

**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 10, 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  
Shelith Hansbro, Commissioner  
William Gosch, Commissioner  
James E. Alpi, Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

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.

Hearing no comments, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of August 13, 2015. Commissioner Hansbro 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 Chairperson Campbell-Hein, who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes of the Closed Session of August 13, 2015 at 4:28. Commissioner Hansbro 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 Chairperson Campbell-Hein who abstained. The motion carried.

Chairperson Campbell-Hein presented the Minutes from the Closed Session of August 13, 2015 at 4:34. Commissioner Hansbro 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 Chairperson Campbell-Hein who abstained. The motion carried.

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

Jim Alpi reported we are holding steady at 94-95%. We have finished interviewing for the project manager position and will be hiring someone by the end of the month. Hopefully the new hires will help increase the occupancy. Commissioner Gosch inquired if security would help. Mr. Alpi stated we would love to hire security back but we don't have the ability due to budget constraints. He further stated that we do have secure facilities but tenants are letting in

people that don't live in the buildings. We will be working with tenants to build stronger resident councils and are going to be working with the police and their K-9 unit. Chairperson Campbell-Hein asked what kind of problems we are having. Mr. Alpi stated that there have been young people coming into the buildings and playing pool and causing disruptions. The people causing the problems are normally not our tenants. They normally are visitors that don't belong in the buildings. Commissioner Hansbro inquired about security cameras. Mr. Alpi stated we do have cameras in the highrises and have had success with identifying individuals that are causing problems. Mr. Alpi further stated that 60% of tenants in our facilities are disabled. Their disabilities can include mental illness. It is a difficult situation and has gotten worse over the years due to the State closing the metal health facilities.

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

Mr. Alpi reported that we have decreased the number of leases by 10 and explained how the HCV program is administered. We remain at 98% utilization.

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

Commissioner Hansbro presented the Wabash Crossing Occupancy Report for the month of August 2015. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Tina Rice, Manager at Wabash Crossing, presented the monthly report that shows the reasons for people moving and barriers to leasing up to full occupancy. Ms. Rice further stated that their staff faces the same issues as DHA with the unauthorized visitors staying with tenants and staff continues to work on a plan to increase occupancy.

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 August 2015. Commissioner Hansbro 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 July. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman, Finance Director, stated we show a loss this month due to the extra pay.

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 15-31**

**AUTHORIZING AND APPROVING A NEW POLICY FOR PAYROLL FOR THE DECATUR HOUSING AUTHORITY**

WHEREAS, the Authority continually seeks to review and update policies to assure compliance with regulatory changes, and

WHEREAS, the Authority's review of Operations, revealed the need for a policy for processing Payroll, 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 policy for Payroll be approved as shown in the attachment.

Section 2. That the staff of the Decatur Housing Authority is authorized to implement the policy effective October 1, 2015.

Section 3. That the staff of Decatur Housing Authority makes policies available for review at DHA's office at 1808 E. Locust.

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

Terri Goodman stated that as we have auditors come in and look at our procedures, recommendations are made to update written policies. This policy outlines our procedures for processing payroll.

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 15-32**

**AUTHORIZING AND APPROVING A NEW POLICY FOR COLLECTION LOSSES CHARGE-OFF FOR THE DECATUR HOUSING AUTHORITY**

WHEREAS, the Authority continually seeks to review and update policies to assure compliance with regulatory changes, and

WHEREAS, the Authority's review of Operations, revealed the need for a policy for Collection Losses that are charged off, 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 policy for Collection Losses Charge-Off be approved as shown in the attachment.
- Section 2. That the staff of the Decatur Housing Authority is authorized to implement the policy effective October 1, 2015.
- Section 3. That the staff of Decatur Housing Authority makes policies available for review at DHA's office at 1808 E. Locust.

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

Terri Goodman stated this is our check write-off policy update. This was also a recommendation from auditors.

