

**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, July 12, 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
Shad Etchason, Commissioner
Julian Marsh, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Rev. Leroy Smith Jr., Chairman

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. Hearing no comment the meeting continued.

Vice Chair Campbell presented the Minutes from the Regular Meeting of June 14, 2012. Commissioner Yuhas and Commissioner Etchason identified two typographical errors on the first page. 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 Etchason who abstained. The Motion carried.

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

Mr. Marsh stated that staff continues to do very well and reported that in April we were at 98% and in June we were at 97.9% occupied. This occupancy level is the highest in the last 10 years. The occupancy levels speaks well of the staff and the good job they are doing.

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

Brenda Kraus stated that new tenants are coming on to the program and tenants are leaving. Reasons for leaving are tenants no longer needing the program, non-payment of rent, and power shut offs. Commissioner Gosch asked why the power is being shut off. Ms. Kraus stated that it is from non-payment of power bills. Vice Chair Campbell inquired about the

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numbers in the Shelter Plus Care Program. Mr. Marsh reported that we are working with Heritage Behavioral Health Center to keep units occupied. If we are not able to get them occupied through Heritage we may look to other organizations. He stated that unfortunately other agencies are getting funds cut and don't have the resources.

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 June 2012. Commissioner Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

Mr. Marsh reported staff at Wabash Crossing is doing a good job. The public housing and HCV units are mostly all occupied but they are still struggling with the Market Rate units and the Tax Credit units. As we have reported in the past, they are opening some of the units up for the tenant based voucher holders and that has helped Wabash and the Housing Authority.

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 June 2012. Commissioner Etchason moved to receive and file the report and Commissioner Gosch seconded the motion.

Commissioner Yuhas inquired about Lemp Elevator Consultants. He asked if the inspections are part of the service contract. Mr. Alpi explained that in order to be compliant with the State laws, we are required to use a third party for the inspections.

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

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

RESOLUTION 12-22

AUTHORIZING AND APPROVING A REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN OF THE DECATUR HOUSING AUTHORITY

WHEREAS, the Authority continually seeks to review the Housing Choice Voucher Program Admin Plan to assure compliance with federal regulatory changes and for responsiveness to local need, and

WHEREAS, the Authority continuously seeks ways to reduce administrative costs, and

WHEREAS, the Authority's review of the Administrative Plan (Chapter 10 – *Housing Quality Standards and Inspections*) revealed the need for revision 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 Administrative Plan be hereby revised as shown in the attachments.
- Section 2. That the staff of Decatur Housing Authority make the revised policies available for review at DHA's office at 1808 E Locust Street.

Section 3. That the staff of Decatur Housing Authority is authorized to implement the changes effective July 01, 2012.

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

Ms. Kraus reported that this revision will reduce the work load on the inspector. The landlords will now be able to certify that repairs identified on the inspection have been completed without the inspector having to re-inspect. The Housing Authority can track this and if there are landlords that do not comply with the repairs they will not be offered the option to certify and will have to be re-inspected.

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. 12-23

REJECTING THE BID FOR ELEVATOR UPGRADES, AMP ILL 12-22, ILL 12-23, AND ILL 12-28, PROJECTS CFP IL06-P012-50110/50111

WHEREAS, the Authority did publicly solicit and receive sealed competitive bids for Elevator Upgrades at AMP ILL 12-22, ILL 12-23, and ILL 12-28, and

WHEREAS, the low bid exceeds the funding available, and

WHEREAS, redesign and re-solicitation of bids is warranted; 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 bid received June 8, 2012 for Elevator Upgrades, AMP ILL 12-22, ILL 12-23, and ILL 12-28, Projects CFP IL06-P012-50110 and CFP IL06-P012-50111 be rejected.

Section 2. That the project engineer be directed to modify designs to conform to budget constraints.

Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

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

Mr. Alpi reported that bid documents were developed for elevator upgrades for all highrises and bids were solicited for this work. The project was estimated to be \$450,000 - \$500,000. We only received one bid which was significantly higher. Inquiries revealed that some bidders were apprehensive about the Section 3 requirements. We are going to re-bid it with a smaller scope to include all upgrades that are required by the State laws. Vice Chair Campbell stated that we need to look at the Housing Authority's Section 3 policy and compare it to what HUD Regulations require and see if there are changes that can be made. Mr. Alpi

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concluded.

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

Old and New Business

Mr. Marsh reported that we have received the money owed to us by East Lake and would like to thank Mr. Alpi for assisting with getting this accomplished. Commissioner Yuhas asked if this is the final step before close out. Mr. Alpi stated that we are now able to enter into the final closeout process.

Mr. Marsh reported that the Father's Day event was very successful and would like to thank all staff and commissioner's who attended. There was very good attendance and the event was enjoyed by all who attended. Mr. Marsh also extended a thank you to the various service agencies involved. Mr. Marsh stated that he has met with Bill Clevenger from the Park District to discuss possible future events.

Commissioner Etchason then made the motion to go into Closed Session to consider the appointment, employment, compensation, discipline, performance or dismissal of an employee pursuant to 5 ILCS 120/2 (c) (1). Commissioner Yuhas 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 July 12, 2012 at 4:10 p.m.

The Board returned to open session at 5:25.

Executive Director Marsh announced that he would be leaving the Decatur Housing Authority to take a position elsewhere, with his last day in the office on August 10, 2012. Commissioner Etchason moved that the Executive Director be authorized to have Authority staff prepare Requests for Proposals for consulting services to assist the Commissioners in interviewing and hiring a new Executive Director and authorizing Commissioner Yuhas to negotiate with former Executive Director Tom Smith to act as Interim Executive Director. Commissioner Yuhas seconded the motion.

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

"Yes" – Vice Chair Campbell, Commissioner Etchason, Commissioner Yuhas, and Commissioner Gosch. "No" – None. Motion carried unanimously.

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

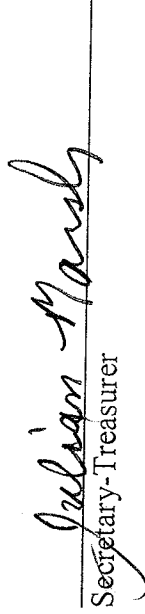
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"Yes" - Commissioner Yuhas, Commissioner Gosch, Commissioner Etchason and Vice Chair Campbell. "No - None. Motion carried unanimously.

The Board adjourned at 5:26 p.m.


Vice Chair Campbell Hein

(ATTEST)


Secretary-Treasurer