

**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, March 10, 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  
                  William Gosch, Commissioner  
                  James A. Jankowicz, Legal Counsel  
                  Julian Marsh, Secretary-Treasurer  
Absent:         Shad Etchason, Commissioner  
                  Robert Yuhas, Commissioner

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 Annual Meeting of February 10, 2010. Vice Chair Campbell moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

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

Chairman Smith presented the Rent Roll/L&O Summary Report for the month of February 2011. Vice Chair Campbell moved to receive and file the report. Commissioner Gosch seconded the motion.

Diana Morrow, Project Manager, commented that occupancy had increased due to a recent group of applicants who were able to obtain power in their name. The inability to meet this lease requirement had been a hindrance to occupancy rates. As more evidence of increased activity, six "show" appointments are already scheduled for the next three days.

Hearing no further 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 February 2011. Vice Chair Campbell moved to receive and file the report. Commissioner Gosch seconded the motion.

Present figures are good. Staff is monitoring HUD's proposed changes in funding as a reduction is anticipated.

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

Chairman Smith presented the Wabash Crossing Occupancy report for the month of February 2011. Vice Chair Campbell moved to receive and file the report. Commissioner Gosch seconded the motion.

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Staff will be meeting to discuss an overall review of this development's performance and what actions to take to implement. Hopefully, a report will be brought to the Board next month.

Hearing no further 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 February 2011. Vice Chair Campbell moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no 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 11-10**

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

WHEREAS, the Authority continually seeks to review the Housing Admissions and Continued Occupancy Plan to assure compliance with federal regulatory changes and for responsiveness to local need, and

WHEREAS, the Authority's review of the ACOP, Chapter 3 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 ACOP 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 April 1, 2011.

Vice Chair Campbell moved to accept the resolution as presented and Commissioner Gosch seconded the motion.

This change will affect only the 0/1 bedroom developments. Some applicants have a preference and are not interested in every development offered. Maintaining site-based waiting lists offers better customer service and makes the process more efficient.

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 11-11**

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 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 March 11, 2011.

Vice Chair Campbell moved to accept the resolution as presented and Commissioner Gosch seconded the motion.

This simply adds the required chapter to policy that had been omitted through oversight.

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. 11-12**

AUTHORIZING AND APPROVING A CONTRACT WITH THE FIRM OF RECORD & JANKOWICZ FOR PROVISION OF LEGAL SERVICES

WHEREAS, the Department of Housing and Urban Development requires the Authority to issue a request for proposals to procure legal services, and

WHEREAS, the Authority has complied with this process and has negotiated a contract with the firm of James A. Jankowicz, DBA Record & Jankowicz; 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 Board of Commissioners of the Decatur Housing Authority approves said contract (attached) for legal services to be provided by James A. Jankowicz, DBA Record & Jankowicz.

Vice Chair Campbell moved to accept the resolution as presented and Commissioner Gosch seconded the motion.

Because it was time again to obtain RFPs for legal services, bids were received with three respondents. After a review and analysis, the law firm, Record & Jankowicz, was awarded the contract. Mr. Jankowicz was commended on his outstanding service to the Authority, and Mr. Jankowicz expressed his appreciation for working with DHA.

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. 11-13**

AUTHORIZING AND APPROVING A REVISION TO THE AUTHORITY'S PERSONNEL POLICIES AND PROCEDURES HANDBOOK

WHEREAS, the Authority has a Personnel and Policies Procedure Handbook, and

WHEREAS, the Personnel Policies and Procedures Handbook, S6.10 Smoke Free Policy, was previously revised to meet requirements of the Smoke Free Illinois Act, and

WHEREAS, the revision extended the Smoke Free Policy to include exclusion of smoking by employees on any Authority property, even if whereabouts otherwise met the provisions of the Smoke Free Illinois Act, and

WHEREAS, staff recommends that the policy be revised to incorporate only the requirements of the Smoke Free Illinois 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 revision of the Personnel and Procedures Handbook as presented is hereby approved.

Section 2. That the revision be formally incorporated into the Authority's Personnel and Procedures Handbook and distributed to all agency staff.

Vice Chair Campbell moved to accept the resolution as presented and Commissioner Gosch seconded the motion.

This revision to the Smoking Policy was proposed by non-smoking staff. Smoking off the Authority's property to comply with current Policy presented a safety hazard to staff. The Authority is allowed to designate a smoking area, at least 15' from any entrance, and may allow staff to smoke in their own personal vehicle.

Chairman Smith suggested a comfortable, shaded area in a visible location due to safety concerns. Vice Chair Campbell recommended that a disposal receptacle also be provided.

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. 11-14**

AUTHORIZING AND APPROVING CONTRACT AMENDMENT NO. 4 TO THE INDEFINITE QUANTITY AGREEMENT WITH MELOTTE, MORSE, LEONATTI, PARKER, LTD., CFP IL06-P012 -50109-50113

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

WHEREAS, additional services are required for Fire Alarm Replacement at the Hartford and Lexington, and

WHEREAS, full architectural and engineering services are required for the design of replacement fire alarm systems including preparation of bid documents, assistance receiving and evaluating bids, contract administration, and construction observation, and

WHEREAS, the cost for providing the additional services and expenses has been calculated on a lump sum basis and is judged reasonable, and

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WHEREAS, funds are available within the Capital Fund Program IL06-P012-50109 through 50113, 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. 4 to Melotte, Morse, Leonatti, Parker, Ltd. be authorized and approved.
- Section 2. That the contract amount be increased by \$37,140.00, plus authorized reimburseable expenses, for professional services related to Fire Alarm Replacement at the, Hartford and Lexington.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Vice Chair Campbell moved to accept the resolution as presented and Commissioner Gosch seconded the motion.

Included in our modernization plan is the replacement of fire alarm systems. The company will develop a bid package, then we will negotiate each building separately so a vendor does not have an advantage.

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

Old/New Business:

To answer a previous question from Commissioner Yuhas regarding the Section 8 application process, a report was provided to address any concerns. No applicant was denied due to a delay of post office delivery.

Mr. Marsh and Chairman Smith will be attending the NAHRO Legislative Conference in Washington DC the end of March. They will be meeting with representatives to address HUD funding issues. Commissioner Gosch encouraged Mr. Marsh and Chairman Smith to present our programs the best they can, realizing the competition for financial support.

Chairman Smith asked if there had been any response to the landlords' concerns expressed at last month's meeting. Staff is clarifying the revisions as landlords requested, and a future meeting will be set with our Section 8 landlords to review the requirements.

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

Chairman Smith – "Aye,"  
Vice Chair Campbell Hein – "Aye,"  
Commissioner Gosch – "Aye," and

Motion carried unanimously. The Board adjourned at 4:06 p.m.

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Chairman Smith  
(ATTEST)

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Secretary-Treasurer

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