



**EAST PEORIA HOUSING AUTHORITY  
BOARD MEETING MINUTES  
Monday August 12, 2024**

1. *Call to Order* - The meeting was called to order at 4:15 pm by Karen McClelland.
  
2. *Roll Call* -

<u>Members Present</u> Karen McClelland Steve Freeze David Riber Tami Meischner	<u>Members Absent</u> Steve Flinn
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3. *Approval of Minutes* - A motion was made by T. Meischner to approve the February 2024 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 March July and August 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 85%, utilization of HAP funds is at 101%. The Director informed the Board that a Waitlist purge has been completed and resulted in a total of 113 active applicants remaining on the waitlist. The director stated that due to an increase in current lease numbers it is possible that the waitlist will not be exhausted by year end.
  
5. *Old Business* -
  - A. **Annual Independent Audit:** The Director informed the Board that our Annual Independent Audit resulted in zero findings. D, Riber reviewed the Audit packet with Board Members. The Director also informed the Board that due to Pamela Simpson Auditing Firm Retirement that the EPHA would be soliciting a new Auditing Firm and that Pam's office provided a list of potential providers.
  
  - B. **HUD Confirmatory Review:** The Director informed the Board that the recent HUD Semap Confirmatory Review resulted in confirmation of a "Standard Status" on our most recent SEMAP Submission. The Director stated that no formal notification had been received and that it will be forwarded once received.
  
6. *New Business* -
  - A. **IMRF Compliance Audit Review:** The Director informed the Board Member that the EPHA was recently selected for a Compliance Review for IMRF and that this review resulted in two findings that would require action from the board. The first finding, in relation to IRS Code Section 125, was discussed by Board members and resulted in Resolution 8.12.24A to Include Compensation Paid under Section 125. A motion was made by S. Freeze and seconded by D. Riber. The vote passed unanimously. The second finding resulted in an additional withholding of 75.60 from employee wages for a period of April-May 2023. The Director present a schedule of withholding to the Board for review and approval. The Director informed the Board that the information would be forwarded to the compliance auditor and will provide closing documentation at the October meeting.





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- B. **Annual Performance Review:** The director informed the Board that the performance evaluation form for the ED position was provided via email to members. The director informed the Board that the annual performance review of the Leasing Specialist position would be completed and provided for review and recommendation at the October Board Meeting.

7. *Adjournment* S. Freeze 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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