**EAST PEORIA HOUSING AUTHORITY**

**BOARD MEETING MINUTES**

 **Thursday April 4, 2022**

*1. Call to*

 *Order* - The meeting was called to order at 4:07pm by Karen McClelland.

*2. Roll Call -* Members Present Members Absent

Tami Meischner David Riber

Steve Flinn

Karen McClelland

Steve Freeze

*3. Approval of*

*Minutes - A motion was made by S. Freeze* to approve the March and February 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 T. Meischner with a second by *S. Freeze* to approvepayment of the March and April 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. EIN:** The Director updated the Board on the progress of the EPHA EIN Process. Followed by a discussion regarding the process.

*6. New*

*Business* ***- A. Leasing Specialist Position:*** The Director informed the Board that the current Leasing Specialist plans to give notice by the end of May followed by a discussion on the steps taken to locate a replacement and pay scale.

 ***B. Inventory Update:***The Director presented Resolution 4.2.22A, an updated Inventory List to the Board for review, follow by a discussion regarding purpose and inventory purchase cap amounts for reporting on inventory list. The Board agreed that while it is important to maintain an inventory log, that only items over a certain dollar amount be reported on the Inventory List. A motion was made by S. Freeze with a second made by S. Flinn to approve the Resolution The vote was unanimous to pass the motion.

*7. Adjournment* T. Meischner made the motion to adjourn the meeting K. McClelland seconded the motion. The meeting

 adjourned at 5: 33pm with all voting yes.

Respectfully submitted

LaToya Brown- Executive Director