



**EAST PEORIA HOUSING AUTHORITY
BOARD MEETING MINUTES
Monday April 14, 2025**

1. *Call to Order* - The meeting was called to order at 4:10 pm by Karen McClelland.

2. *Roll Call* -

<u>Members Present</u> Karen McClelland Steve Flinn David Riber	<u>Members Absent</u> Steve Freeze Tami Meischner
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3. *Approval of Minutes* - A motion was made by S Flinn to approve the February 2025 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 Flinn with a second by D. Riber to approve payment of the November- February bills as presented. The motion passed unanimously.

 - B. **Financial Update:** The financial spreadsheets, updated Voucher Management System input sheets and Budget were distributed to the members for review and discussion of utilization.

 - 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 82%, utilization of HAP funds is at 103%. The Director informed the Board that waitlist draws have been placed on hold per HUD due to possible shortfall and that monthly meeting have been schedule with HUD to discuss possible solutions.

5. *Old Business* -
 - A. **Independent Audit Review:** The Director present the Draft Audit report to the board for review. K McClelland noted that some information in the draft was incorrect and asked the Director to follow up with auditor prior to final submission. Members reviewed Audit material.

 - B. **Software Provided:** The director informed the board that we have contracted with Neighborly Software and that Housing Pro will be cancelled at of 6/30/2025 once the migration has been completed.

6. *New Business* -
 - A. **Economic Interest Forms:** The Director reminded board members that Economic Interest Forms are due back by the end of April.

 - B. **By-Laws Amendment:** The director requested approval of Resolution 4.14.25A to amend section 7 of the Bylaws. A motion was made by D. Riber with a second by K. McClelland to approve the amended by-laws as presented.

 - C. **T. Meischner Board Term:** Members discussed the term end of board member Tami Meischner 6/30/2025 and discussed potential candidates for her replacement. S. Freeze recommended Jim McIntyre as a possibility. Members discussed the possibility of Jim joining the board and agreed to reach out to him to make a preliminary offer.





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7. *Adjournment* S Flinn made the motion to adjourn the meeting and D. Riber seconded the motion. The meeting adjourned at 5:08pm with all voting yes.

Respectfully submitted-LaToya Brown- Executive Director

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