

**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 14, 2011.

Chairman Smith called the meeting to order and upon a call of the roll, those present (all attended in person) and absent were as follows:

Present:       Leroy Smith, Jr., Chair  
                  Lisa Campbell Hein, Vice Chair  
                  Shad Etchason, Commissioner  
                  William Gosch, Commissioner  
                  Robert Yuhas, Commissioner  
                  James A. Jankowicz, Legal Counsel  
Absent:         Julian Marsh, Secretary-Treasurer

There being a quorum present and the meeting duly convened, business was transacted as follows:

The Chairman presented the Open Time of the agenda. Hearing no response, the meeting continued as follows:

Chairman Smith presented the Minutes from the Regular Meeting of June 9, 2011. Commissioner Yuhas moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. Commissioner Yuhas and Commissioner Gosch voted "Aye" and Vice Chair Campbell and Commissioner Etchason abstained. The Motion carried.

Chairman Smith presented the Closed Minutes from the Regular Meeting of June 9, 2011. Commissioner Yuhas moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. Commissioner Yuhas and Commissioner Gosch voted "Aye" and Vice Chair Campbell and Commissioner Etchason abstained. The Motion carried.

Chairman Smith presented the Rent Roll/L&O Summary Report for the month of June 2011. Commissioner Etchason moved to receive and file the report. Commissioner Yuhas seconded the motion.

Hearing no comment, the Chairman called for a roll call vote. All voted "Aye". The Motion carried.

Chairman Smith presented the Housing Choice Voucher Program Occupancy report for the month of June 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

The Housing Choice Voucher Program Coordinator expressed her hope of improvement next month as fifteen (15) leases have already been signed as of this date for the month of July.

Hearing no further comment, the Chairman called for a roll call vote. All voted "Aye". The Motion carried.

July 14, 2011

Chairman Smith presented the Wabash Crossing Occupancy report for the month of June 2011. Commissioner Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Ginny Vaughn, acting in place of Mr. Marsh's absence, gave the floor to Jim Alpi to update the Board. Many calls have taken place with East Lake Management, and a meeting was held at the Chicago HUD office in an attempt to resolve the dispute of contract rent calculations. The Chicago office has suggested we request the funding from HUD to support paying 120% rents. That request has been sent.

Chairman Smith asked if these payments have to be paid out of our reserves. Mr. Alpi replied that it is possible that HUD may instruct us to do so. Chairman Smith contended that there are numerous problems at this development yet to be resolved and questioned the need for the increase.

Mr. Alpi reported that East Lake maintains that 110% rents are not enough to make the development profitable. The percentage rate is a separate discussion from their vacancy rate and accounts receivable. Mr. Alpi continued to explain that rates in Decatur are very low compared to rest of the country, but new construction costs are the same. This is their argument and why they cannot operate successfully a new construction property based on these low rates.

Commissioner Yuhas asked what percentage of their units are Housing Choice Vouchers. A quick calculation showed six-seven percent.

Commissioner Yuhas responded then allow only 6-7% of reserve to cover these 85 units.

Commissioner Etchason asked if their rents have even been raised since the development began.

Paula Hartwig answered no. Requests were never made until October 2010.

Chairman Smith commented that it was his understanding that the Board needs to have a closed session on this subject in the future.

Hearing no comment, the Chairman called for a roll call vote. All voted "Aye". The Motion carried.

Chairman Smith presented the General Fund Check Register Report for the month of June 2011. Vice Chair Campbell moved to receive and file the report and Commissioner Etchason seconded the motion.

Commissioner Yuhas questioned the Central States expense for copier usage. Ginny Vaughn noted the entry should show for insurance premium expense, not a copier expense. The correction will be made.

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

Chairman Smith presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION 11-32**

AUTHORIZING AND APPROVING A REVISION OF THE PUBLIC HOUSING  
ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) OF THE DECATUR  
HOUSING AUTHORITY

July 14, 2011

WHEREAS, the Authority continually seeks to review the ACOP to assure compliance with federal regulatory changes and to reach a high-performer rating under PHAS, and

WHEREAS, the Authority's review of the ACOP, Chapter 12 (Re-examinations) page 12-5 *Increases in Income and Rent Adjustments*, revealed the need for revision to current practice to reach those goals, 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 ACOP 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 15, 2011.

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

In absence of the Project Manager, Ms. Vaughn explained this revision will free staff to assist the property managers with other leasing activities. It will be more efficient overall.

