

**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 E. Locust St., Decatur, Illinois at 3:30 p.m. on Thursday, November 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, Vice Chairman  
Jennifer Sykes, Chairperson  
William Gosch, Commissioner  
James E. Alpi, Secretary-Treasurer

There being a quorum present and the meeting duly convened, business was transacted as follows:

At this time Chairperson Campbell-Hein announced the open time of the Agenda and welcomed visitor Mr. Steven Spear a retired resident of Decatur and Ms. Sherry Procarione, also a resident of Decatur.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of October 9, 2014. 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 October 2014. Vice Chairman Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported that staff is making progress with the renovation backlog. The number of Notices to Vacate has decreased. Mr. Alpi reported occupancy in public housing is 94%.

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

Mr. Alpi reported he is very proud of staff. There were 27 new leases signed in October. He further stated that we will be looking at a 2 year projection to see what our ideal number for voucher utilization should be.

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

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month of October 2014. Vice Chairman Etchason moved to receive and file the report. Commissioner Sykes seconded the motion.

Tina Rice reported they moved in more tenants than they moved out. She distributed a report regarding the reasons for the turnovers.

At this time, Commissioner Hansbro arrived at the meeting.

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

Chairperson Campbell-Hein presented the General Fund Check Register Report for the month of October 2014. Vice Chairman Etchason moved to receive and file the report and Commissioner Hansbro 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 September. Commissioner Hansbro moved to receive and file the report. Vice Chairman Etchason seconded the motion.

Terri Goodman, Director of Finance, reported that September was a good month. All the budget cuts we have been making are being realized.

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. 14-33**

AUTHORIZING AND APPROVING ISSUANCE OF A PURCHASE ORDER TO GENERAL ELECTRIC COMPANY FOR REFRIGERATOR REPLACEMENTS AT THE SCATTERED SITES, ILL 12-22, ILL 12-23, ILL 12-24, AND ILL-12-28

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the refrigerators at the Concord, Scattered Sites and Townhouses, and

WHEREAS, the Decatur Housing Authority has applied for rebates from the Department of Commerce and Economic Opportunity (DCEO) for the purchase of a minimum of 185 Refrigerators, and

WHEREAS, the Decatur Housing Authority has received a Pre-Award Letter from the DCEO stating the DHA has been selected to receive an Efficient Living Electric Grant, and

WHEREAS, the Authority has solicited sealed bids in accordance with the Authority's Procurement Policy, and

WHEREAS, the bid of General Electric Company conforms to the Specifications required to quality for rebates from the DCEO, and

WHEREAS, Program Income funds are available and will be reimbursed with rebate funds from

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the DCEO; 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 purchase order in the amount of EIGHTY FIVE THOUSAND, SIX HUNDRED FORTY-FIVE AND NO/100 DOLLARS (\$85,645.00) be issued to General Electric Company for the purchase of 185 Energy Star rated refrigerators.
- Section 2. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

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

Mr. Alpi reported that this resolution authorized the purchase of 185 energy efficient refrigerators at Concord and the Scattered Sites. Chairperson Campbell-Hein asked what we will do with the old equipment. Mr. Alpi reported that we are required to recycle them as part of the DCEO grant program.

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. 14-34**

AUTHORIZING AND APPROVING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN DECATUR HOUSING AUTHORITY AND D&O PROPERTIES I, LLC

WHEREAS, the Authority's mission is to provide and maintain quality affordable housing with access to community resources for low to moderate income families and individuals, and

WHEREAS, the Authority supports the efforts of D&O Properties and Lutheran Child and Family Services of Illinois to reduce homelessness of Veterans, and

WHEREAS, the Board previously authorized allocating 16 project based Housing Choice Vouchers to this effort, and

WHEREAS, the Authority and D&O Properties I, LLC wish to formalize their agreed upon operating and occupancy processes and procedures; 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 MOU between D&O Properties I, LLC and Decatur Housing Authority for the operation of the 16 units of the North Street Commons Veterans Housing development be approved.
- Section 2. That the Executive Director or his designee be authorized to execute the memorandum of understanding.

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

Mr. Alpi stated this is a housekeeping item. This MOU outlines specific obligations of D&O Properties, and the Housing Authority for voucher utilization at the North Street Commons Veterans Housing Development.

