

# WCHA SPECIAL Meeting

**05/08/2024**

**3:30 p.m.**

**WCHA Community Room**

**410 E. Eureka Ave., Eureka, IL 61530**

**Please review and bring:**

- ❖ Call to Order, Roll Call
- ❖ Review and possible approval of Office Windows Replacement (Resolution 2024-06)
- ❖ Review and possible approval of Auditor (Resolution 2024-07)
- ❖ Review and possible approval of a contract with software vendor (Resolution 2024-08)
- ❖ Adjournment

The **next scheduled regular meeting** will be held in the community room of the WCHA office at 410 E. Eureka Avenue, Eureka on May 20, 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 Regular Meeting Agenda

**05/20/2024**  
**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 April 15, 2024 Regular Meeting Minutes & Special Meeting Minutes May 8, 2024
- ❖ Recognition of Guests/Audience Participation
- ❖ Committee Reports
  - Finance committee
  - Personnel committee
  - Visionary committee
- ❖ Executive Director's Report – Motion to approve Financial Reports & Review Jan. & Feb. 2024
  - Vacancies
  - Section 8
  - HUD
  - Rural Development –
  - Maintenance – Work Order Report
  - Evictions
- ❖ Resident Council Report
- ❖ Old Business
- ❖ New Business
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- ❖ Adjournment

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

Special Meeting held at Eureka Community Room on **May 8, 2024**.

Chairperson Prather called the meeting to order at 3:34 p.m. Those present were: Chairperson Prather; Vice-Chairperson Boschulte; board members: D. Greenhalgh, S. Knepp, E. Pigman, E. Brewer, L. Siscoe, Diane Gregoire, Executive Director.

Review and possible approval of Office Windows Replacement (Resolution 2024-06) There is discussion. Com. Siscoe makes a motion to approve the bid from CAD Construction as presented, 2<sup>nd</sup> by Com. Pigman, motion carried all in favor.

Review and possible approval of Auditor (Resolution 2024-07) There is discussion and Com. Pigman makes a motion to approve Barrale at \$6850 2<sup>nd</sup> by Com. Greenhalgh, motion carried all in favor.

Review and possible approval of software vendor contract (Resolution 2024-08) There is discussion and it is decided to approve a 3 year contract. Motion made by ViceChr. Boschulte, 2<sup>nd</sup> by Com. Brewer, motion carried, all in favor.

Com. Pigman makes a motion to adjourn, 2<sup>nd</sup> by Com. Greenhalgh, meeting adjourned at 4:15 p.m., motion carried.

Respectfully submitted,

Respectfully submitted,

Diane Gregoire  
Executive Director

Tammy Prather  
Chairperson

**Woodford County Housing Authority  
Regular Board Minutes**

Regular Board Meeting held at Eureka Community Room **May 20, 2024.**

Chairperson Prather called the meeting to order at 3:37 p.m.

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

Com. Knepp made a motion to approve Regular Meeting minutes from April 15, 2024, 2<sup>nd</sup> by Com. Siscoe, motion carried. Com. Siscoe makes a motion to approve the Special Meeting Minutes from May 8, 2024, 2<sup>nd</sup> by Com. Greenhalgh, motion carried.

**Recognition of Guests/Audience Participation:** T. Prather grandkids, Dorothy Kelso

Finance committee – nothing at this time

Personnel committee – nothing

Visionary committee – nothing

**Director's Report**

**Financial Reports & Review** – For January 31, 2024 Low Rent was under budget by \$18,387.70, under for Admin. Fee by \$6,941.94 and Under for HAP by \$5,888, Prairie Haven was under by \$5,547.57, Washburn was under by \$2153.87, Prairieton was under by \$2,450.24, and Management Fund under by \$1732.97. For February 29, 2024 Low Rent was over budget by \$10,034.15, over for Admin. Fee by \$853.24 and Under for HAP by \$4748, Prairie Haven was over by \$1,662.09, Washburn was under by \$49.05, Prairieton was over by \$3559.58, and Management Fund under by \$130.42. Vice-Chr. Boschulte made a motion to approve as presented and reviewed, 2<sup>nd</sup> by Com. Greenhalgh, motion carried.

**Vacancies** – As of May 14, 2024, we have 1 at Pleasant Valley and 2 at Prairieton.

**Section 8** – Diane explains that for April we have 156 in payment and spent \$78,144 and the average payment was \$501, one Hard to House families, 73 elderly/disabled households with 2 portables to DuPage and 1 to Joliet.

**HUD** – Diane says we were to certify our units to them and also take the unit offline if a long rehab.

**Rural Development** – Actuals are have been submitted.

**Maintenance** – Looks pretty good

**Evictions** – Nothing right now.

**Resident Council Report** – nothing to report

Upcoming landlord meeting May 29 @ 3 pm and possible solar questions.

Com. Pigman makes a motion to adjourn the meeting at 4:16 p.m. 2<sup>nd</sup> by Com. Brewer, motion carried.

Respectfully submitted,

Diane Gregoire  
Executive Director

Respectfully submitted,

Tammy Prather  
Chairperson