

**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, August 14, 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
William Gosch, Commissioner
Shad Etchason, Commissioner
Robert Yuhas, Vice Chairman
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. At this time Jennifer Sykes was introduced. Ms. Sykes will be replacing Bob Yuhas on the Board of Commissioners beginning next month.

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of July 10, 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". The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of July 2014. Commissioner Etchason moved to receive and file the report. Commissioner Hansbro seconded the motion.

Jim Alpi reported we remain 96% occupied in Public Housing. When you include Wabash Crossing we are 93% occupied.

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

Mr. Alpi reported that part of the reason occupancy is down in the HCV program is due to how the units are being recorded. Project Based vouchers at the Reserve remain full. At Wabash Crossing 71 of 85 PBV are being utilized. The Shelter Plus Care program has 18 of 23 occupied.

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 July 2014. Vice chairman Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

Tina Rice, Manager at Wabash Crossing, reported that they have had 42 move in and 45 move out. They have called in 200 people from the waiting list and 145 were denied. Staff is working on marketing tactics to get a better selection on the 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 July 2014. Commissioner Etchason 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 Etchason seconded the motion.

Terri Goodman reported that all AMPs are in the positive. The Central Office is making a small amount of money. Staff has received OIG reports on the COCC funds and they may try to recapture those funds. We are looking at the most advantageous way to protect the funds before that happens.

Hearing no further 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 following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 14-23

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO AIR KING, INC. FOR FURNACE REPLACEMENT AT THE SCATTERED SITES, PHASE II, PROJECT CFP IL06-P012-50113

WHEREAS, the Authority did solicit and receive sealed competitive bids for Furnace and Replacement at Scattered Sites, Phase II, and

WHEREAS, the low bid was submitted by Air King, Inc., and

WHEREAS, the architectural firm, Blank, Wesselink, Cook & Associates, Inc. recommends award of contract to Air King, Inc., and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50113, and

WHEREAS, DHA is eligible to receive partial reimbursement of cost from the Illinois Department of Commerce and Economic Opportunity, now; therefore

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BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That award of contract to air King, Inc. for Furnace Replacement at the Scattered Sites, Phase II, Project CFP IL06-P012-50113 is authorized and approved.

Section 2. That the contract amount is TWO HUNDRED SEVENTY THOUSAND, FOUR HUNDRED TWENTY-FOUR AND NO/100 DOLLARS (\$270,424.00) for the Base Bid plus Alternate Bid No. 1 and the time for completion is 100 calendar days from issuance of the Notice to Proceed.

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

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

Mr. Alpi reported that we went out for bid for furnace replacement at the remaining scattered sites. The low bid was submitted by Air King, Inc. The bid of Air King, Inc. was within our estimates for this work. DHA was applied for more rebates from the DCEO. The DCEO will also be funding replacement of the window air conditioners at the Hartford. Commissioner Etchason inquired about the role of the U of I in the process. Mr. Alpi reported that if you are a public entity you go through the DCEO in partnership with the U of I.

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. 14-24

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 9 TO THE INDEFINITE QUANTITY AGREEMENT WITH BLANK, WESSELINK, COOK & ASSOCIATES, INC., CFP IL06P01250109-50113

WHEREAS, the Decatur Housing Authority staff and the Resident Advisory Board have identified the need to replace furnaces and water heaters in the scattered sites, Townhouses, and Garden Apartments, and

WHEREAS, this work is being completed in phases, and

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

WHEREAS, additional services are required for Phase II of the Furnace and Water Heater Project which includes the bidding and construction phase for 74 furnace/condensing unit combinations at the remaining scattered sites, and

WHEREAS, this work will be performed on a lump sum basis, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50113, 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. 9 to Blank, Wesselink, Cook, & Associates, Inc. be authorized and approved.
- Section 2. That the contract amount for the bidding and construction services required for Phase II be a lump sum of \$16,000.00 plus reimbursable expenses for professional services related to design and construction plans and bid evaluation.
- Section 3. 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 Blank, Wesselink, Cook & Associates will continue their work on the furnace replacement project through construction.