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. 14-35**

**AUTHORIZING AND APPROVING ADJUSTMENT OF UTILITY ALLOWANCES FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, the Authority is required to review annually and adjust utility allowances in the event that a utility rate increases/decreases resulting in a 10% or more monthly utility cost, and

WHEREAS, the Authority has completed a utility allowance analysis and determined an adjustment is appropriate; 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 utility allowance schedule for Section 8 Housing Choice Voucher units be accepted and approved.

Section 2. That the above utility allowance schedule be implemented effective February 1, 2015.

Section 3. That the Executive Director or his designee advise the Department of Housing and Urban Development of the utility allowance revision and implement this change as required in 24 CFR 982.519 (2).

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

Mr. Alpi reported we are required to do an annual evaluation of the utility allowances for the HCV and the Public housing programs. He further stated that if there is a change up or down of 10% or more we are required to make an adjustment. This was just for the HCV program at this time and will become effective 2/1/15.

At this time, Vice Chairman Etchason made a motion to amend the Agenda to move Resolution No. 14-36 after Old and New business. Commissioner Hansbro seconded the motion.

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Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

#### Old and New Business

Mr. Alpi stated the owners of Carriage House Apartments have inquired if we would be willing to administer vouchers for them if they are selected to participate in the Rental Assistance Demonstration Program. He further stated that if we agree to do this, there will be more administrative fees generated and staff doesn't believe there is any downside to doing this.

Mr. Alpi reported that staff continues to monitor the bed bug occurrences and feels we are winning the battle against bed bugs.

Mr. Alpi reported that DHA is the recipient of a grant in the amount of \$6,454 from Ameren to offset energy costs. We have received this in the past.

Mr. Alpi gave an update on the Ameresco contract. Ameresco has assigned our project to a different engineer and promises to have something to us in the next couple week.

Tina Rice suggested we inform the landlords about the Act on Energy program Ameren offers. East Lake has been able to make energy efficient improvements at no cost to them. Staff will share the information with our current landlords.

At this time, Chairperson Campbell-Hein asked if there are any questions.

Ms. Sherry Procarione inquired about the Carriage House Apartments. Mr. Alpi explained the program the Carriage House was developed under. Mr. Alpi explained where the property is located and stated there are several properties like this in Decatur.

Ms. Procarione inquired about the Mound Road property. Mr. Alpi reported that we still own and maintain the property. Chairperson Campbell-Hein stated that the property is in better condition now than it has been in the past.

Mr. Alpi addressed concerns of Ms. Procarione regarding how funding is received by the Housing Authority. Ms. Procarione thanked Mr. Alpi for his responses.

Hearing no further comment, Commissioner Hansbro made a motion to go into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body pursuant to 5 ILCS 120/2 (c) (1). Commissioner Sykes seconded the motion. Chairperson Campbell-Hein called for a roll

call vote. All voted "Aye". The motion carried.

The Board of Commissioners then went into closed session during its Regular Meeting of November 13, 2014 at 4:23 p.m.

The board returned to open session at 4:37 p.m.

Chairperson Campbell-Hein presented the following resolution for commissioners' consideration and approval:

**RESOLUTION 14-36**

**AUTHORIZING AND APPROVING THE SUBMISSION OF A REGULATORY WAIVER REQUEST TO HUD**

WHEREAS, section 19 of the HUD Annual Contribution Contract defines conflicts of interest for public officials, members and officers of the governing body, and employees, and

WHEREAS, an individual covered by section 19 of the ACC may develop a indirect conflict of interest, by virtue of a familial relationship, and

WHEREAS, the service of this individual to the Agency is significant, and

WHEREAS, HUD has the power to issue regulatory waivers for good cause, and

WHEREAS, it is the Decatur Housing Authority board of Commissioner's desire that the individual continue their service; now, therefore

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

Section 1. That for good cause, a request for a regulatory waiver of conflict of interest for the affected individual be sought from HUD.

Section 2. That the Executive Director or his designee be authorized to draft any necessary waiver requests and execute all necessary Documents.

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

Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

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

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

The motion carried unanimously. The meeting adjourned at 4:39 p.m.

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Chairperson Campbell-Hein

(ATTEST)

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Secretary-Treasurer

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