

**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, June 12, 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
Robert Yuhas, Vice Chairman
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:

Chairperson Campbell-Hein presented the Open Time of the agenda.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of May 8, 2014. Vice Chairman Yuhas 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 Commissioner Etchason who abstained. The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of May 2014. Vice Chairman Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that overall the four AMPS the Housing Authority manages are at 97%. Hopefully the move outs will be done for now. Brenda Kraus stated we are receiving frequent shut off notices from Ameren.

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 May 2014. Vice Chairman Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that the HCV program occupancy is still climbing slowly. Brenda Kraus stated that there are 120 people approved and looking for homes. Staff is planning to open the waiting list soon.

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 May 2014. Vice Chairman Yuhas moved to receive and file the report. Commissioner

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Hansbro seconded the motion.

Mr. Alpi reported that the occupancy is still low but have gained 1 in Phase I and 1 in Phase III. DHA has still not received a response to the request for corrective action to increase occupancy. We will be meeting with our attorney to talk about next steps. HUD has been inquiring about what the plans are 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 May 2014. Vice Chairman Yuhas moved to receive and file the report and 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 Financial Reports for the period through the end of March. Vice Chairman Yuhas moved to receive and file the report. Commissioner Hansbro seconded the motion.

Mr. Alpi reported that Terri Goodman continues to work with the format of the financial reports to make them easier to understand. We are now including the Capital Fund money that goes into the operating budget.

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. 14-17

**AUTHORIZING AND APPROVING AN ADDENDUM TO THE
MEMORANDUM OF UNDERSTANDING BETWEEN WORK FORCE
INVESTMENT 19 AND THE ILLINOIS WORK NET PARTNERS**

WHEREAS, the Decatur Housing Authority is a partner in the Illinois WorkNet Center, and

WHEREAS, the current Memorandum of Understanding (MOU) is for the period July 1, 2010 – June 30, 2015, and

WHEREAS, the Department of Rehabilitative Services is replacing the Illinois Department of Employment Security as lease holder, and

WHEREAS, the MOU must be amended to reflect membership changes and roles; 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 Addendum to the Workforce Investment Board for Macon and Dewitt Counties WIA 19 Memorandum of Understanding between the chief elected official for WIA 19 and the Illinois WorkNet Center partners be authorized and approved.

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Section 2. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi reported that the Housing Authority has been a member of the WorkNet center for a number of years. The Unemployment Office was the lead agency for this MOU. Last year the Unemployment Office closed so the agreement needed to be amended to reflect the new lead agency.

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

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

RESOLUTION NO. 14-18

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR ROOF REPLACEMENT AT SCATTERED SITES, PROJECT CFP IL06-P012-50113/50114

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the roofs at various scattered sites, and

WHEREAS, DHA staff has prepared plans and specifications for roof replacement at the remaining ILL 12-4 units, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50113/50114; 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 invitation of bids for Roof Replacement at Scattered Sites, CFP IL06-P012-50113/50114 is 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. Vice Chairman Yuhas seconded the motion.

Mr. Alpi stated that this resolution advises the board that we will be taking bids for roof replacements at Scattered Sites. New roofs will be replaced on 27 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. 14-19

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR FURNACE REPLACEMENT AT SCATTERED SITES, PROJECT CFP IL06-P012-50113/50114

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace furnaces at various scattered sites, and

WHEREAS, plans and specifications are being prepared by Blank, Wesselink, Cook & Associates, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50113/50114; 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 invitation of bids for Furnace Replacement at Scattered Sites, CFP IL06-P012-50113/50114 is 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.

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

Mr. Alpi stated that we will be taking bids for more furnace replacements at Scattered Sites. We have applied for more rebates from the DCEO to offset the costs.

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 the auditors were here this week and also REAC is here today and tomorrow to inspect AMP ILL. 12-24. We will receive reports later this summer. There were

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two audit findings. One was in the Section 8 tenant files and the other in how we track the SEMAP. Both findings are procedural items that we will be correcting.

Mr. Alpi stated he received a call from the niece of the previous owner of the Mound Road property. She has expressed an interest in seeing if there are any keepsakes in the house she would like to have.

Commissioner Etchason moved to go into Closed Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body pursuant to 5 ILCS 120/2 (c) (1). Commissioner Hansbro seconded the motion. The board went into closed session of the June 12, 2014 regular meeting at 4:11.

The Board returned to open session at 4:40 p.m.

Vice Chairman Yuhas moved to increase the Executive Director's salary by 2.25% retroactive to the anniversary date of his hire as Executive Director. Commissioner Etchason seconded the motion.

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

As a continuation of Old/New Business, Vice Chairman Yuhas reported that he talked to four potential replacements for him, as Commissioner. One potential applicant was a CPA with approximately ten years of experience with her firm. A second potential replacement had a suggestion from Jay Dunn, Macon County Board Chairman, and is an individual who has been in Decatur for 5-6 years and is a retired CPA from ADM. He believed that both of these potential replacements would be a good fit.

He talked to a third potential replacement that has community volunteerism experience, but he felt the first two potential replacements were stronger candidates. The fourth person he interviewed had declined, but suggested that it would be helpful to put younger people on the board and offered to provide names of younger people who might want to get involved. No names have been provided so far.

The Board agreed that Chairperson Campbell-Hein should talk to potential replacements, particularly the first two, and include other include other Commissioners who are available.

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

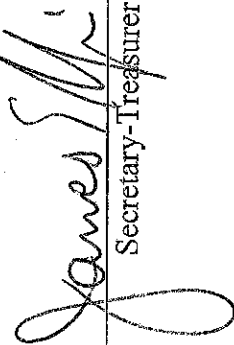
Chairperson Campbell-Hein - "Aye",
Commissioner Hansbro - "Aye",
Commissioner Etchason - "Aye"
Vice Chairman Yuhás - "Aye", and
Commissioner Gosch - "Aye".

The motion carried unanimously. The meeting adjourned at 4:53 p.m.



Chairperson Campbell-Hein

(ATTEST)



Secretary-Treasurer