Hearing no further 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 following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 14-25

AUTHORIZING AND APPROVING THE SUBMISSION OF A GRANT APPLICATION FOR A RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY (ROSS) COORDINATOR PROGRAM

WHEREAS, the Department of Housing and Urban Development has invited public housing authorities to apply for Resident Opportunities and Self Sufficiency (ROSS)) funding and a Service Coordinator, and

WHEREAS, the purposes of this program include assisting participating families to achieve economic independence and self-sufficiency, and

WHEREAS, this three-year grant provides for the opportunity to provide much needed services for Public Housing families, and

WHEREAS, the grant proposed represents an opportunity which, without the benefit of this funding, would clearly not be financially feasible; now, therefore,

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

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Section 1. That authorization is hereby given for staff to submit to the Department of Housing and Urban Development a grant proposal under the Resident Opportunities and Self Sufficiency Program.

Section 2. That the Executive Director or his designee is authorized and instructed to execute such documents as may be necessary and in keeping with the philosophy of the grant initiative to submit the proposal to HUD on or before August 18, 2014.

Vice Chairman Yuhas move to accept the Resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi reported that we had a ROSS program that did not get funded so we are applying for the program again. HUD's first priority is renewing existing programs and second priority is for Housing Authorities that wish to restore programs.

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 14-26

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, HUD has issued cost-savings guidance as part of the Consolidated Appropriates Act of 2014, 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 is authorized to implement the changes effective immediately.

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

Mr. Alpi reported that staff has made some additional regulatory changes to help reduce administrative requirements.

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. 14-27

AUTHORIZING AND APPROVING A REQUEST FOR PROPOSALS FOR A GREEN PHYSICAL NEEDS ASSESSEMENT AND ENERGY AUDIT

WHEREAS, current HUD guidelines require all Housing Authorities with 250 or more units to perform a Physical Needs Assessment (PNA) every five years, and

WHEREAS, current HUD guidelines also require all PHAs regardless of size to perform an energy audit every five years, and

WHEREAS, HUD has issued a proposed rule revising the methods used to perform this assessment using a specific Windows-based Microsoft Access application called the Green Physical Needs Assessment Tool, and

WHEREAS, HUD is encouraging Housing Authorities to voluntarily proceed with the Green Physical Needs Assessment prior to issuance of the Final Rule, and

WHEREAS, funds are available within the Capital Fund Program IL06-P012-50114; 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 issuance of a Request for Proposals for a Green Physical Needs Assessment and Energy Audit for Decatur Housing Authority be authorized and approved.
- Section 2. That all expenses for advertising said RFP be paid with Capital Fund Program funds.
- Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

Vice chairman Yuhua moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi reported that HUD requires Housing Authorities to perform needs assessments to help with identifying modernization needs. We are due to have this completed so we are seeking proposals from firms who are qualified.

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. 14-28

APPRECIATION AND COMMENDATION

TO
ROBERT YUHAS

WHEREAS, Mr. Robert Yuhas has served 20 years as a Commissioner of the Decatur Housing Authority, and

WHEREAS, Mr. Yuhas has given generously and willingly of his time, talents and energy in exercising his duties and responsibilities as a Commissioner of Decatur Housing Authority without expectation of reward other than the recognition of his fellow citizens and the personal satisfaction of achievement, and

WHEREAS, Mr. Yuhas' selfless service has earned the respect and gratitude of his fellow Commissioners, the officers, employees and residents of the Decatur Housing Authority; now, therefore,

BE IT RESOLVED that it is the unanimous opinion of the Commissioners of the Decatur Housing Authority that the loss of Mr. Yuhas' services as a Commissioner of this Authority is a loss not only to this Board, but to the entire Decatur community which he has served so faithfully and well; and, further

BE IT RESOLVED that the Secretary of this Authority be and is, hereby, instructed and directed to spread this Resolution upon the official minutes of this Authority as testimonial of the high respect and esteem of those among whom Mr. Yuhas has served, and that a copy of this Resolution, suitably imprinted and framed, be presented to him.