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 15-33**

**AUTHORIZING AND APPROVING AN UPDATE OF THE CHECK  
SIGNING AUTHORIZATION POLICY FOR THE DECATUR  
HOUSING AUTHORITY**

WHEREAS, the Authority continually seeks to review and update policies to assure compliance with regulatory changes, and

WHEREAS, the Authority's review of Operations, revealed the need for a revision for Check Signing Authorization, 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 policy for Check Signing Authorization be approved as shown in the attachment.
- Section 2. That the staff of the Decatur Housing Authority is authorized to implement the policy effective October 1, 2015.
- Section 3. That the staff of Decatur Housing Authority makes policies available for review at DHA's office at 1808 E. Locust.

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

Terri Goodman stated this is the check signing policy update that includes email and fax options.

Hearing no further comments, Chairperson Campbell-Hein called for a roll call vote. All

September 10, 2015

voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 15-34**

**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 resolution authorizes running an ad in the classifieds to receive bids for our elevator maintenance contract.

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. 15-35**

**AUTHORIZING AND APPROVING INVITATION OF BIDS FOR  
CONSTRUCTION OF EIGHT HOMES FOR THE NATIONAL FORECLOSURE  
SETTLEMENT CITY HOUSE HOMEOWNERSHIP PROGRAM**

WHEREAS, the Authority has been awarded a grant from the Illinois Attorney General's office under the National Foreclosure Settlement (NFS) program, and

WHEREAS, the NFS grant funds are to support construction and sale of eight single family homes in a targeted area to eligible families, and

WHEREAS, the Authority and City of Decatur have identified a target area and specific sites, 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 construction of eight homes for the National Foreclosure Settlement City House Homeownership Program 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 reported that plans and specifications have been prepared for the construction of 8 new homes as part of the National Foreclosure Settlement grant. This resolution authorizes placement of the invitation to bid in the newspaper. We originally were going to build 4 public housing units using the Replacement Housing Factor funds, but due to the lack of funding from HUD we are unable to. Staff at HUD in Washington claim we have already received the RHF but it was distributed as Capital Fund. We have discussed this with the staff at the Attorney General's office and have not heard back to see if we can move forward. We are going to receive bids so we will have an actual hard cost. We remain hopeful we will be able to move forward. Commissioner Gosch inquired about the lots. Mr. Alpi stated they are all in the 1000 block of West Macon Street.

Old and New Business

Hearing no comment, Chairperson Campbell-Hein called for a motion to go into closed session pursuant to 5 ILCS 120/2 (c) (2).

Commissioner Hansbro moved and Commissioner Gosch seconded the motion to go into closed session at 4:13.

September 10, 2015

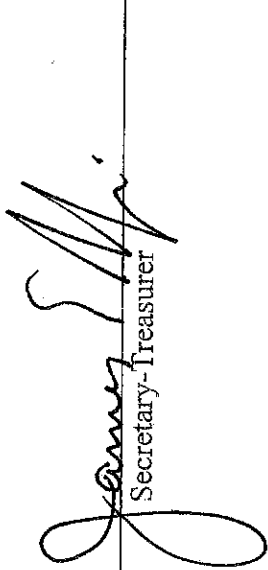
The board returned to open session at 4:29.

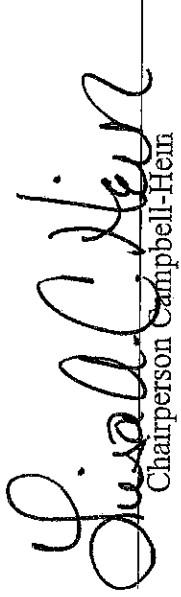
Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Hansbro moved to adjourn and Commissioner Gosch seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Commissioner Gosch, "Aye"  
Commissioner Hansbro - "Aye", and  
Chairperson Campbell-Hein

The motion carried unanimously. The meeting adjourned at 4:29 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Chairperson Campbell-Hein