

**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 8, 2015.

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
Shad Etchason, Vice Chairman
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Commissioner
Jenny Sykes, Commissioner (Arrived at 3:35 after roll call)

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.

Hearing no comments, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of September 10, 2015. 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" except Vice Chairman Etchason, who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes of the Closed Session of September 10, 2015. 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" except Vice Chairman Etchason who abstained. The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of September 2015. Commissioner Gosch moved to receive and file the report. Vice Chairman Etchason seconded the motion.

Terri Goodman, Finance Director reported there were 15 move-outs and 3 move-ins. There has been another re-organization within the agency and the occupancy is holding at 91%. There have been a few tenants go to Section 8. Mr. Alpi reported that we have hired a project manager that started on Monday and a Assistant Property Manager who will start next week. There will be a HCV clerk starting in two weeks also.

Commissioner Sykes entered the meeting at 3:35.

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

Chairperson Campbell-Hein presented the Housing Choice Voucher Program Occupancy report for the month of September 2015. Vice Chairman Etchason moved to receive and file the

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report. Commissioner Gosch seconded the motion.

Mr. Alpi reported occupancy has remained the same and we are real close to where we should be. Staff will be pushing to get the utilization up a bit to position the authority for next year's funding. Commissioner Sykes asked what VASH stands for. Mr. Alpi explained there are 10 vouchers that are reserved for veterans and are referred to us by the Veteran's Administration. We are in the process of issuing to 6 people who qualify.

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 2015. Vice Chairman Etchason moved to receive and file the report. Commissioner Sykes seconded the motion.

Mr. Alpi reported that Phase I of Wabash Crossing is at 71% occupancy. Staff has requested that East Lake prepare a plan for increasing occupancy and submit the plan to DHA by October 16, 2015.

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 2015. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no further 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. Vice Chairman Etchason moved to receive and file the report. Commissioner Sykes seconded the motion.

Terri Goodman, Finance Director, reported we had a good month and were able to put funds in the reserve account. Commissioner Sykes inquired why the maintenance benefits went from \$10,000 in June to \$2,800.00 in August. Ms. Goodman stated she would check the records and inform the board.

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. 15-36

AUTHORIZING AND APPROVING A SOLE SOURCE AGREEMENT WITH
HUMAN CAPITAL DEVELOPMENT FOR SOFTWARE LICENSING,
PROJECT CFP IL06-P012-50114

WHEREAS, the Authority has identified an opportunity to improve management practices utilizing software to track contractor compliance with Section 3 goals and requirements and payment of prevailing wages, and

WHEREAS, only a single source has been identified with the capabilities to collect and analyze this data, and

WHEREAS, Human Capital Development allows use of its e-PrismSoft software only to licensees, and

WHEREAS, license fees are calculated on an annual basis but charged and paid on a monthly basis, and

WHEREAS, the Authority desires to implement this management improvement on a trial basis, and

WHEREAS, funds are available within CFP IL06-P012-50114; 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 software license agreement with Human Capital Development for support of use of e-PrismSoft software by Decatur Housing Authority for up to one year be authorized and approved.

Section 2. That the annual license fee shall be \$7,500.00, and shall be payable monthly at the rate of \$625.00 per month.

Section 3. That the licensing agreement may be renewed by the Authority on an annual basis.

Section 4. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi stated we were introduced to a company that develops software that will allow contractors to enter payrolls electronically to the Housing Authority. This will allow staff to track the wages being paid and also track the Section 3 utilization. Section 3 is a program that encourages employment of low income persons in the Decatur community. The City of Decatur staff has also implemented the use of this software so we felt it would be worth it to try it for a one year term and then decide if we want to renew.

Hearing no 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. 15-37

AUTHORIZING AND APPROVING REVISION OF THE HOUSING

October 8, 2015

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 maintained at the current payment levels, 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 - \$287 75% UA | 3 BR - \$887 |
| 0 BR - \$383 | 4 BR - \$974 |
| 1 BR - \$489 | 5 BR - \$1,119 |
| 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, 2015.

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

Mr. Alpi stated that every year HUD published the Fair Market Rents for each jurisdiction and we have an obligation to check there annually to see if we are current for our area. HUD's payment standard went of for 2 bedroom units and down for the other bedroom sizes. It is within our right to freeze the payment standards due to the market conditions.

