

WCHA Regular Meeting Agenda

12/18/2023
3:30 p.m.
WCHA Community Room
410 E. Eureka Ave., Eureka, IL 61530

Please review and bring: Regular Board Packet

- ❖ Call to Order, Roll Call
- ❖ Motion to approve November 13, 2023 Regular Meeting Minutes
- ❖ Recognition of Guests/Audience Participation
- ❖ Committee Reports
 - Finance committee
 - Personnel committee
 - Visionary committee
- ❖ Executive Director's Report – Motion to approve Financial Reports & Review as of October 31, 2023
 - Vacancies
 - Section 8
 - HUD
 - Rural Development –
 - Maintenance – Work Order Report
 - Evictions
- ❖ Resident Council Report
- ❖ Old Business
 - Discussion of HUD Notification
 -
- ❖ New Business
 - Discussion and possible approval of PHA Operating Budget (Resolution 2023-15)
 - Discussion and possible approval of PHA Operating Budget Revision (2023) (Resolution 2023-18)
 - Discussion and possible approval of Five Year and Annual Plan 2024-2028 (Resolution 2023-19)
 - Discussion and possible approval of Employee Handbook Updates (Resolution 2023-20)
- ❖ Adjournment

The **next scheduled Regular meeting** will be held in the community room of the WCHA office at 410 E. Eureka Avenue, Eureka on January 22, 2024.

WOODFORD COUNTY HOUSING AUTHORITY MISSION STATEMENT

To serve and empower the citizens of Woodford County by providing adequate and affordable housing with proactive administration of programs to promote self-sufficiency and improve the quality of life.

WCHA SPECIAL Meeting

No one present

12/18/2023

3:00 p.m.

WCHA Community Room

410 E. Eureka Ave., Eureka, IL 61530

Please review and bring:

- ❖ Call to Order, Roll Call
- ❖ Review Resident/Participant Comments from meeting
- ❖ Review and possible approval of 2024-2028 Five Year and Annual Plan
- ❖ Review and possible approval of Updated Admin. Plan Changes

- ❖ Adjournment

The **next scheduled regular meeting** will be held in the community room of the WCHA office at 410 E. Eureka Avenue, Eureka on January 22, 2024

WOODFORD COUNTY HOUSING AUTHORITY MISSION STATEMENT

To serve and empower the citizens of Woodford County by providing adequate and affordable housing with proactive administration of programs to promote self-sufficiency and improve the quality of life.

**Woodford County Housing Authority
Regular Board Minutes**

Regular Board Meeting held at Eureka Community Room **December 18, 2023.**

Vice-Chairperson Boschulte called the meeting to order at 3:35 p.m.

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

Com. Pigman made a motion to approve Regular Meeting minutes from November 13, 2023, 2nd by Com. Knepp, motion carried.

Recognition of Guests/Audience Participation: No visitors

Finance committee – nothing at this time

Personnel committee – nothing

Visionary committee – nothing

Director's Report

Financial Reports & Review For October 31, 2023 we were under budget by \$2044, under for Admin. Fees by \$3431.33 and under for HAP by \$1382, Prairie Haven was under \$2954, Washburn was under \$522.08, for Prairieton under \$601.95, for Management under \$17.83. Com. Pigman makes a motion to approve the financial statements as presented, 2nd by Com. Greenhalgh, motion carried.

Vacancies – As of December 13, 2023, we have 1 at Pleasant Valley.

Section 8 – Diane explains that for November we have 153 in payment and spent \$74,644 and the average payment was \$488, zero Hard to House family, 75 elderly/disabled households with 1 portable to Chicago.

HUD – Diane says they are wanting more vouchers leased but are happy with public housing.

Rural Development – We submitted our budgets and are waiting to hear from RD.

Maintenance – Report is a little longer due to annual inspections being loaded.

Evictions – None

Resident Council Report – nothing to report

Discussion of HUD Notification – tabled

Discussion of and possible approval of PHA Operating Budget 2024 (Resolution 2023-15) – Diane reviews the items were adjusted for amounts that ran over budget last a cost of living increase for all staff. Com. Pigman made a motion to approve the PHA Operating Budget for 2024 as presented, 2nd by Com. Knepp (Knepp, Y; Siscoe, Y; Brewer, Y; Greenhalgh, Y; and Pigman, Y)

Discussion of and possible approval of PHA Operating Budget Revision 2023 (Resolution 2023-18) Diane reviews the revisions and Com. Siscoe makes a motion to approve Resolution 2023-18 as presented 2nd by Com. Brewer, motion carried. (Pigman, Y; Greenhalgh, Y; Brewer, Y; Siscoe, Y; Knepp, Y)

Discussion of and possible approval of Five Year and Annual Plan 2024-2028 (Resolution 2023-19) – Diane reviews the plans. Com. Siscoe makes a motion to approve the Resolution as presented, 2nd by Com. Knepp, motion carried (Boschulte, Y; Pigman, Y; Knepp, Y; Greenhalgh, Y; Siscoe, Y; Brewer, Y).

Discussion of and possible approval of Employee Handbook Updates (Resolution 2023-20) Diane reviews the changes that were made which now covers the new law for paid time off, etc.) Com. Brewer makes a motion to approve the changes with the correction of 25 days noted, 2nd by Com. Greenhalgh, motion carried.

Com. Knepp makes a motion to adjourn the meeting at 4:11 p.m. 2nd by Com. Siscoe, motion carried.

Respectfully submitted,

Diane Gregoire
Executive Director

Respectfully submitted,

Diana Boschulte
Vice-Chairperson

**Woodford County Housing Authority
Special Board Minutes**

Special Meeting held at Eureka Community Room on **December 19, 2022 at 3:00 p.m.**

Those present were: No one was present for the public meeting

Respectfully submitted,

Diane Gregoire
Executive Director