

**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 8, 2012.

Vice Chair Campbell called the meeting to order and at this time opening ceremonies were conducted by citing 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, Vice Chair
William Gosch, Commissioner
Robert Yuhas, Commissioner
Shad Etchason, Commissioner
Thomas E. Smith, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbo, Commissioner

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

Vice Chair Campbell presented the Open Time of the agenda. Hearing no comment the meeting proceeded as follows.

Vice Chair Campbell presented the Minutes from the Regular Meeting of October 11, 2012. Commissioner Gosch moved to accept the minutes as presented. Vice Chair Campbell seconded the motion.

Hearing no comment, Vice Chair Campbell called for a roll call vote. All voted "Aye" except Commissioner Yuhas and Commissioner Etchason who abstained. The motion carried.

Vice Chair Campbell presented the Rent Roll/L&O Summary Report for the month of October 2012. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman stated she is disappointed but still pleased with 95% occupancy. Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". The Motion carried.

Vice Chair Campbell presented the Housing Choice Voucher Program Occupancy report for the month of October 2012. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus we have the normal turnover rate with tenants moving out due to lost power or evictions. We will be opening the waiting list soon. Vice Chair Campbell asked how the opening is published. Ms. Kraus stated that we post it on our website and publish it in the Herald and Review.

Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". The motion carried.

Vice Chair Campbell presented the Wabash Crossing Occupancy report for the month of
November 8, 2012

October 2012. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Commissioner Yuhas stated that it appears the rent rolls are going up but the occupancy stayed the same. Ms. Kraus stated that more people are paying more rent due to increases in income.

Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". The Motion carried.

Vice Chair Campbell presented the General Fund Check Register Report for the month of October 2012. Commissioner Yuhas moved to receive and file the report and Commissioner Etchason seconded the motion.

Commissioner Yuhas asked if the Nan McKay training was held here at the office. Ms. Kraus stated that it was held here to save money. There were other Housing Authorities in attendance and also Wabash Crossing staff attended. The cost was shared among all participants.

Commissioner Gosch asked when we would see the savings from switching the cable service. Ms. Goodman stated that it may not show up until next billing cycle.

Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". The motion carried.

Vice Chair Campbell presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 12-40

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 2 TO OTTO BAUM COMPANY, INC. FOR PAVEMENT AND PORCH REPLACEMENT, PROJECT CFP IL06-P012-50110/50111

WHEREAS, the Authority has entered into a contract with Otto Baum Company, Inc. to replace porches and pavement at various locations, and

WHEREAS, the original contract included an allowance for unforeseen conditions, and

WHEREAS, all unforeseen conditions have been identified and all work of the contract is now complete, and

WHEREAS, there are allowance funds in the amount of \$46.15 that were not used, and

WHEREAS, Otto Baum Company Inc. included \$6,048.00 of Section 3 Business contracts in their bid, and

WHEREAS, Otto Baum Company, Inc. did not hire any Section 3 businesses, and

WHEREAS, liquidated damages are being assessed in the amount of \$6,152.57 for not meeting the 10% contracting to Section 3 business requirement, and

WHEREAS, an adjustment of the contract price to reflect a credit for remaining allowance funds and liquidated damages is necessary, 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 Modification No. 2 for Pavement and Porch Replacement at

November 8, 2012

Concord, Hartford, Lexington, Townhouses, Garden Apartments, Macon Street, and Scattered Sites, CFP IL06-P012-50110/50111 be authorized and approved.

Section 2. That the contract amount is decreased by \$6,198.72 and the time for completion remain unchanged.

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

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

Mr. Alpi explained that this resolution authorizes a decrease to the contract amount for the unused portion of the allowance and for liquidated damages for Section 3 non-compliance. The liquidated damages will go into a training fund.

Vice Chair Campbell stated that bidders are basically over bidding by the percentage of Section 3 required every time. Mr. Alpi stated not every time. Some contractors are able to comply depending on the type of work included in the contract. Vice Chair Campbell asked if this is a HUD regulation or a local policy. Mr. Alpi stated that we can modify our Section 3 Plan. HUD does require Housing Authorities to comply with regulations. Commissioner Etchason stated that this has come up before. Mr. Alpi stated that it has become more problematic in the last couple years. Our current Section 3 plan was geared toward the Wabash Crossing development and may be considered more stringent than HUD regulations. There are two problems with our Section 3 requirements. The first problem is limited number of Section 3 bidders and the second problem is bidders can't fulfill the Section 3 obligations so they are charged liquidated damages. Vice Chair Campbell asked if we can address both issues. Mr. Alpi stated we can address both issues by revising our Section 3 Plan. Jim Jankowicz reiterated that we have discussed this in the past so could we send out a short questionnaire asking contractors why they are not bidding. Vice Chair Campbell agreed. Mr. Alpi stated that we can look into doing this. Mr. Alpi stated that the limited response is usually on the specialized projects with single trades. We will do a survey and talk to contractors.

Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". Motion carried.

Old and New Business

Mr. Smith reminded commissioners about the interviews for the director position that will be held December 13, 2012 in conjunction with the board meeting. He stated that board members should plan for an all day meeting beginning as early as 7:00 a.m. Jim Jankowicz stated that the open session of the meeting should be held at a time accessible by the public. Mr. Smith stated that we will also check Mr. Dauwer's schedule to see if he has a specific agenda for the interviews. Vice Chair Campbell asked if we would be making a decision the same day. Commissioner Yuhas stated he would like to.

Brenda Kraus stated that the employee Christmas party will be held on December 21,
November 8, 2012

2012 at Doherty's at 11:00 a.m. and commissioners are invited to attend. Please inform the Housing Authority if you plan to attend.

At this time Commissioner Yuhas made a motion to go into closed session to consider the appointment, employment, compensation, discipline, performance or dismissal of an employee pursuant to 5 ILCS 120/2 (c) (1). Commissioner Etchason seconded the motion.

Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". Motion carried. The board went into closed session at 4:04 p.m.

The board returned to open session at 4:17.

Commissioner Yuhas made a motion to amend the employment contract with Thomas E. Smith to include contributions to Mr. Smith's retirement plan, retroactive to the date of his employment as Interim Executive Director. Commissioner Etchason seconded the motion.

Hearing no further comment, Vice Chair Campbell called for a roll call vote. All voted "Aye". The motion carried.

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

Commissioner Gosch - "Aye",
Commissioner Yuhas - "Aye"
Vice Chair Campbell - "Aye", and
Commissioner Etchason - "Aye".

Motion carried unanimously. The meeting adjourned at 4:19 p.m.

(ATTEST)

Secretary-Treasurer

Vice Chair Campbell Hein

November 8, 2012