

**MINUTES OF MEETING OF DECATUR HOUSING AUTHORITY
OF THE CITY OF DECATUR, ILLINOIS**

Special Meeting

The Board of Commissioners of Decatur Housing Authority met in special session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, June 16, 2016.

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
Jenny Sykes, Commissioner
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Commissioner
Shad Etchason, Vice Chairman

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 May 12, 2016. Commissioner Sykes 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". The motion carried.

Chairperson Campbell-Hein presented the Minutes from the Closed Session of May 12, 2016. Commissioner Sykes moved to accept the minutes as corrected. Commissioner Gosch 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 Rent Roll/L&O Summary Report for the month of May 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported occupancy is at 96%. We continue to allow overtime to get units renovated and are using Homework Hangout to help with unit turns.

Vice Chairman Etchason arrived at 3:38.

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

Chairperson Campbell-Hein presented the Housing Choice Voucher Program Occupancy report for the month of May 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus voucher utilization increased by 4 and hope to get it higher by next month. Mr. Alpi stated we work with Homeward Bound at Dove on a program to assist homeless

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individuals and the funding for this program has been reduced. We have filed an appeal and are awaiting an answer.

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 2016. Commissioner Sykes moved to receive and file the report. Vice Chairman Etchason seconded the motion.

Tina Rice, Manager at Wabash Crossing stated occupancy has stayed the same.. Ms. Rice further stated HUD has revised the income limits so some of the applicants no longer qualified for the ACC units and were moved to the Tax Credit waiting list.

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 2016. Vice Chairman Etchason moved to receive and file the report and Commissioner Gosch 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 April. Commissioner Sykes moved to receive and file the report. Vice Chairman Etchason seconded the motion.

Mr. Alpi stated this report show an overall loss of approximately \$10,000. The numbers are skewed due to payment of property insurance and overtime expense.

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 16-28

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 policy 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 July 1, 2016.

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

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

Mr. Alpi reported that we have been working through the details of the change in health
insurance. Part of this change is setting up the Health Reimbursement Account. This
account is administered through a third party. It requires one signature from a staff person so
we are revising the check signing policy so we can process claims for employees.

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. 16-29

**AUTHORIZING AND APPROVING TRANSFER OF FUNDS TO DECATUR
PILOT, NFP**

WHEREAS, the Decatur Housing Authority Central Office Cost Center (COCC) earns fees for
services that result in de-federalized funds, and

WHEREAS, the Decatur Housing Authority COCC maintains funds in reserves, and

WHEREAS, the Decatur Housing Authority COCC reserves will be maintained at a level
between 4 and 6 months of COCC Operating Costs, and

WHEREAS, the Decatur Housing Authority may support Decatur PILOT NFP, its
instrumentality, for development and operation of affordable housing, and

WHEREAS, funds in Decatur Housing Authority's COCC reserve account exceed 6 months
operating costs from time to time; 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 Decatur Housing Authority will donate reserve funds in excess of 4
months COCC operating expenses to Decatur PILOT, NFP.

Section 2. That any time the COCC reserves are greater than 6 months of COCC operating
expenses, the amount in excess of 4 months of COCC operating expenses shall be
donated to Decatur PILOT, NFP.

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

Vice Chairman Etchason moved to accept the resolution as presented. Commissioner

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Gosch seconded the motion.

Mr. Alpi stated you will recall in the past we recommended transfer of reserves to Pilot so they do not exceed 6 months. This method is used to protect the funds from recapture by HUD.

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

RESOLUTION NO. 16-30

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 2 TO THE INDEFINITE QUANTITY AGREEMENT WITH MELOTTE, MORSE, LEONATTI, PARKER, LTD., CFP IL06-P012-50114-50118

WHEREAS, the Authority has previously engaged the services of Melotte, Morse, Leonatti, Parker, Ltd. under an Indefinite Quantity Agreement, and

WHEREAS, the Department of Housing & Urban Development requires Lead Based Paint Inspection Reports to be on file for all properties that were built before 1978, and

WHEREAS, the Concord Highrise was built in 1971 and initially was designated as a Congregate Care elderly/disabled only facility, and

WHEREAS, the Concord Highrise no longer has the official designation as elderly only; therefore, it is necessary to do the inspection for Lead Based Paint, and

WHEREAS, Melotte, Morse, Leonatti, Parker, Ltd. has been selected to provide services for this inspection, and

WHEREAS, fees will be calculated on a lump sum basis, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50115, Account No. 1430, 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 Amendment No. 2 to Melotte, Morse, Leonatti, Parker, Ltd. be authorized and approved.
- Section 2. That the contract amount is FIVE THOUSAND, THREE HUNDRED EIGHTY-FIVE AND NO/100 DOLLARS (\$5,385.00).
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Sykes moved to accept the resolution as presented. Vice Chairman Etchason seconded the motion.

