



EAST PEORIA HOUSING AUTHORITY
BOARD MEETING MINUTES
Thursday August 4, 2022

1. **Call to Order -** The meeting was called to order at 4:00 pm by Karen McClelland.
 2. **Roll Call -**

<u>Members Present</u> Steve Flinn Karen McClelland Steve Freeze David Riber	<u>Members Absent</u> Tami Meischner
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 3. **Approval of Minutes -** A motion was made by S. Freeze to approve the June 2022 minutes as presented with a second from K. McClelland. The vote was unanimous to pass the motion.
 4. **Program Update -**
 - A. **Approval of the Bills:** A motion was made by D Riber with a second by S. Freeze to approve payment of the July and August 2022 bills as presented. The motion passed unanimously.
 - B. **Financial Update:** The financial spreadsheets, budget and the Voucher Management System input sheet were distributed to the members for review and discussion.
 - C. **Project Status:** The Director presented the project status to the Board for review followed by discussion regarding lease ups.
 5. **Old Business -**
 - A. **Reappointment of David Riber:** The Director informed the Board that the reappointment of D. Riber to the EPHA Board for another 5-year term had been approved at the April City Council Meeting.
 - B. **Wage Comparison Review:** The Director provided the Board with a Performance Evaluation Form for review. Board agreed to complete evaluation form for the next Board meeting.
- Business -**
- A. **Procurement Policy: Resolution 8.4.22A:** The Director provided the Board with the EPHA Procurement Policy for review and requested approval. A motion was made by D. Riber to approve Resolution 8.4.22A with a second by S. Freeze. Motion passed unanimously.
 - B. **Fence and Decking Review:** The Director presented all quotes received for decking and fencing to the Board. The Director also informed the Board that there were still pending quotes. The Director and the Board engaged in discussions regarding the specs of the quotes. A motion was made by S. Flinn to approve an amount up to 5,000.00 for the fence replacement and 10,000.00 on the Ramp replacement. A second was made by Dave Riber with the vote passing unanimously.
 - C. **HCV Specialist Training:** The Director presented the costs associated with an upcoming HCV Specialist training and requested approved for Pam Robinson (leasing specialist) to attend with an estimated cost of 6200.00. A motion was made to approve the training request by D. Riber with a second made by S. Flinn. The motion passed unanimously.
 - D. **HUD Guidance on Payment Standards:** The Director presented PIH Notice 2022-09 to the Board for review. The Director informed the Board that the EPHA did apply for all waivers provided in the notice to assist with utilization. The Director and the Board engaged in a discussion regarding the market factors and their effects on leasing efforts.





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The Director requested to raise current payment standards to 110% of FMR to assist with leasing. A motion was made by S. Freeze to approve an increase in the payment standards with a second by S. Flinn. The motion passed unanimously.

E. HUD Guidance Review on Admin Expense Uses: The Director presented PIH Notice 2022-18 to the Board for review and discussion. The Director informed the Board that HUD is now allowing PHA's to use Administrative Fee's to assist in the leasing process. The Director and the Board discussed the ways in which Admin fees can be used to improved utilization and what types of parameters that can be put in place to ensure fairness while not overspending.

7. *Adjournment* S. Flinn made the motion to adjourn the meeting and S. Freeze seconded the motion. The meeting adjourned at 6:30pm with all voting yes.

Respectfully submitted
LaToya Brown- Executive Director

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