

**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 12, 2017.

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 A. Jankowicz, Legal Counsel
James E. Alpi, Secretary-Treasurer

Absent: Shad Etchason, Vice Chairman
Jenny Sykes, Commissioner

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. At this time the auditor was called to give the annual report. The auditor reported that the public housing, Section 8, and the Capital Fund were tested. There was only one finding for a report that was submitted late and the 3 findings from the last audit were cleared. We had a very clean audit. The auditor thanked the staff for the efforts in preparing for audit. Terri Goodman shared accolades with staff for having no findings on Section 8 and Public Housing.

Hearing no further comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of September 14, 2017. Commissioner Hansbro moved to accept the Minutes of the Regular Meeting of September 14, 2017 as presented. Commissioner Gosch seconded the motion.

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

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of September 2017. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported there are only 5 vacant unit but most are assigned and awaiting completion of renovation. Occupancy remains at 98%.

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 September 2017. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

October 12, 2017

Brenda Kraus reported they have had some improvements this month with 10 more leases in process. Chairperson Campbell-Hein inquired about the high turnover. Brenda Kraus stated there are various reasons for leaving the program which include tenants that reach the full rent, move to unsubsidized housing, or passed away. Mr. Alpi added this report doesn't show the whole picture. We have converted the Wabash Crossing Project Based Vouchers to tenant vouchers and he is very pleased that both the public housing and the Section program both earned their quarterly bonus for 98% occupancy in Public Housing and 100% utilization in Section 8.

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 September 2017. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Jim Alpi reported that they lost 3 this month on the public housing side and we continue to work with HUD and East Lake Management staff.

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 September 2017. Commissioner Hansbro moved to receive and file the report and 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 for the period through the end of August. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported no losses overall and are staying within budget.

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. 17-30

**AUTHORIZING AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS
OF SEPTEMBER 30, 2017**

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

October 12, 2017

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 30 days or longer, and

WHEREAS, previously the Authority's Board of Commissioners took write-off action for uncollectible accounts through March 31, 2017, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2017 through September 30, 2017; 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, 2017 of Fifty-Five Thousand, One Hundred Eighty-Four and 39/100 Dollars (\$55,184.39) less Nine Hundred Eighty-One and 39/100 Dollars (\$981.39) of payments or a net write off of Fifty-Four Thousand, Two Hundred Three and 00/100 Dollars (\$54,203.00).
- 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, 2017.

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

Terri Goodman reported this amount looks higher than usual because of the change in policy for non-payment.

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. 17-31

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 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:

October 12, 2017

- 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, 2018.
- 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 CFR 982.519 (2).

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

Mr. Alpi stated annually we are required to review utility allowances to see if there is a new change of 10% up or down. This year electric stayed the same but gas has gone up. Public Housing did not require a change but the Section 8 Program will have a small adjustment.

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. 17-32

AUTHORIZING AND APPROVING REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM PAYMENT STANDARDS

WHEREAS, staff has completed a review of the Voucher Program Payment Standards in accordance with 24 CFR 888.111, and

WHEREAS, HUD made available the new Fair Market Rent schedule, and

WHEREAS, HUD adjustments increase some unit rents and decrease others, and

WHEREAS, PHA’s may set payment standards between 90% and 110% of FMR to reflect local market conditions and unit availability, and

WHEREAS, the review conducted by staff has determined that based on market conditions, Payment Standards should be revised, and

WHEREAS, the Payment Standards will remain between 90% and 110% of Fair Market Rents for Decatur MSA; 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 Housing Choice Voucher Program Payment Standard is as follows:

SRO - \$298

3 BR - \$903

October 12, 2017

0 BR - \$398
1 BR - \$499
2 BR - \$648

4 BR - \$977
5 BR - \$1,124
6 BR - \$1,270

Section 2. That the Executive Director or designee be authorized to implement new Payment Standards effective February 1, 2017.

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

Mr. Alpi stated HUD publishes Fair Market Rents each year by bedroom size. Housing Authorities look at the local market and determine what reasonable rent would be. We evaluate it to make sure it is in range. Fair Market Rents went up so we had to make an adjustment. The increase will take effect February 1. Commissioner Hansbro asked how tenants are notified. Ms. Kraus stated it is recalculated at annual recertification.

