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**EAST PEORIA HOUSING AUTHORITY
BOARD MEETING MINUTES
Monday October 9, 2023**

1. Call to Order -

The meeting was called to order at 4:06 pm by Karen McClelland.

2. Roll Call -

Members Present
Karen McClelland
Steve Freeze
David Riber
Steve Flinn

Members Absent
Tami Meischner

3. Approval of Minutes -

A motion was made by S. Flinn to approve the August 2023 minutes as presented with a second from S. Freeze. 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 2023 bills as presented. The motion passed unanimously.

B. Financial Update: The financial spreadsheets, the FYE 2023 Voucher Management System input sheets were distributed to the members for review and discussion of year end balances.

C. Project Status: The Director presented the project status to the Board for review followed by discussion regarding lease ups. The Director informed the Board that leasing is currently at 81%, utilization of HAP funds is at 107%. This was followed by a discussion regarding current payment standards and leasing potentials. The Director informed the Board that the next Waitlist Draw will be completed this month.

5. Old Business -

A. Informal Hearing: The Director the Board of Directors that the scheduled informal hearing has been cancelled due to applicants becoming in good standing with the HCV program and their family obligations.

B. Homeownership Program: The Director informed the Board of the progress of a Homeownership Program. Changes to the Administrative Plan are underway and will be presented for review. The Director has been taking some online training courses and is planning to attend an in-person certification training when available.

C. Upcoming HUD Regulation Changes: The Director informed the Board that the effective date of both the Nspire and HOTMA changes were pushed back to 2024 to allow agencies time to train and implement new regulations. Our Administrative Plan is in the process of being updated to reflect the new policies and all staff will require training.

D. Performance Reviews: The Director provided the Board Members with the completed performance review for the EPHA Leasing Specialist followed by a discussion regarding potentials for pay increases. Board agreed to offer a 6-month increase with a potential for an additional increase at 1 year for the current LS. Following this the Board completed a performance review for the Director followed by a discussion and implementation of pay increase.

6. New

Business - A. FMR Update/HCV Payment Standards: The Director informed the Board that the Fair Market Rents are updated effective October 1, 2023. With the increase in the FMR's our current Payment Standards have dropped from 110% to 102%. In an effort to increase leasing and lower the rent burden of our current program participants the Director requested to bring the Payment Standard back to 110% of the Fair Market Rents. A motion was made by S. Freeze to





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approve the increase in the current HCV Payment Standards. A second was made by S. Flinn and the vote passed unanimously.

B. LA Rent Increase Request: The Director informed the Board that LA has requested an increase in rents for both the efficiency and the one-bedroom from the current 92% of FMR's to 100% of the FMR's. The Director informed the Board that the last approved rent increase for LA was in 2021 and that the EPHA has received clarification from HUD regarding the expiration of the Basic 236 Rents at LA. This was followed by further discussion and the Director requested to increase rents at LA accordingly. A motion was made by S. Freeze with a second by S. Flinn to approve the LA rent increase. The motion passed unanimously.

C. Budget Review: The Director presented the Board with the 2023 Budget for review of overall spending and the 2024 Budget for review and approval. A motion was made by D. Riber to approve the 2024 budget with a revision of salaries and wages following the approved increases. A second was made by S. Freeze and the motion passed unanimously.

7. *Adjournment* S. Freeze made the motion to adjourn the meeting and D. Riber seconded the motion. The meeting adjourned at 6:08pm with all voting yes.

Respectfully submitted-LaToya Brown- Executive Director

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