Mr. Alpi stated that HUD no longer considers the Concord to be designated as elderly or disabled. Without this designation, we are required to have the building inspected for lead

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because it was built before 1978. We will be doing analysis to determine if we want to seek elderly only designation at any of our properties.

Vice Chairman Etchason inquired further about why it is not designated as elderly/disabled only. He recommended tabling this resolution until further investigation is conducted.

Commissioner Sykes made a motion to table this resolution until further investigation has been conducted. Vice Chairman Etchason 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 following resolution for commissioners' consideration and approval:

RESOLUTION NO. 16-31

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 2 TO SCHIELER & RASSI, QUALITY BUILDERS, INC. FOR CONTRUCTION OF EIGHT ZERO ENERGY HOMES FOR THE NATIONAL FORECLOSURE SETTLEMENT HOMEOWNERSHIP PROGRAM

WHEREAS, the contract with Schieler & Rassi Quality Builders, Inc. for Construction of 8 Zero Energy Ready Single Family Homes does contain an allowance for unforeseen conditions, and

WHEREAS, excavation work for crawl spaces and foundations has begun, and

WHEREAS, larger than expected quantities of buried debris and poor soil conditions have been encountered, and

WHEREAS, allowance funds are insufficient to pay costs of additional excavation and structural fill, and

WHEREAS, two excavations have been completed and structural fill is needed to stabilize the foundations, and

WHEREAS, exact quantities of additional excavation and fill required for the remaining six structures is unknown, and

WHEREAS, additional allowance funds can be allocated by deferring developer fees; 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. 2 to Schieler & Rassi Quality Builders, Inc. for construction of 8 Zero Energy Ready Single Family Homes be authorized and approved.

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Section 2. That the contract amount be increased by adding \$20,000 to the allowance for unforeseen conditions and the time for completion be increased by 10 calendar days.

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

Jim Jankowicz, DHA attorney, stated this resolution is being added because of an emergency situation.

Commissioner Sykes made a motion to accept the amended agenda and to accept Resolution No. 16-31 on an emergency basis due to construction delays that would result from delay in action. Commissioner Gosch seconded the motion.

Mr. Alpi reported that work has started on the NFS project. He further stated that when you start to break ground a new construction project you really don't know the exact condition of the soil. The contractor opened up the first two lots and discovered a large amount of debris in the ground left from the previous demolition of the previous structures. The method the contractor was using was too expensive so we halted the work to allow time to come up with a better way to get the work accomplished for the crawl spaces. This condition will vary from lot to lot so the costs are unknown. This resolution authorizes an increase to the allowance for unforeseen conditions and will be done on a time and material basis. The extra cost will be funded from the developer fee.

Commissioner Etchason inquired if the site prep was part of the original bid. Mr. Alpi stated not investigation of subsoils. This condition was unforeseen.

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 we will be closing on the EPC next Friday. Mr. Alpi stated he will be calling the Mayor to convey the board's wishes to have Lisa Campbell-Hein remain on the board for another term. The auditors were here last week and we received two findings. The Utility Allowances for public housing need updated, and the HOPE VI Project needs to be closed out.

Commissioner Sykes asked if we have received a response from the IRS. Mr. Alpi stated no we are waiting on a reply and we have reached out to Senator Durbin for assistance. We are waiting on a response with him as well.

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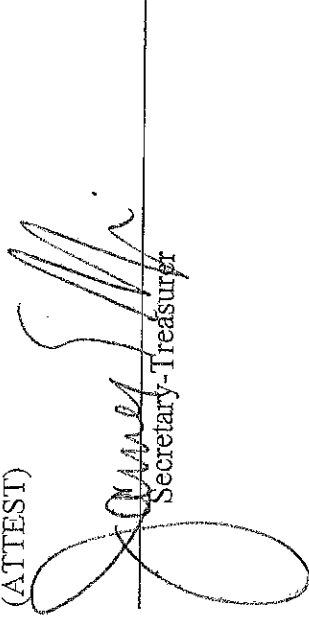
Brenda Kraus stated we will be co-hosting a Father's Day event in Mueller Park on Friday from 2:00 to 4:00 if any of the board members wish to attend.

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

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

The motion carried unanimously. The meeting adjourned at 4:31 p.m.

(ATTEST)



Secretary-Treasurer

Chairperson Campbell-Hein