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. 15-38

AUTHORIZING AND APPROVING TRANSFER OF FUNDS TO DECATUR

October 8, 2015

PILOT, NFP

WHEREAS, the Decatur Housing Authority Central Office Cost Center (COCC) earns fees for services that result in de-federalized funds, and

WHEREAS, the Decatur Housing Authority COCC maintains funds in reserves, and

WHEREAS, the Decatur Housing Authority COCC reserves will be maintained at a level between 4 and 6 months of COCC Operating Costs, and

WHEREAS, the Decatur Housing Authority may support Decatur Pilot, NFP, its instrumentality, for development and operation of affordable housing, and

WHEREAS, funds in Decatur Housing Authority's COCC reserve account exceed 6 months operating costs from time to time; 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 Decatur Housing Authority will donate reserve funds in excess of 4 months COCC operating expenses to Decatur Pilot, NFP.
- Section 2. That any time the COCC reserves are greater than 6 months of COCC operating expenses, the amount in excess of 4 months of COCC operating expenses shall be donated to Decatur Pilot, NFP.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi stated that this resolution authorizes the Authority staff to transfer funds from the COCC. The reserve funds in the COCC become defederalized per HUD guidelines. Staff is concerned that the HUD guidelines could be changed and the funds could be recaptured if they go above the 4-6 months level required to be held in reserves. Staff is going to try to protect reserves in the COCC by transferring them to our instrumentality, Pilot. This resolution would authorize staff to do this automatically when the reserves go above the required 4 month level. Vice Chairman Etchason stated it would be better to have an approval of the Board for each transfer. Commissioner Sykes concurred. Jim Jankowicz stated we could approve the resolution with an amendment. The amendment would be to delete Section 2.

Chairperson Campbell-Hein called for a motion to approve Resolution No. 15-38 as amended. Commissioner Sykes made a motion to approve Resolution 15-38 as amended. Commissioner Gosch seconded the motion.

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

Old and New Business

Mr. Alpi stated last week HUD posted out PHAS scores and we are designated as a standard performer. Of the four indicators we are scored on, we scored substandard on the management. There are three components to this indicator. Occupancy is the first indicator, Tenant Accounts Receivable (TARS) is the second indicator, and Accounts Payable is the third indicator. Staff will be focusing more attention on the management indicator and come up with a strategy to balance this and develop a written plan that we will be submitting to HUD. We will share that plan with the Board. Mr. Alpi explained the process of how the various indicators are calculated. Commissioner Sykes inquired about what other Housing Authorities are doing. Mr. Alpi responded it depends on the demographics of the area. The Illinois Association of Housing Authorities will be having an Executive Director retreat so we will do some research and get some education on various topics.

Mr. Alpi further reported that we will be receiving bids for the 8 homes under the National Foreclosure Settlement grant next week. There may be a need for a special meeting if we are able to move forward with that project. Jim Jankowicz asked if there is high interest. Mr. Alpi stated he believes we will have three bids. Mr. Alpi stated that he has been invited to present our homeownership project for discussion at an Illinois Planning Commission meeting.

Mr. Alpi stated that last month we reported that the administrative staff was interested in joining the teamsters union. We were informed by the union representatives that they filed it wrong. We will keep the board informed if they re-file the petition.

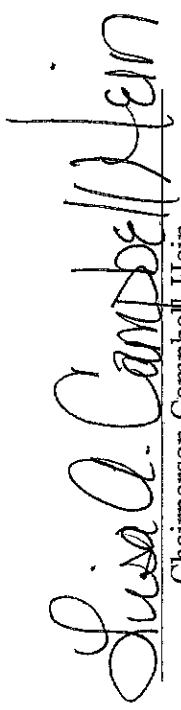
Chairperson Campbell-Hein stated there was no further business to come before the Board.

Vice Chairman Etchason moved to adjourn and Commissioner Sykes seconded the motion.

Upon a call of the roll, the Commissioners voted as follows:

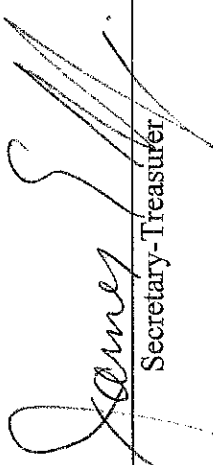
Vice Chairman Etchason, "Aye"
Commissioner Sykes, "Aye"
Commissioner Gosch, "Aye" and
Chairperson Campbell-Hein, "Aye".

The motion carried unanimously. The meeting adjourned at 4:35 p.m.



Chairperson Campbell-Hein

(ATTEST)



Secretary-Treasurer

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