



**EAST PEORIA HOUSING AUTHORITY
BOARD MEETING MINUTES
Monday June 10, 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 D Riber to approve the February 2024 minutes as presented with a second from T. Meischner. The vote was unanimous to pass the motion.

4. *Program Update* -
 - A. **Approval of the Bills:** The Director informed members that March financials would be presented for approval at the next board meeting. A motion was made by S Freeze with a second by D. Riber to approve payment of the April May and June 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 104%. The Director also informed the board that we will be submitting a request for additional HUD Held reserves and applying for additional set aside funding. The Director informed the Board that a Waitlist purge has been completed and resulted in a total of 110 active applicants remaining on the waitlist, which will be exhausted by year end. The expected date of the reopening of the Waitlist in Jan/Feb 2025.

5. *Old Business* -
 - A. **Landlord Incentive Program Update:** The Director provided an update on the Landlord incentive program. She explained that the program began in June 2023 with a set aside of 50,000.00 and has resulted in utilization of 28000.00; 17 new landlords; 27 new units. The director noted that there is still 22000.00 set aside for the incentive program.

 - B. **Admin Plan/Policy Update:** The Director provide an update to the Board regarding the HUD policy changes and updates to the administrative plan in preparation for the new HUD HIP/HOTMA Changes, with an expected effective date of Jan 2025.

 - C. **S. Freeze Reappointment Confirmation:** The director informed the Board that we received Resolution 2425-002 reappointing Steve Freeze to the EPHA Board for a term beginning 7/1/2024 and ending 6/30/2029. The Director and members of the Board thanked S. Freeze for his continued service to the EPHA Board.





6. New
Business -

- A. **Annual Plan Submission:** The Director presented the Board with the current Annual plan which is due July 16, 2024. She explained that the format is different than our previous Plans due to it being completed electronically through HUD's new Housing Information Portal (HIP). The director also explained that due to our most recent SEMAP Rating of "Standard Performer", we are required to complete a "Qualified Annual Plan" meaning that only certain aspects of the full annual plan need to be complete. The Director also reminded the Board that our SEMAP Rating will be confirmed at the upcoming HUD Confirmatory Review.
- B. **Independent Audit:** The director informed the Board that our Annual Independent Audit was completed May 28-30th by Pamela Simpson, CPA and resulted in no findings. The Director also informed the Board that this will be Pamela's last audit as she is retiring, and as a result we will be soliciting for new auditors. This was followed by a brief discussion regarding other possible auditors.
- C. **HUD-SEMAP Confirmatory Review:** The Director informed the board that 3 members of HUD staff will be onsite to perform a Confirmatory Review to confirm our SEMAP Rating of "Standard Performer". The Review is scheduled for July 8-10th, 2024.

7. *Adjournment* S. Freeze made the motion to adjourn the meeting and D. Riber seconded the motion. The meeting adjourned at 5:23pm with all voting yes.

Respectfully submitted-LaToya Brown- Executive Director

