

**Woodford County Housing Authority
Regular Board Minutes**

Regular Board Meeting held at Eureka Community Room **November 21, 2022.**

Vice-Chairperson Boschulte called the meeting to order at 3:30 p.m.

Those present were: Chairperson, Tammy Prather (absent), Vice-Chairperson, Diana Boschulte; board members; Eric Pigman; Dale Greenhalgh; Laura Siscoe; Sue Knepp; Erik Brewer; and Diane Gregoire, Executive Director.

Com. Siscoe made a motion to approve Regular Meeting minutes from October 17, 2022; and November 7 & 14 Special Meeting Minutes, 2nd by Com. Knepp, motion carried.

Recognition of Guests/Audience Participation: no one in audience

Finance committee – nothing
Personnel committee – nothing
Visionary committee – nothing

Director’s Report

Financial Reports & Review: As presented and reviewed for September 30, 2022, Low Rent was under by \$1849.81, HCV was under in Admin. Fees \$2435.21 and HAP was under \$2370, Prairie Haven under budget by \$6388.56, Washburn under by \$3109.59, Prairieton was under by \$2570.96 and Management Fund over by \$44.31. Com. Pigman made a motion to approve the financials as presented, 2nd by Com. Brewer, motion carried.

Vacancies – As of November 17, 2022, we have 3 in Eureka, 0 at South Haven and 0 at Prairie Haven, 0 at Prairieton, and 0 at Washburn.

Section 8 – Diane explains that for October we have 180 in payment and spent \$77,637 and the average payment was \$431, zero Hard to House families 81 elderly/disabled households with 1 portable.

HUD – Diane took web training and discovered we do not qualify for the small rural frozen utilities program.

Rural Development – Asked for our audit again, it was sent along with other documents with our budgets.

Maintenance – We are working on hiring some part time help and Diane discussed her experience with “Indeed”.

Evictions – There is one at the attorney.

Resident Council Report – Com. Brewer indicated that the meeting was held for the Resident Advisory Board and the 5 Year and Annual Plan was reviewed. Other than that nothing else.

Board Training – It was held and the 1st Module of the Board Commissioners Training Webinar was held.

Discussion and possible approval of HCV Utility Chart (Resolution 2022-11) – There is discussion and Com. Pigman makes a motion to approve the Utility Chart as presented, 2nd by Com. Knepp, motion carried.

Discussion and possible approval of Minonk Paving Bids (Resolution 2022-12) – There is discussion while reviewing the bids. Com. Knepp makes a motion to approve \$31,295 for City Coal & Asphalt, 2nd by Com. Pigman, motion carried. (Greenhalgh, y; Siscoe, y; Brewer, y; Pigman, y; Knepp,y).

Discussion and possible approval of Writing Off Bad Debt (Resolution 2022-13) - There is discussion and Com. Pigman makes a motion to write off the bad debt for \$340 for one at Prairie Haven, 2nd by Com. Greenhalgh, motion carried.

Discussion and possible approval of Disposition of Appliances (Resolution 2022-14) – Com. Siscoe makes a motion to approve report as presented, 2nd by Com. Knepp, motion carried.

Discussion and possible approval of 2022 Budget Revision – Tabled at this time.

Com. Pigman makes a motion to adjourn 2nd by Com. Knepp, adjourned at 4:58 p.m.

Respectfully submitted,

Respectfully submitted,

Diane Gregoire
Executive Director

Diana Boschulte
ViceChairperson

**Woodford County Housing Authority
Special Board Minutes**

Special Meeting held at Eureka Community Room on **November 21, 2022 at 2:30 p.m.**

Those present were: Com. Brewer (resident commissioner) Com. Greenhalgh, Com. Siscoe, Com. Pigman, Com. Knepp and Chr. Prather was absent and Diane Gregoire, Director.

The Board Training was the 1st module from the Lead the Way Training for Board Commissioners.

Com. Brewer makes a motion to adjourn, 2nd by Com. Greenhalgh, meeting adjourned at 4:10 p.m., motion carried.

Respectfully submitted,

Diane Gregoire
Executive Director

**Woodford County Housing Authority
Special Board Minutes**

Special Meeting held at Eureka Community Room on **November 14, 2022.**

Com. Brewer (resident member) called the meeting to order at 3:30 p.m. Those present were: Com. Brewer (resident commissioner) and Joan Copp and Diane Gregoire, Director.

Review Resident/Participant Comments from meeting – Diane presents and explains the 2023-2027 Five Year and Annual Plan. Their comments were agreement on exterior doors, windows, concrete/paving. Recommend a landscape border to make the appearance have more “curb appeal”.

Com. Brewer makes a motion to adjourn, 2nd by J. Copp, meeting adjourned at 3:55 p.m., motion carried.

Respectfully submitted,

Diane Gregoire
Executive Director