energy ready homes is authorized and approved contingent upon approval of the Illinois Attorney General.
- Section 3. That the contract amount for all work of Base Bid A is \$1,724,300.00 and all work of Base Bid B is \$24,000.00 for a combined total of \$1,748,300.00.

Section 4. That the time for completion shall be 180 calendar days from issuance of the Notice to Proceed.

Section 5. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi reported that this resolution authorizes DHA to move forward with the National Foreclosure Settlement project with the Attorney General's office. We will not be receiving the remainder of the RHF funding for the 4 ACC houses we were proposing to include with this project. HUD states we have already received all of the RHF funding due to us but part of it was dispursed to us as regular capital funding at the beginning of the HOPE VI project. The Attorney General's office staff has confirmed we can move forward with the 8 homeownership units. HUD staff said we can prepare a waiver to use the \$106,487.29 remaining RHF funding as regular capital funding. Mr. Alpi further stated that bidders for the homeownership portion of the project were given two options. They could build on site or use modular homes built off-site. There was a Base Proposal B that included improvements to the city property adjacent to the new homes. DHA will be meeting with the City staff to discuss options for use of CDBG or HOME funds to complete the infrastructure portion on the city property.

There was an irregularity in the bidding. The low bidder made an error. The bidder requested that he be allowed to withdraw the bid. This is allowed per the HUD General Conditions for Construction Contracts if it is clear there is an obvious error in the bid. Staff feels it is in the best interest of DHA to allow them to withdraw their bid and recommends approval. The next low bidder was Homeway Homes, Inc. and it appears their bid is legitimate and staff recommends approval.

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

Old and New Business

Mr. Alpi stated that last month Commissioner Sykes had a question about the amount reported for maintenance benefits. Staff did an investigation into why it showed up this way

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and it was due to a credit from previous employees leaving. We were applying the credit to our benefit expense so it appeared to decrease costs for this expense.

Mr. Alpi reminded the board about interest expressed by administrative staff to join the Teamsters union. The initial petition was not filed correctly by the union representatives so it was filed again through the State Labor Relations Board which has slightly different guidelines. The interested parties were required to sign a card showing their interest but were not required to vote. They are automatically approved and will be moving forward with union representatives to develop their contract.

There are two other projects that staff hopes to complete by the end of the year one of which is the Energy Performance Contract. HUD is taking longer than allowed to review the contract that has been submitted. There has been a request to have the project reassigned at the HUD level.

The other project is the cell tower on the roof at the Hartford. DHA staff will be doing a final review of the HUD comments and be moving forward with the project.

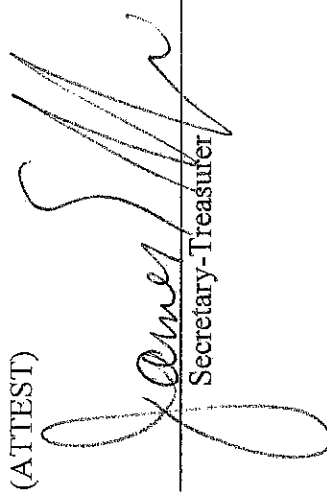
Mr. Alpi stated that we will be having a Christmas lunch on December 23, 2015 and will forward the details as they are finalized.

Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

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

The motion carried unanimously. The meeting adjourned at 4:22 p.m.

(ATTEST)


Secretary-Treasurer


Chairperson Campbell-Hein

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