Dated at Decatur, Illinois this 14th day of August, 2014.

Lisa Campbell-Hein, Chairperson

Shad Etchason, Commissioner

Shelith Hansbro, Commissioner

William Gosch, Commissioner

ATTEST:

James E. Alpi, Secretary



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

Chairperson Campbell-Hein inquired if there has been any other commissioner serve that long. She further stated that she cannot thank Mr. Yuhas enough for his service. Vice Chairman Yuhas graciously accepted everyone's congratulations.

Old and New Business

Mr. Alpi congratulated Brenda Kraus for her hard work and scoring high in the Section 8 SEMAP scoring. This is the equivalent of the PHAs in the public housing program. We

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have not received all of our scores for the PHAs yet. We received an average score of 78% in the scattered sites for the physical condition. This year they also inspected all three phases of Wabash Crossing. Phase I received a 97% and Phase II received a 95% and Phase III received a 94%. There was further discussion regarding the scoring over the years.

Mr. Alpi reported as was discussed earlier, the OIG is looking at Housing Authorities COCC funds which are accumulated as Administrative Fees. The OIG is contemplating ways to recapture this funding so the DHA will be seeking counsel from the auditors of ways to protect the funds or utilize them before they are recaptured.

Mr. Alpi reported that the City of Decatur receives HOME and CDBG funds. These funds are to be funneled through CHDOs. We are investigating how to become a CHDO so we can help keep funding in Decatur. He further stated that we set up a NFP called PILOT and last July we resubmitted so we are waiting to hear something. We have requested assistance from Senator Durbin's office. Commissioner Hansbro asked about NWRAPS receptiveness. Mr. Alpi reported that two board members were receptive.

Mr. Alpi passed out East Lake's response to our request for a plan to increase occupancy at Wabash Crossing. We will be sending a response for further clarification. We continue to get weekly and/or monthly inquiries from HUD regarding the occupancy at Wabash Crossing.

Commissioner Etchason stated he will be unavailable for a couple upcoming meetings so we may want to check calendars in case we can move meeting times.

Commissioner Hansbro moved to go into closed session to conduct the six-month review of Closed Session Minutes pursuant to 5 ILCS 120/2 (c) (21). Vice Chairman Yuhas seconded the motion.

Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

The Board of Commissioners then went into Closed Session during its August 14, 2014 regular meeting at 4:47 p.m.

The board returned to open session at 4:50 p.m.

Vice Chairman made a motion to open the Closed Minutes from February 6, 2014 and all

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other closed session minutes prior to that remain closed. Commissioner Hansbro seconded the motion.

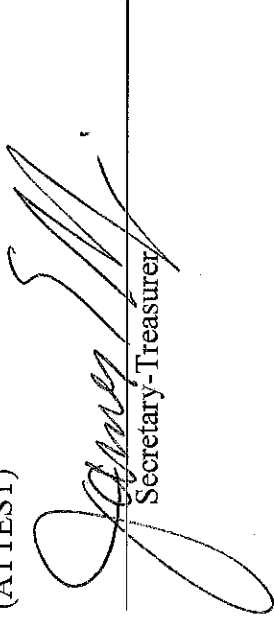
Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

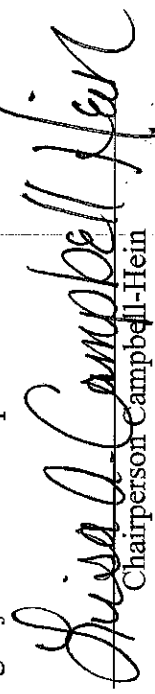
Chairperson Campbell-Hein stated there was no further business to come before the Board. Vice Chairman Yuhas moved to adjourn and Commissioner Etchason seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

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

The motion carried unanimously. The meeting adjourned at 5:07 p.m.

(ATTEST)


Secretary-Treasurer


Chairperson Campbell-Hein