

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, May 8, 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
Shelith Hansbro, Commissioner
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shad Etchason, Commissioner

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.

At this time Mr. Alpi opened the Public Hearing to receive comments from residents regarding the PHA Plan Amendment. Mr. Alpi explained the purpose of the Public Hearing and identified the change to the PHA Plan. Mr. Alpi further stated that there was a Resident Advisory Board Meeting held on April 9, 2014 here at the Davis Center and the PHA Plan amendment was made available for review for 45 days per HUD regulations. The change was due to a new law that mandates the flat rents be calculated using 80% of FMR. Rents can be calculated using 30% of income or flat rents. The tenants choose which one based on what they can afford. We have approximately 27 tenants that are affected by this change. Hearing no comments from the public, the hearing adjourned at 3:33.

Resuming the regular meeting, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of April 10, 2014. 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 Vice Chairman Yuhas who abstained. The motion carried.

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

Mr. Alpi reported that occupancy in public housing is at 97%. Holding steady so far.

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

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Commissioner Gosch seconded the motion.

Mr. Alpi reported that the HCV program occupancy is still climbing. The temporary worker is processing more applications to get more people looking at the same time. Staff is offering incentives to encourage applicants to decrease the amount of time to get to a lease signing.

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

Mr. Alpi reported that the occupancy is still low at 79% overall at Wabash Crossing. DHA staff has asked them for a corrective action plan and the deadline for response was this week. Staff has asked our attorney to draft a letter requesting a response. Commissioner Hansbro expressed concern that there has been no response. The board concurred.

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 April 2014. Commissioner Hansbro moved to receive and file the report and Vice Chairman Yuhas 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 February. Commissioner Hansbro moved to receive and file the report. Vice Chairman Yuhas seconded the motion.

Terri Goodman reported that the AMP expenses are a little higher due to purchasing more supplies for the preventative maintenance program.

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. 14-13

**AUTHORIZING AND APPROVING SUBMISSION OF AN AMENDMENT
TO THE 2014 PHA PLAN**

WHEREAS, the FY 2014 Consolidated Appropriations Act require flat rents for public housing properties be not less than 80% of Fair Market Rents, and

WHEREAS, the requirements of this law will change both the way flat rents are calculated, and increase the amount of flat rents, and

WHEREAS, the Authority’s Annual Plan defines “changes to rent or admissions policies or

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organization of the waiting list” as a significant amendment to the PHA Plan, and

WHEREAS, the Authority has met with the Resident Advisory Board, displayed the proposed amendment for 45 days, and held a public hearing on the proposed amendment in accordance with HUD regulations, and

WHEREAS, the Authority’s implementation plan will comply with the FY 2014 Consolidated Appropriations Act; 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 Annual Plan amendment to Paragraph 3 of Attachment “A” of Section 6.0 be approved.
- Section 2. That the flat rents shall be calculated as not less than 80% of FMR per the ACOP as revised June 1, 2014.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents and submit them to HUD for approval.

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

Mr. Alpi reported that Resolution 14-13 and 14-14 authorizes the Authority to submit a revision to the PHA Plan. HUD has mandated that we use 80% of Fair Market Rent when we calculate rent for tenants who choose to use the flat rents. This also is to be changed in the ACOP which is addressed in Resolution No. 14-14.

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

RESOLUTION NO. 14-14

AUTHORIZING AND APPROVING A REVISION OF THE DECATUR HOUSING AUTHORITY’S ADMISSIONS AND CONTINUED OCCUPANCY POLICY

WHEREAS, the FY 2014 Consolidated Appropriations Act require flat rents for public housing properties be not less than 80% of Fair Market Rents, and

WHEREAS, the requirements of this law will change both the way flat rents are calculated, and increase the amount of flat rents, and

WHEREAS, the method of calculating flat rents included at Section 6 III. E. of the current Admissions and Continued Occupancy Policy (ACOP) will become obsolete beginning June 1, 2014, and

WHEREAS, the Authority has revised Section 6 III. E. of the ACOP to revise procedures for calculating flat rents to conform to law and HUD regulations, and

WHEREAS, the revised procedures must become effective on June 1, 2014 for the calculation of rent for new leases, and at recertification of existing leases; 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 revisions to Section 6. III. E. of the Decatur Housing Authority's ACOP be approved.
- Section 2. That the revisions become effective June 1, 2014.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents and implement the changes required by the amended ACOP and in accordance with HUD regulations.

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

Mr. Alpi stated this resolution is to authorize the change to the ACOP as stated above.

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. 14-15

AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS FOR LEGAL SERVICES

WHEREAS, the Authority's Procurement Policy requires periodic solicitation for legal services through use of a Request for Proposals, and

WHEREAS, the Authority may enter agreements for legal services for up to five years including extensions, and

WHEREAS, the term of the current contract with Record & Jankowicz Attorneys at Law is expired; 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 a Request for Proposals for legal services required by Decatur Housing Authority be issued.
- Section 2. That the term of the proposed contract be for five years inclusive of extensions.
- Section 3. That the Executive Director or designee is authorized to prepare and execute all necessary documents.

Mr. Alpi reported that we are required to solicit bids for professional service contracts every five years. This resolution simply authorizes us to advertise to receive proposals from law firms for legal services.

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

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voted “Aye”. The motion carried.

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

RESOLUTION NO. 14-16

AUTHORIZING AND APPROVING THE SUBMISSION OF A SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION FOR THE FISCAL YEAR ENDING MARCH 31, 2014

WHEREAS, the Department of Housing and Urban Development requires under 24 CFR 985, 101 that Housing Authorities certify certain Performance Indicators within the Section Eight Management Assessment Program (SEMAP), and

WHEREAS, this certification process requires the involvement, understanding and authorization by the Board of Commissioners preparatory to submitting said Certification to HUD, and

WHEREAS, staff has prepared and presented to the Board a review of the fifteen (15) HUD indicator categories in the format required by HUD for electronic submission; 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 HUD internet document as attached to this Resolution and representing required information through the fiscal year ending March 31, 2014, be authorized for execution by the Chairperson of the Board of Commissioners and the Authority’s Executive Director.

Section 2. That the Executive Director is instructed to submit this Certification and any other relevant documentation to the Department of Housing and Urban Development by no later than May 31, 2014.

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

Mr. Alpi reported that this is an annual self-certification for the Housing Choice Voucher Program.

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 reported that we are submitting a proposal to receive additional funding to support the FSS/ROSS program.

Mr. Alpi also reported that the Housing Authority has received a draft contract for the National Foreclosure Settlement program. We are moving forward and have met with the

city staff to identify neighborhoods in which to do the project.

Staff and board members discussed possible replacements for Bob Yuhas whose term expires in August. The board will make a recommendation of 1 or 2 so the mayor can have time to make a selection before Bob's terms expires.

Mr. Alpi handed out an article about raising the minimum wage and another article on how the low minimum wage affects the housing market. Mr. Alpi stated that he is working with the city to identify houses needing demolition near our properties.

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

Vice Chairman Yuhas – “Aye”,
Commissioner Gosch - “Aye”,
Commissioner Hansbro - “Aye”, and
Chairperson Campbell-Hein - “Aye”.

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

(ATTEST)

Secretary-Treasurer

Chairperson Campbell-Hein