

**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, September 13, 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  
Robert Yuhas, Commissioner  
William Gosch, Commissioner  
Shelith Hansbo, Commissioner-Appointee  
Thomas E. Smith, Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

Absent: Shad Etchason, 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. At this time Vice Chair Campbell introduced Shelith Hansbro and Ms. Hansbro recited her oath of office as commissioner on the board.

Vice Chair Campbell presented the Minutes from the Special Meeting of August 9, 2012. Commissioner Yuhas identified a typo on page 3. Commissioner Yuhas moved to accept the minutes as corrected. Commissioner Gosch seconded the motion.

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

Vice Chair Campbell presented the Closed Session Minutes at 8:50 and 1:15 of August 9, 2012. Commissioner Yuhas moved to accept the minutes as presented. Commissioner Gosch seconded the motion.

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

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

Ms. Goodman stated that we are almost fully occupied and reported that she is very happy with the occupancy numbers. 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 August 2012. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus stated we are still treading water. New tenants are coming on to the  
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program and tenants are leaving. The numbers are consistent.

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

They were doing a good job and now it has slowed down. They currently have only 9 vouchers leased. Commissioner Yuhas inquired if the same staff is employed. Ms. Goodman replied yes. Commissioner asked if we share this information with the staff at Wabash Crossing on a monthly basis. Ms. Goodman reported that they send in monthly reports to the Chicago office. We will ask to see what they are sending and compare the reports.

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 August 2012. Commissioner Yuhas moved to receive and file the report and Commissioner Gosch 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 presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 12-33**

**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; 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 amended as noted effective November 1, 2012.

SRO - \$276 75% UA	3 BR - \$882
0 BR - \$381	4 BR - \$967
1 BR - \$486	5 BR - \$1,012
2 BR - \$634	6 BR - \$1,276

Mobile homes space or lot only is 2 BR FMR x 40% = \$254  
SRO .75 x 0 BR FMR = \$276

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

Ms. Kraus reported that the Housing Authority received a new payments standard every year. This new version will be effective November 1, 2012. Commissioner Yuhas asked if we could present the previous payment standards for comparison. Ms. Kraus reported what the current standards are.

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

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

**RESOLUTION NO. 12-34**

**AUTHORIZING AND APPROVING AN AMENDMENT TO THE  
PERSONNEL POLICIES AND PROCEDURES HANDBOOK**

WHEREAS, the Authority has an established Personnel and Procedures Handbook, and

WHEREAS, Section 5.3 addresses Annual Leave and Section 5.6 addresses Funeral Leave, and

WHEREAS, the Board of Commissioners approved an agreement with Teamsters Union Local No. 279 effective 04/01/2012, and

WHEREAS, the policy has been amended to reflect the changes in the Union Agreement; 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 S5.3 and S5.6 of the Personnel and Procedures Handbook as presented for amendment is hereby approved.

Section 2. That the amendment to S5.3 and S5.6 be formally incorporated into the Authority's Personnel and Procedures Handbook and distributed to all agency staff.

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

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

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

**RESOLUTION NO. 12-35**

**AUTHORIZING AND APPROVING A CONTRACT FOR EXECUTIVE  
DIRECTOR SEARCH SERVICES**

WHEREAS, the Authority's Executive Director, Julian Marsh resigned effective August 10, 2012, and

WHEREAS, the Board of Commissioners is responsible for selecting a replacement to fill the position of Executive Director, and

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WHEREAS, the Board of Commissioners has considered its options in fulfilling this responsibility and determined it to be beneficial to work with a consultant, and

WHEREAS, staff solicited and received proposals for an Executive Director Search Consultant, and

WHEREAS, the quote and proposed services presented by Leo Dauwer has been determined to be in the best interest of the Authority; 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 quotes & proposal for services of Leo Dauwer for a total not to exceed cost of SIX THOUSAND, EIGHT HUNDRED TWENTY-FIVE AND NO/100 DOLLARS (\$6,825.00) be accepted and approved.

