

**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, October 9, 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  
Jennifer Sykes, Chairperson  
William Gosch, Commissioner  
Shad Etchason, Commissioner  
Shelith Hansbro, Commissioner  
James E. Alpi, Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

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 Pat McDaniel and thanked him for coming.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of September 11, 2014. Commissioner Hansbro moved to accept the Minutes as presented. Commissioner Etchason 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 September 2014. Commissioner Etchason moved to receive and file the report. Commissioner Hansbro seconded the motion.

Mr. Alpi reported that we have gained 4 units in occupancy over the last month. Occupancy for our regular public housing is 95%. Staff continues to work hard.

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

Mr. Alpi reported that overall we are down 4 units. The Reserve is full and we lost three at Wabash Crossing. They have 75 people looking and turn around is running 60 days.

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 2014. Commissioner Hansbro moved to receive and file the report. Commissioner Sykes seconded the motion.

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Tina Rice reported they lost 7 and have one new tenant. She distributed a report regarding the reasons for the turnovers.

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 2014. 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.

Mr. Alpi gave a summary of the overall financial report. He stated that August is deceiving due to the fact that we had an extra pay. We are at 4 months in reserves. He continues with a brief summary of all the AMPs individually and the Housing Choice Voucher report.

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. 14-30**

**AUTHORIZING AND APPROVING A COLLECTION LOSS  
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS  
OF SEPTEMBER 30, 2014**

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, 2014 and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1, 2014 through September 30, 2014; 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 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, 2014 of Nineteen Thousand, Two Hundred Twenty Five and 01/100 Dollars (\$19,225.01) less One Thousand, Six Hundred Ninety Two and 34/100 Dollars (\$1,692.34) of payments or a net write off of Seventeen Thousand, Five Hundred Thirty-Two and 67/100 Dollars (\$17,532.67).
- 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, 2014.

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

Shara LeBeau, Finance Manager, gave a brief overview of the spreadsheet regarding the amount of collection write-offs. Chairperson Campbell-Hein asked how people get such a huge debt. Ms. LeBeau explained the different reasons. They include under reporting income, and damages to the units.

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. 14-31**

**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, the review conducted by staff has determined due to federal cuts in subsidy the Payment Standard should be approximately 93% of the published Fair Market Rent for Macon County to maintain the current payment levels, and

WHEREAS, setting Payment Standards above 93% may result in reducing the number of families served; 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 Standards is as follows:

SRO - \$287 75% UA	3 BR - \$887
0 BR - \$383	4 BR - \$974
1 BR - \$489	5 BR - \$1,119

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2 BR - \$638

Mobile homes space or lot only is 2 BR FMR x 40% = \$255  
SRO .75 x 0 BR FMR = \$286

Section 2. That the Executive Director or designee be authorized to implement new Payment Standards effective November 1, 2014.

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

Mr. Alpi explained that each year HUD issues new Fair Market Rents. We try to conform to the local market.

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 14-32**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO  
THE NELROD COMPANY FOR A GREEN PHYSICAL NEEDS  
ASSESSMENT AND ENERGY AUDIT, PROJECT CFP IL06-P012-  
50114

WHEREAS, HUD requires housing authorities to perform physical needs assessments and energy audits of all properties at least every five years, and

WHEREAS, it has been five years since the last physical needs assessment and energy audit of DHA properties, and

WHEREAS, the Authority has requested proposals for this service, and

WHEREAS, five proposals were received, and

WHEREAS, the highest ranking proposal was submitted by The Nelrod Company, and

WHEREAS, funds are available within CFP Project IL06-P012-50114, now,

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

- Section 1. That a contract for performing a Green Physical Needs Assessment and Energy Audit of all public housing properties be awarded to The Nelrod Company.
- Section 2. That the contract amount is Twenty-Nine Thousand, Two Hundred Ninety-Nine and NO/100 DOLLARS (\$29,299.00) and the time for completion is 120 days from issuance of the Notice to Proceed.
- Section 3. That the Executive Director or his designee be authorized to execute all necessary Documents.

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

Mr. Alpi explained the HUD requirements regarding the Physical Needs Assessments and Energy Audit processes. The DHA received three proposals and staff evaluated them. Nelrod Company was the most responsive. Staff recommends award to perform our GPNA. Commissioner Etchason inquired if any of the firms were from around here. Mr. Alpi stated that the closest was Alliance and they are in Indiana. This process is quite specialized the way HUD is doing it. Chairperson Campbell-Hein asked if we just did an Energy Audit. Ameresco is performing one and we can negotiate a discount with Nelrod when Ameresco provides it to us. Ameresco's is an investment grade energy audit and that is a little different than the one required at this time from HUD.

#### Old and New Business

At this time Mr. Alpi explained that the Bylaws of the Authority require us to fill the vacancy left when Bob Yuhas' term expired. Commissioner Hansbro made a motion to elect Shad Etchason to fill the Vice Chairman position. Commissioner Gosch seconded the motion.

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

Mr. Alpi reported that he attended a meeting of the Illinois Association of Housing Authorities (IAHA) in Peoria and met the new Director of the HUD Chicago Office, Mr. Bill Wilkins. Mr. Wilkins came from East St. Louis. He offered no hope for improved budgets. Congress has passed a Continuing Resolution that keeps the funding where it is currently. They are encouraging us to use up unrestricted reserves.

Mr. Alpi further reported that he spoke with Patrick Cano from HUD who offered to do Board training if we are interested. Mr. Cano also inquired about the occupancy at Wabash Crossing. Mr. Alpi told him we continue to work with East Lake and will be visiting their office next week to review files and inspect units. We will report the findings at the next board meeting.

Chairperson Campbell-Hein stated there was no further business to come before the

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Board. Commissioner Hansbro 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”,  
Vice Chairman Etchason – “Aye”,  
Commissioner Hansbro – “Aye”  
Chairperson Campbell-Hein - “Aye”.

The motion carried unanimously. The meeting adjourned at 4:25 p.m.

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Chairperson Campbell-Hein

(ATTEST)

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Secretary-Treasurer

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