

**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 14, 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 Jenny Sykes, Commissioner James A. Jankowicz, Legal Counsel
Absent:	Shad Etchason, Vice Chairman William Gosch, Commissioner James E. Alpi, Secretary-Treasurer

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 comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of August 10, 2017. Commissioner Hansbro moved to accept the Minutes of the Regular Meeting of August 10, 2017 as presented. Commissioner Sykes seconded the motion.

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

Chairperson Campbell-Hein presented to Minutes of the closed session of August 10, 2017 Pt I. Commissioner Sykes moved to accept the minutes of the closed session Pt. I held August 10, 2017. Commissioner Hansbro seconded the motion.

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

Chairperson Campbell-Hein presented the Minutes of the Closed Session of August 10, 2017 Pt. II. Commissioner Sykes moved to accept the minutes of the closed session of August 10, 2017 Pt. II as presented. Commissioner Hansbro seconded the motion.

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

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

Terri Goodman reported it has been a busy month. They have moved out 10 and moved in 10. Overall occupancy is still at 99%.

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

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Chairperson Campbell-Hein presented the Housing Choice Voucher Program Occupancy report for the month of August 2017. Commissioner Sykes moved to receive and file the report. Commissioner Hansbro seconded the motion.

Brenda Kraus reported they gained one unit again this month. Utilization is at 100%. They have been very busy converting the project based vouchers in Phase I of Wabash Crossing to tenant based vouchers.

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 August 2017. Commissioner Hansbro moved to receive and file the report. Commissioner Sykes seconded the motion.

Terri Goodman reported that they lost 5 this month and occupancy is at 73% overall. She further stated that we continue to work with them. We currently have 4 applicants approved for that property but there are no units ready.

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 2017. Commissioner Sykes moved to receive and file the report and Commissioner Hansbro 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 July. Commissioner Hansbro moved to receive and file the report. Commissioner Sykes seconded the motion.

Terri Goodman reported this reflects 4 months into our fiscal year and our reserves are at six months. This is the level HUD recommends to have in reserves.

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. 17-26

**AUTHORIZING AND APPROVING A NO-SMOKING POLICY
AND LEASE ADDENDUM FOR THE DECATUR HOUSING
AUTHORITY**

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

WHEREAS, HUD has finalized a new smoke-free policy that requires the Authority to implement No-Smoking in their buildings and on their grounds; 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 No-Smoking be approved as shown in the attachment.
- Section 2. That the staff of the Decatur Housing Authority is authorized to implement the policy effective August 1, 2018.
- Section 3. That the staff of the Decatur Housing Authority makes policies available for review at DHA's office at 1808 E. Locust Street.

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

Terri Goodman reported this resolution authorizes staff to revise the smoking policy. This new policy will be on display for the public for 30 days and we are required to implement it by July 31, 2018. This policy includes a "three strike" procedure. We have done research with other housing authorities and concluded the best way move forward is to go smoke-free on all DHA properties.

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. 17-27

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, 2017.
- Section 3. That the staff of Decatur Housing Authority makes policies available for review at DHA's office at 1808 E. Locust.

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

Terri Goodman stated we are changing the procedures for bad debt. The previous policy allowed 6 months of non-payment of debt owed from previous tenants before you can do a write-off. This makes your tenant accounts receivables high and HUD counts that against you during audits. We are changing it to 30 days.

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. 17-28

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR JANITORIAL SERVICES FOR DECATUR HOUSING AUTHORITY

WHEREAS, the Authority continues to seek ways to decrease costs, and
WHEREAS, the Authority has developed a scope of work for janitorial services, and
WHEREAS, the Authority desires to receive competitive pricing for janitorial services at the main office, the highrises, and the Macon Street apartments, and
WHEREAS, funds are available within the 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 the Invitation of Bids for Janitorial Services for Decatur Housing Authority is authorized and approved.

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

Diane Hackert stated that staff continues to look for ways to save money. This resolution authorizes placement of the invitation in the newspaper and trade publications. When we receive the bids we will evaluate them and decide if it is feasible and if so, will bring it back to the board next month.

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'

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consideration and approval:

RESOLUTION NO. 17-29

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR
BOILER REPLACEMENT AT THE LEXINGTON, CFP IL06-P012-
50116

WHEREAS, the Lexington boilers are in excess of 25 years old, and

WHEREAS, boiler #2 is in need of repair, and

WHEREAS, rebate funds for replacement of boilers with high efficiency boilers is available from Ameren, and

WHEREAS, the Authority has engaged the services of Blank, Wesselink, Cook, & Associates, Inc. to develop the bid documents under an Indefinite Quantity Agreement, and

WHEREAS, this work is included in the Five Year Action Plan of the Capital Fund Program, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50116, 1470, 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 to Bid for Boiler Replacement at the Lexington is authorized and approved.

Section 2. That ads be placed in the local newspaper and other trade publications.

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 Hansbro seconded the motion.

Diane Hackert stated as you recall at the last meeting, we authorized BWC to prepare bid documents for the boiler replacement at the Lexington. The documents are not quite completed but rather than waiting to authorize the invitation, I wanted to keep the board informed in case they are ready before the next meeting. Due to the time sensitivity of the work, we need to move as quickly as possible. It may be necessary to have a special meeting to get contracts awarded.

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

Old and New Business

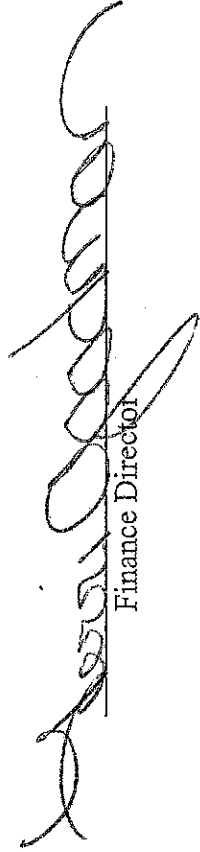
Hearing no comment, Chairperson Campbell-Hein stated there was no further business to
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come before the Board. Commissioner Sykes moved to adjourn and Commissioner Hansbro seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

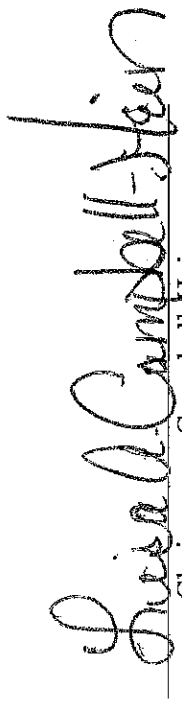
Commissioner Sykes, "Aye"
Commissioner Hansbro, "Aye" and
Chairperson Campbell-Hein, "Aye".

The motion carried unanimously. The meeting adjourned at 3:50 p.m.

(ATTEST)



Finance Director



Chairperson Campbell-Hein