

**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, October 10, 2013.

Vice Chairman Yuhas 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 and absent were as follows:

Present: Robert Yuhas, Vice Chairman
 Shelith Hansbro, Commissioner
 Shad Etchason, Commissioner
 William Gosch, Commissioner
 James E. Alpi, Secretary-Treasurer
 James Jankowicz, Legal Counsel

Absent: Lisa Campbell-Hein, Chairperson

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

Vice Chairman Yuhas presented the Open Time of the agenda.

Hearing no comment, Vice Chairman Yuhas presented the Minutes from the Regular Meeting of September 12, 2013. Commissioner Hansbro made a motion to accept the minutes as presented. Commissioner Gosch seconded the motion.

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

Vice Chairman Yuhas presented the minutes of the Closed Session of September 12, 2013. Commissioner Hansbro made a motion to accept the closed session minutes as presented. Commissioner Gosch seconded the motion.

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

Vice Chairman Yuhas presented the Rent Roll/L&O Summary Report for the month of September 2013. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi stated that occupancy went down slightly to 96%. The revenue has gone up slightly so we are holding steady.

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

Vice Chairman Yuhas presented the Housing Choice Voucher Program Occupancy report for the month of September 2013. Commissioner Etchason moved to receive and file the report. Commissioner Hansbro seconded the motion.

Brenda Kraus stated that the number of leases is down and they have pulled 18 of the applicants that had a voucher when we stopped leasing. They are in the process of updating their

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information. Vice Chairman Yuhas asked if they would be pulled back again. Mr. Alpi stated that we are being more conservative than the HUD model. We will have enough funding to process 18-20 a month through the end of December.

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

Vice Chairman Yuhas presented the Wabash Crossing Occupancy report for the month of September 2013. Commissioner Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi stated that they have lost one unit in Phase I and Phase II. Mr. Turner from Eastlake has informed the DHA staff they have hired an additional staff person to help Tina and they have the funds to do the carpet replacement necessary to lease up vacant units.

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

Vice Chairman Yuhas presented the General Fund Check Register Report for the month of September 2013. Commissioner Hansbro moved to receive and file the report and Commissioner Etchason seconded the motion.

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

Vice Chairman Yuhas presented the Financial Report for the period ending in August. Commissioner Hansbro made a motion to receive and file the report. Commissioner Etchason seconded the motion.

Mr. Alpi stated that we have funding to last through the end of December in both the Public Housing and Housing Choice Voucher programs. We also received an add-on amount of \$40,000.00.

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

Vice Chairman Yuhas presented the following resolution for the commissioners' consideration and approval:

RESOLUTION NO. 13-30

AUTHORIZING AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS
OF SEPTEMBER 30, 2013

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

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WHEREAS, previously the Authority's Board of Commissioners took write-off action for uncollectible accounts through March 31, 2013, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2013 through September 30, 2013; 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, 2013 of Nineteen Thousand, Nine Hundred Forty Nine and 92/100 Dollars(\$19,949.92) less Two Hundred Fifty Seven and 30/100 Dollars (\$257.30) of payments or a net write off of Nineteen Thousand, Six Hundred Ninety Two and 62/100 Dollars (\$19,692.62).
- 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 March 31, 2014.

Commissioner Gosch made a motion to accept the resolution as presented.

Commissioner Hansbro seconded the motion.

Mr. Alpi stated that twice a year we look at receivables and write off amounts that have been logged longer than 6 months. This time they were a little high because we had two tenants leave owing large amounts of money. Staff has implemented a new procedure to monitor this more closely.

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

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

RESOLUTION NO. 13-31

AUTHORIZING AND APPROVING A REVISION TO THE
PROCUREMENT POLICY OF THE DECATUR HOUSING
AUTHORITY

WHEREAS, the Procurement Policy is periodically reviewed to ensure its compatibility with state and federal requirements and operational needs, and

WHEREAS, changes in staff titles necessitate changes in authorizations in the Procurement Policy, and

WHEREAS, thresholds for staff expenditures are being revised to better meet operational needs; now, therefore

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

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- Section 1. That the addition of I, D and E, and the revision of staff titles and purchasing authority amounts in section X, of the Procurement Policy of the Decatur Housing Authority be authorized and approved.
- Section 2. That revisions dated 10-10-2013 to the Authority's Procurement Policy dated 2-11-2010 be authorized and approved.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents and distribute and implement revisions.

Commissioner Etchason made a motion to accept the resolution as presented.

Commissioner Gosch seconded the motion.

Mr. Alpi stated that staff has incorporated a few minor changes. The small purchase limits have been revised to align with the state of Illinois procurement thresholds. Other changes include staff title changes and reducing purchasing amounts for project managers.

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

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

RESOLUTION NO. 13-32

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 8 TO THE INDEFINITE QUANTITY AGREEMENT WITH BLANK, WESSELINK, COOK & ASSOCIATES, INC., CFP IL06P01250109-50113

WHEREAS, the Decatur Housing Authority staff and the Resident Advisory Board have identified the need to replace furnaces and water heaters in the scattered sites, Townhouses, and Garden Apartments, and

WHEREAS, this work is being completed in phases, and

WHEREAS, the Authority has previously engaged the services of Blank, Wesselink, Cook, & Associates, Inc. under an Indefinite Quantity Agreement, and

WHEREAS, additional services are required for Phase II which includes design and preparation of bid documents for 74 furnace/condensing unit combinations at the remaining scattered sites, and

WHEREAS, this work will be performed on a lump sum basis, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50112 and 50113, 1430, 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 Amendment No. 8 to Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.

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Section 2. That the contract amount for design and construction bid documents for Phase II be a lump sum of \$14,600.00 plus reimbursable expenses for professional services related to design and construction plans and bid documents.

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

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

Mr. Alpi stated that we replaced a number of furnaces in the past and received \$400,000 in rebates to offset the costs. Now we would like to replace the remaining 74 furnaces in the scattered site houses. Staff intends to apply for more rebates to do this work.

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

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

RESOLUTION 13-33

AUTHORIZING AND APPROVING A REVISION OF THE HOUSING
CHOICE VOUCHER PROGRAM ADMINISTRATIVE 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 continuously seeks ways to reduce administrative costs, and

WHEREAS, the HCV program leasing staff has been reduced by one increasing the workload on the remaining staff; and

WHEREAS, staff seeks to reduce the administrative burden of processing Notice to Moves other than at Recertification during this period of decreased resources available to the PHA, 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 Administrative Plan be hereby revised as shown in the attachment.

Section 2. That the Executive Director or his designee is authorized to implement the attached change effective November 1, 2013.

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

Mr. Alpi stated that within the last month we have lost a Public Housing leasing clerk, Connie Maurer, employed with the DHA for 26 years. She has retired and she will be missed

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greatly. We opened this position up to staff and have had a current staff person moved to that position. This move created a vacancy in the HCV leasing department. Staff is looking at ways to eliminate procedures to make leasing more efficient. This resolution authorizes a reduction in the number of times HCV tenants can turn in a notice to move.

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

Old and New Business

Hearing no comment, Vice Chairman Yuhas stated that there was no further business to come before the board. Commissioner Hansbro moved to adjourn. Commissioner Gosch seconded the motion. Upon a call of the roll the Commissioners voted as follows:

Vice Chairman Yuhas – "Aye"
Commissioner Gosch, -"Aye"
Commissioner Etchason – "Aye" and
Commissioner Hansbro – "Aye".

The Board adjourned at 4:00

(ATTEST)

Secretary-Treasurer

Vice Chairman Yuhas

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