

WCHA Regular Meeting Agenda

11/15/2021

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 October 18, 2021 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 September 30, 2021
 - Vacancies
 - Section 8
 - HUD
 - Rural Development –
 - Maintenance – Work Order Report
 - Evictions
- ❖ Resident Council Report
- ❖ Old Business
 - Discussion of possible approval of By-Laws Updates – Board Training
 - Update to Operating Reserve Litigation
- ❖ New Business
 - FY2020 Audit
 - Discussion and possible approval of Write-off Bad Debt (Resolution 2021-10)
 - Discussion and possible approval of HCV Utility Chart (Resolution 2021-11)
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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 December 20, 2021.

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 **November 15, 2021.**

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; Donita Curtis; Laura Siscoe; Dorothy Kelso, and Diane Gregoire, Executive Director.

Vice-Chair. Boschulte made a motion to approve Regular Meeting minutes from October 18, 2021 and 2nd by Com. Cutis, motion carried.

Recognition of Guests/Audience Participation: no guests

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

Director's Report

Financial Reports & Review: As presented and reviewed for September 30, 2021 Low Rent was over by \$4757.39, HCV was under in Admin. Fees \$4460.55 and HAP was under \$8484.00, Prairie Haven under budget by \$6871.73, Washburn under by \$2219.68, Prairieton was under by \$1273.82 and Management Fund over by \$712.21. Com. Pigman made a motion to approve the financials as presented, 2nd by Com. Curtis, motion carried.

Vacancies – As of November 10, 2021, we have 3 at South Haven. This is still very good.

Section 8 – Diane explains that for October we had 193 in payment and spent \$81,539 and the average payment was \$422, one Hard to House families 86 elderly/disabled households with 2 portables.

HUD – There was nothing new.

Rural Development – They asked about utilities and all budgets were submitted.

Maintenance – The list is still only one page.

Evictions – Do not have any currently. Staff learned new guidelines for eviction process.

Resident Council Report – Com. Kelso states that she has not heard any complaints.

Discussion and possible approval of By-Laws Updates – There is some discussion of page 4 section should be read, our meeting are on Monday not Thursday and Com. Pigman asks about bonding..Diane will look into it.

Update on Operating Reserve Litigation – Just waiting to get the money.

Audit – The audit is done and Diane will give a copy once received.

Discussion and Possible Approval of Write-off Bad Debt (Resolution 2021-10) Com. Pigman makes a motion to approve the \$41 amount as presented 2nd by Com. Greenhalgh, motion carried. (Roll call, Pigman, Y; Siscoe, Y; Kelso, Y; Greenhalgh, Y; Curtis, Y; Boschulte, Y)

Discussion and Possible Approval of HCV Utility Chart (Resolution 2021-11) – There is discussion and of the and a review is done of the current chart and the proposed. Com. Pigman makes a motion to approve the HCV Utility Chart as presented, 2nd by Com. Siscoe, motion carried. (Roll call, Boschulte, Y; Curtis, Y; Greenhalgh, Y; Kelso, Y; Siscoe, Y; Pigman, Y)

Com. Greenhalgh makes a motion to adjourn 2nd by Com. Pigman, meeting adjourned at 4:20 p.m.

Respectfully submitted,

Diane Gregoire
Executive Director

Respectfully submitted,

Tammy Prather
Chairperson

WOODFORD CO. HOUSING AUTHORITY

MINUTES FROM EXECUTIVE SESSION 09/20/2021

Members Present: Vice Chairperson; Boschulte, Com. Greenhalgh, Com. Pigman, Com. Siscoe, Com. Kelso, Executive Director Diane Gregoire

Executive session was called at 4:16 p.m. by Com. Siscoe, 2nd by Com. Kelso. The session was called so that it may be discussed that one staff member is wanting to change to part time hours from full time.

It is discussed that full time employment comes with benefits (Health and pension) but part time does not. The staff member is in agreement to give up those benefits and go to part time hours and be paid hourly. The staff member would be paid at a higher rate because the authority would not be incurring the expense for those benefits. The hours would be 24 to 32. There is discussion about the job of the staffer being covered. Diane states that she believes that we will have it covered as we are looking at changing or adding another person part time and changing some job descriptions. That will be at some point in the future.

The board is in agreement with the decision as presented as long as the staff member is also in agreement.

Com. Siscoe made a motion to move back to regular session, 2nd by Com. Greenhalgh at 4:28 p.m., motion carried.