In response to Commissioner Yuhas' procedural question on reporting requirements, it was explained that income must always be verified by third-party documentation. Policy still states that whether or not interims are conducted, residents are required to report all household changes.

Hearing no further comment, the Chairman called for a roll call vote. All voted "Aye". The Motion carried.

Chairman Smith presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION 11-33**

AUTHORIZING AND APPROVING A REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM ADMIN 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's review of the Admin Plan (Chapter 10 – *Housing Quality Standards and Inspections* and Chapter 16 – *Owner Disapproval and Restriction*) 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 Admin 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 15, 2011.

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

July 14, 2011

The major revision affected Housing Quality Standards. A Public Hearing was held regarding the proposed changes and only two landlords attended. This low attendance was after approximately 35 landlords showed for the initial meeting to review and discuss the revisions.

Commissioner Yuhas asked what the outcome of the window issue was. Jim Alpi explained the final version requires access windows in sleeping rooms and that all operable windows work.

Hearing no further comment, the Chairman called for a roll call vote. All voted "Aye". The Motion carried.

Chairman Smith presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 11-34**

**AUTHORIZING AND APPROVING INVITATION OF BIDS FOR SOLID REFUSE REMOVAL SERVICES FOR DECATUR HOUSING AUTHORITY**

WHEREAS, the Authority does provide and pay for garbage service at all public housing units, and

WHEREAS, the City of Decatur ordinances allow property owners to select waste haulers for commercial properties, and

WHEREAS, all Decatur Housing Authority properties are designated as commercial by city ordinance, and

WHEREAS, the Authority desires to have competitive pricing for solid refuse removal services at all its properties, and

WHEREAS, funds are available within the Operating Budget; 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 Invitation of Bids for Solid Refuse Removal Services for Decatur Housing Authority is authorized and approved.

Section 2. That the ads be placed in newspapers of local circulation and other appropriate trade publications.

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

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

This simply authorizes the Authority to obtain bids for garbage service. Jim Alpi explained the biggest change is that we will solicit a single hauler instead of several. The City gave the Authority a waiver and designated DHA as a commercial account. While the scattered sites have recycling bins provided by the City, the other developments do not yet. The City is looking at our highrises, Garden Apartments, and townhouses for a pilot program for recycling.

Commissioner Gosch commented that, as a resident, he likes the new recycling system.

Approximately 40% of our scattered site residents have requested the totes, which is taken as an encouraging sign of their intended participation.

July 14, 2011

Mr. Alpi said the totes are numbered and residents are responsible for missing totes.

Hearing no further comment, the Chairman called for a roll call vote. All voted "Aye".  
The Motion carried.

*Old/New Business:*

The tax credit application for the Meadows on Mound has been recommended for approval. This is the next step in the process and a positive indicator. DHA is waiting for IHDA's Board's final decision. Jim Alpi reported that we are now investigating applications to the federal loan bank to supplement this at the maximum level of \$750,000. If we must first obtain our Board's approval to submit the application, a Special Meeting may be called.

A representative from IHDA is coming next week to discuss the potential acquisition of the Ezra West Townhouses. They are anxious for DHA to take possession and maintain it as affordable housing. There will be negotiation of the mortgage amount, rents, and the reduction of the tax burden. There are ten units in this building.

Commissioner Yuhas asked if IHDA will provide funding for the repairs, etc.

This, too, will be part of the discussion, Mr. Alpi replied. This building is occupied.

Commissioner Gosch asked if their tenants will go through the same application process as Public Housing applicants.

These are not Public Housing units; they are designated "other".

Commissioner Yuhas made the motion to go into Closed Session to consider the appointment, employment, compensation, discipline, performance or dismissal of an employee. Commissioner Gosch seconded the motion.

The Board of Commissioners then went into Closed Session during its Regular Meeting of July 14, 2011 Board meeting at 4:16 p.m.

At 4:51 p.m., the Board returned to open session.

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

Chairman Smith - "Aye",  
Vice Chair Campbell - "Aye",  
Commissioner Etchason - "Aye",  
Commissioner Yuhas - "Aye", and  
Commissioner Gosch - "Aye"

Motion carried unanimously. The meeting adjourned at 4:51 p.m.

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Chairman Smith

(ATTEST)

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Secretary-Treasurer

July 14, 2011

