

WCHA Annual Meeting Agenda

01/27/2025

3:30 p.m.

WCHA Community Room

410 E. Eureka Ave., Eureka, IL 61530

Please review and bring: 2024 Annual Meeting Minutes, WCHA Bylaws, Omissions Errors Liability Ins.

- ❖ Call to Order, Roll Call
- ❖ Review minutes from January 22, 2024 Annual Board Meeting (Previously approved)
- ❖ Recognition of Guests/Audience Participation
- ❖ Election of Board Officers
 - Nominations for Chairperson, Vice-Chairperson, Secretary/Treasurer
 - Approval of slate of nominated officers
- ❖ Review WCHA Bylaws
- ❖ Review Omissions/Errors Liability Insurance (Public Officials Liability)
- ❖ Adjournment

The **next scheduled Annual meeting** will be held in the community room of the WCHA office at 410 E. Eureka Avenue, Eureka on **January 26, 2026** at 3:30 pm.

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 Regular Meeting Agenda

01/27/2025

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 December 16, 2024 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 October 31, 2024
 - Vacancies
 - Section 8
 - HUD
 - Rural Development –
 - Maintenance – Work Order Report
 - Evictions
- ❖ Resident Commissioner Report
- ❖ Old Business
 - Discussion and possible approval of 2024 Low Rent Budget Revision (2024-24)
 -
- ❖ New Business
 - Discussion and possible approval of Carpet at Rosebud/Washburn (Resolution 2025-01)
 - Discussion and possible approval of Painting at Rosebud/Washburn (Resolution 2025-02)
 - Discussion and possible approval of Carpet at Prairie Haven (Resolution 2025-03)
 - Discussion and possible approval of Painting at Prairie Haven (Resolution 2025-04)
- ❖ February Board Meeting date due to Holiday February 24, 2025
- ❖ Adjournment

The **next scheduled Regular meeting** will be held in the community room of the WCHA office at 410 E. Eureka Avenue, Eureka on February 24, 2025.

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 **January 27, 2025.**

Vice Chairperson Boschulte called the meeting to order at 3:42 p.m.

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

Com. Knepp made a motion to approve Regular Meeting minutes from December 16, 2024, 2nd by Com. Greenhalgh, motion carried.

Recognition of Guests/Audience Participation: none

Finance committee – no
Personnel committee –nothing new
Visionary committee – nothing new

Director's Report

Financial Reports & Review – For October 31, 2024 Low Rent was under budget by \$1791.66, under for Admin. Fee by \$120.19 and over for HAP by \$7171, Prairie Haven was under by \$7621.57, Washburn was under by \$2026.83, Prairieton was under by \$2136.62, and Management Fund under by \$825.88. Com. Brewer made a motion to approve as presented and reviewed, 2nd by Com. Siscoe, motion carried.

Vacancies – As of January 22, 2025, we have 1 at South Haven and 1 at Rosebud Manor, they are both rented.

Section 8 –December there were 159 in payment costing \$84370 in HAP at an average of \$531 per unit, 1 HTH with 72 Disabled/Elderly Head of Household. There are 8 portables at the total cost of \$14,974 in HAP and \$458 in Admin. Fees.

HUD – Diane states that we have been notified that we are to hold off on seeing people we could be in a shortfall.

Rural Development – We have been notified that Prairie Haven and Prairieton are having their inspections by Rural Development.

Maintenance – Short list.

Evictions – Notified by not to lawyer yet

Resident Commissioner Report – nothing at this time

Old Business – nothing

New Business

Discussion and possible approval of Carpet at Rosebud/Washburn (Resolution 2025-01) There is discussion and Com. Siscoe makes a motion to approve \$7131.42 as presented, 2nd by Com. Greenhalgh, all in favor, motion carried. All in favor when polled.

Discussion and possible approval of Painting at Rosebud/Washburn (Resolution 2025-02) – After some discussion Com. Siscoe makes a motion to approve \$8700 as presented, 2nd by Com. Brewer, motion carried. All in favor when polled.

Discussion and possible approval of Carpet at Prairie Haven (Resolution 2025-03) – After some discussion Com. Siscoe makes a motion to approve \$10,680.52, 2nd by Com. Knepp, as presented, motion carried. All in favor when polled.

Discussion and possible approval of Painting at Prairie Haven (Resolution 2025-04) – After some discussion Com. Knepp makes a motion to approve \$11,500 2nd by Com. Greenhalgh, as presented, motion carried. All in favor when polled.

February Board Meeting date is February 24, 2025 due to holiday.

Board Members should be looking for replacement for Eric Pigman.

Com. Brewer makes a motion to adjourn the meeting at 4:19 p.m. 2nd by Com. Greenhalgh, motion carried.

Respectfully submitted,

Diane Gregoire
Executive Director

Respectfully submitted,

Diana Boschulte
Vice Chairperson

**Woodford County Housing Authority
Annual Board Minutes**

Annual Meeting held at Eureka Community Room on **January 27, 2025**.

Vice Chairperson Boschulte called the meeting to order at 3:37 p.m. Those present were: Chairperson Tammy Prather (excused absence); board members, Dale Greenhalgh, Eric Pigman (absent), Erik Brewer, Laura Siscoe, Sue Knepp, ViceChair. Boschulte; and Diane Gregoire, Executive Director.

Minutes: The minutes were reviewed but had been approved previously.

Recognition of Guests/Audience Participation – There were none.

Election of Board Officers: Laura Siscoe nominates Tammy Prather for the Chairperson position and nominates Diana Boschulte for the Vice Chairperson position and Diane Gregoire for the Secretary/Treasurer position 2nd by Sue Knepp, all in favor, motion carried.

Review the Bylaws – Reviewed, no changes at this time.

Review the Omissions and Errors Liability Insurance – Reviewed.

Laura Siscoe makes a motion to adjourn the annual meeting, 2nd by Erik Brewer, motion carried. The meeting was adjourned at 3:45 p.m. The next annual meeting will be January 26, 2026 at 3:30 p.m.

Respectfully submitted,

Diane Gregoire
Executive Director

Respectfully submitted,

Diana Boschulte
Vice Chairperson