



EAST PEORIA HOUSING AUTHORITY
BOARD MEETING MINUTES
Thursday October 21, 2022

1. *Call to Order* -

The meeting was called to order at 4:03 pm by Karen McClelland.

2. *Roll Call* -

Members Present
Tami Meischner
Karen McClelland
Steve Freeze
David Riber

Members Absent
Steve Flinn

3. *Approval of Minutes* -

A motion was made by S. Freeze to approve the August 2022 minutes as presented with a second from D. Riber. The vote was unanimous to pass the motion.

4. *Program Update* -

A. **Approval of the Bills:** A motion was made by S. Freeze with a second by D. Riber to approve payment of the September and October 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. **Fencing/Decking:** The Director informed the Board that the fence replacement has been completed for \$4844.00. Replacement of accessible ramp will be pushed to Spring 2023.

B. **HCV Specialist Training:** The Director informed the board of the final cost of the HCV Specialist Training for the Leasing Specialist position was 5792.00 (agency budgeted 6200.00)

C. **Performance Evaluation:** The Board engaged in discussion regarding the Performance Evaluation of the Executive Director. A motion was made by D. Riber with a second by S. Freeze to increase the annual salary of the Executive Director to \$65,000.00. The Board reviewed and provided the Director with a Performance Evaluation Overview.

Business -

A. HUD Regulation/Admin Plan:

(1) **Preference Point System:** The Director informed the Board that the agency was awarded 5 additional vouchers by HUD and that these vouchers are specifically for individuals experiencing homelessness and victims of domestic violence. Upon recommendation of HUD the Director presented Resolution 10.20.22A to approve a revision of the administrative plan that would give preference to these groups. A motion was made by D. Riber with a second by T. Meischner to approve a revision of the preference points for waitlisting. Motion passed unanimously.

(2) **Criminal Justice Reform Bill:** The Director informed the Board that the Housing Authorities Act has been amended with the Public Housing Access Bill. The Director explained that this amendment changes several aspects of our screening process. As a result, an amendment to the EPHA Administrative Plan is required to ensure we are in compliance with the Act. The Director presented Resolution 10.20.22B to the Board with a recommendation to amend the EPHA Administrative Plan accordingly. A motion was made by D. Riber with a second by T. Meischner to approve an amendment of the EPHA Administration Plan.





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B. 2022 Budget Review: The Director and The Board engaged in a discussion regarding final costs for fiscal year 2022. The director informed the Board that our utilization of HAP Allocation was 99% and 94% of Administrative Allocations.

C. 2023 Budget Review: The Director requested to table 2023 Budget review until the next board meeting in an effort to breakdown office expenses and supplies.

Other Business: The Director informed the Board that the agency recently completed a SEMAP Confirmatory Review with HUD onsite which resulted in a designation of High Performer on SEMAP Certification for 2020. The Director informed the Board that HUD has also initiated a RNP Reconciliation Review of the EPHA Restricted Net Position from 2019-2021. That review is scheduled for completion October 30, 2022.

7. *Adjournment* S. Flinn made the motion to adjourn the meeting and S. Freeze seconded the motion. The meeting adjourned at 6:00pm with all voting yes.

Respectfully submitted
LaToya Brown- Executive Director

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