Section 2: That the Vice Chairperson or designee is authorized to execute such documents as may be necessary to implement the contract for recruitment and hiring of an Executive Director.

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

Tom Smith reported that we received two proposals. The main differences in the proposals is the time for completion and the cost of the service. Commissioner Gosch asked what criteria was included for the evaluations. Mr. Alpi stated that there were three categories. 1) Familiarity with Illinois housing authorities, 2) cost, and 3) time for completion. Ms. Kraus stated that the Mercer Group has only done one executive director search and it was for us. Commissioner Gosch stated that he was very impressed with Mr. Dauwer during the commissioner training at Millikin.

Commissioner Hansbro inquired about the process. Mr. Alpi stated that we solicited proposals from various firms that provide this type of consulting service. The previous director was familiar with Mr. Dauwer and he was invited to do a retreat/training for the commissioners of the Decatur Housing Authority. Commissioner Hansbro stated that in the resolution the first whereas, states that the previous director retired.

Commissioner Hansbro asked if this should say resigned. Ms. Kraus stated yes.

Vice Chair Campbell asked for a motion to amend the resolution with the correction. Commissioner Yuhas made a motion to amend the resolution as presented.

Commissioner Gosch seconded the motion.

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

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Hearing no additional comment, Vice Campbell called for a roll call vote on the amended resolution. All voted "Aye". The motion on the amended resolution carried.

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

**RESOLUTION NO. 12-36**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO JJ SWARTZ COMPANY INC. FOR PLUMBING IMPROVEMENTS AT 524-528 WEST MACON STREET ILL 12-23 CAPITAL FUND PROGRAM IL06-P012-50110

WHEREAS, the Authority has entered into a contract with JJ Swartz Company, Inc., Inc. to replace all water supply piping at 524-528 W. Macon Street apartments, 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 funds that were not used, and

WHEREAS, an adjustment of the contract price to reflect a credit for unused allowance funds 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. 1 for Plumbing Improvements at 524-528 W. Macon Street be authorized and approved.
- Section 2. That the contract amount be decreased by \$364.00 and the time for completion remain the same.
- 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.

Jim Alpi reported the contract amount included an allowance for additional work not included in the original scope. This resolution authorized a reduction to the contract amount of \$364.00 that was not used.

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. 12-37**

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AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO  
DUNN COMPANY, INC FOR SEAL COATING 2012, AMP 12-22, 12-23, 12-  
24, AND 12-28

WHEREAS, the Authority has entered into a contract with Dunn Company, Inc. to seal coat and stripe all parking lots, and

WHEREAS, the original contract included an allowance for crack filling based on a per unit price, and

WHEREAS, all crack filling has been identified and all work of the contract is now complete, and

WHEREAS, there are funds that were not used, and

WHEREAS, an adjustment of the contract price to reflect a credit for unused allowance funds 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. 1 for Seal Coating 2012 for ILL 12-22, 12-23, 12-24, and 12-28 is authorized and approved.

Section 2. That the contract amount be decreased by \$887.50 and the time for completion remain the same.

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 this is the same situation as the plumbing contract. The contract amount included an allowance for crack filling on a per unit basis. There was \$887.50 not used that will be deducted from the contract amount with this modification.

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. 12-38**

AUTHORIZING AN AGREEMENT TO ENTER A HOUSING ASSISTANCE  
PAYMENT CONTRACT WITH DECATUR VETERANS'S HOUSING, INC.  
FOR UP TO ELEVEN PROJECT BASED VOUCHERS

WHEREAS, Decatur Veteran's Housing Inc. is preparing an application to the Illinois Housing Development Authority (IDHA) for the development of eleven, three bedroom homes under the Permanent Supportive Housing Development (PSHD) program, and

WHEREAS, homes will be rented to disabled veterans and individuals, with incomes less than 60% of Area Median Income (AMI), and