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. 17-33

AUTHORIZING AND APPROVING ISSUANCE OF A PURCHASE ORDER TO WILEY OFFICE FURNITURE FOR INTERIOR FURNISHING FOR HARTFORD, AND LEXINGTON, AND CONCORD, CFP IL06-P012-50116

WHEREAS, the Authority is currently under contract to make upgrades to interior finishes at the Hartford and Lexington, and

WHEREAS, the Authority's PHA Plan includes replacement of common area furniture as part of this remodeling, and

WHEREAS, the Authority solicited and received proposals for lobby furniture at the Hartford and Lexington, and dining room furniture at the Concord, and

WHEREAS, the low bid was submitted by Wiley Office Furniture for all three packages, and

WHEREAS, issuance of a purchase order for Package A and Package B is the most cost effective, and

WHEREAS, the bid for Package C for furniture in the Concord Dining Room is not being accepted, and

WHEREAS, funds are available within CFP IL06-P012-50116, now; therefore

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

October 12, 2017

- Section 1. That issuance of a purchase order to Wiley Office Furniture for Interior Furnishings at the Hartford, Lexington, and Concord, CFP IL06-P012-50116 is authorized and approved.
- Section 2. That the total amount of the purchase order shall be THIRTY SEVEN THOUSAND, EIGHT HUNDRED FIFTY-EIGHT AND 03/100, (\$37,858.03).
- Section 3. That the Executive Director or designee be authorized to execute all necessary documents.

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

Mr. Alpi stated this is for the common areas at the highrises. Costs were reasonable and within budget for the lounge areas. The bid for the Concord dining room furniture was very high and out of budget range. We will seek other means to replace this furniture.

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. 17-34

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO ABOVE AND BEYOND CLEANING, INC. FOR JANITORIAL SERVICES FOR DECATUR HOUSING AUTHORITY

WHEREAS, the Authority solicited and received sealed bids for janitorial services all DHA properties, and

WHEREAS, four bids were received, and

WHEREAS, the low bid for Base Proposal A, B, C, and D was submitted by Above and Beyond Cleaning Inc., and

WHEREAS, the use of contracted janitorial services will allow DHA maintenance staff to perform urgent higher skill level services, and

WHEREAS, cost for contracted janitorial service will reduce overall maintenance costs, 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 Above and Beyond Cleaning, Inc. for Janitorial Services for Decatur Housing Authority is authorized and approved.
- Section 2. That the contract amount shall be SEVENTY-ONE THOUSAND, SEVEN HUNDRED FORTY AND N0/100 DOLLARS (\$71,740.00), and the duration of the contract is 24 months.

October 12, 2017

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

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

Mr. Alpi stated we solicited bids for janitorial service and the lowest combination is to award two contracts. We evaluated how much we spend with our own staff and this award will save costs. Current staff who do this work will be assigned other duties. This will allow us to fill a newly open position either with promotion or a new hire.

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. 17-35

**AUTHORIZING AND APPROVING AWARD OF CONTRACT TO
PROFESSIONAL HOUSEKEEPERS, INC. FOR JANITORIAL SERVICES
FOR DECATUR HOUSING AUTHORITY**

WHEREAS, the Authority solicited and received sealed bids for janitorial services all DHA properties, and

WHEREAS, four bids were received, and

WHEREAS, the low bid for Base Proposal E was submitted by Professional Housekeepers, Inc., and

WHEREAS, Professional Housekeepers, Inc. did not acknowledge receipt of Addendum No. 1 with the bid, and

WHEREAS, acknowledgment of receipt of Addendum No. 1 was received via email prior to the opening of bids, and

WHEREAS, this omission is a waivable irregularity, and

WHEREAS, the use of contracted janitorial services will allow DHA maintenance staff to perform urgent higher skill level services, and

WHEREAS, cost for contracted janitorial service will reduce overall maintenance costs, 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 Professional Housekeepers, Inc. for Janitorial Services for Decatur Housing Authority is authorized and approved.

October 12, 2017

- Section 2. That the contract amount shall be SIXTEEN THOUSAND, AND NO/100 DOLLARS (\$16,000.00), and the duration of the contract is 24 months.
- Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

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

Mr. Alpi stated this is the second contract award for the janitorial service.

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. 17-36

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR A HYDRAULIC
ELEVATOR MAINTENANCE SERVICE CONTRACT
AT AMP ILL 12-22, 12-23, 12-28

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

WHEREAS, the service contract for elevator maintenance is approaching the expiration date, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and 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 invitation for bids for a Hydraulic Elevator Maintenance Service Contract 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 moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated this simply authorizes staff to run the invitation in the local newspaper and share with trade publications.

October 12, 2017

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 there was no old and new business.

Hearing no comment, 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:

Commissioner Gosch, “Aye”
Commissioner Hansbro, “Aye” and
Chairperson Campbell-Hein, “Aye”.

The motion carried unanimously. The meeting adjourned at 4:23 p.m.

Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer

October 12, 2017