WHEREAS, Decatur Veteran's Housing, Inc. request an agreement with DHA to project base  
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eleven Housing Choice Vouchers for a fifteen year period if the project is awarded funding under IHDA's PSHD Program, and

WHEREAS, DHA has the capacity to designate eleven Housing Choice Vouchers as project based, and

WHEREAS, this project will provide high quality accessible housing to help meet community needs and support DHA's mission, and

WHEREAS, assignment of Project Based Vouchers enhances the projects ability to be successful and receive IHDA PSHD program funding, and

WHEREAS, DHA will earn an application fee from Decatur Veteran's Housing, Inc.; 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 an Agreement to enter a Housing Assistance Payment contract be issued to Decatur Veteran's, Inc. for up to eleven three bedroom units of Project Based Vouchers.
- Section 2. That this agreement to enter a Housing Assistance Payment Contract is contingent upon Decatur Veteran's Housing, Inc. receiving a PSHD program grant from IHDA in the 2012 grant cycle.
- Section 3. That Decatur Veteran's Housing, Inc. pay Decatur Housing Authority an application fee of \$4500 per unit upon receipt of PSHD program funding.
- Section 4. 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 reported that we have representatives from D&O Contractors and their consultant, Fred Spannaus here to answer any questions about the Permanent Supportive Housing Development program. He further stated that this is a program offered through the Illinois Housing Development Authority (IHDA). This particular project will be utilized to build supportive housing for veterans. This program is similar to other IHDA programs where it is desirable to have units that receive deep subsidy to help with funding. If D & O Contractors are successful with their application and they receive the funds, we will enter a HAP agreement with them for project based vouchers. We are allowed to project base 20% of our vouchers. We have 1123 total vouchers and currently have 125 project based vouchers.

Commissioner Yuhas asked if we have canvassed the neighborhood. Don O'Loughlin from D & O Contractors stated there are not zoning issues and the new homes

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will match existing homes in the neighborhood. D & O Contractors will be responsible for maintaining the lots, located at the south end of Meadowlark Addition.

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

#### Old and New Business

Terri Goodman reported that there's been talk of a lawsuit by NAHRO against HUD. It is in regards to the capturing of the reserves from Housing Authorities. We are required to have approval of the Board to participate in the suit. It requires payment of \$4000.00 to participate. Ms. Goodman feels we should participate.

Commissioner Yuhas asked when we need to let NAHRO know DHA's decision. He stated that normally you would not have to pay for this. Jim Jankowicz stated that this is a special circumstance. The brief consists of 100-150 pages that explain the suit. Mr. Jankowicz is not sure which other Illinois Housing Authorities are participating. He has read where other Housing Authorities have sued HUD and it resulted in additional audits and funding cuts. Vice Chair Campbell asked if we can appeal the re-capturing of reserves. Ms. Goodman stated there are no opportunities for appeals. Staff will prepare a memo with specific information and distribute to the board. If there is consensus with the board staff has the authority to expend the \$4,000.00.

Commissioner Yuhas then made the motion to go into Closed Session to review closed session minutes pursuant to 5 ILCS 120/2 (c) (21). Commissioner Hansbro seconded the motion. Vice Chair Campbell called for a roll call vote. All voted "Aye". Motion carried.

The Board of Commissioners then went into Closed Session during its Regular Meeting of September 13, 2012 at 4:21 p.m. to review closed session minutes pursuant to 5 ILCS 120/2 (c) (21).

At 4:31 p.m., the Board returned to open session.

Commissioner Yuhas moved and Commissioner Gosch seconded the motion to open closed minutes from March 8, 2012 at 3:45, August 9, 2012, at 8:50 a.m. and August 9, 2012 at 1:15 p.m.

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

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

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

Motion carried unanimously. The meeting adjourned at 4:36 p.m.

(ATTEST)

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Vice Chair Campbell Hein

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Secretary-Treasurer

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