



EAST PEORIA HOUSING AUTHORITY
BOARD MEETING MINUTES
WEDNESDAY, March 6, 2019

1. *Call to Order* - The meeting was called to order at 5:15 p.m. by Chairman, K. McClelland.
2. *Roll Call* -

<u>Members Present</u> Karen McClelland David Riber Tami Meischner Steve Flinn	<u>Members Absent</u> Steve Freeze
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3. *Approval of Minutes* - A motion was made by S. Flinn to approve the December 5 2019 minutes as presented. T. Meischner seconded the motion. 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 K. McClelland to approve payment of the January, February, and March 2019 bills as presented. The motion passed unanimously.
 - B. **Financial Update** - The financial spreadsheet and the Voucher Management System input sheet were distributed to the members for review and discussion.
 - C. **Project Status** - The Director reported the HCV tenant-based program is currently leased at 82% and Leisure Acres is leased at 91%. The Director informed the board that spending has increased from 85 thousand in December to 91 thousand in March due to an increase in the payment standard. The Director also informed the Board that another draw from the waitlist is planned the early April in an effort to increase leasing.
5. *Old Business* -
 - A. **Utility Allowance Study:** The Director informed the Board that due to a 10% change in utility rates (some decreased) that we will be required to adopt a new Utility Allowance effective 6/1/2019. The Director presented the new rates to the board for approval. A motion was made by T. Meischner with a second by D. Riber to approve and adopt the new Utility Allowance. The motion passed unanimously.
6. *New Business* -
 - A. **“Project Based Voucher RAD Seminar:** The Director requested approval for a local Training Seminar with a cost of 750.00. A motion was made by K. McClelland with a second T. Meischner to approve the cost of the training seminar. The motion passed unanimously.
 - B. **Staffing:** The Executive Director informed the Board that one of the leasing specialist will be ending employment with the City of East Peoria around 5/31/2019. The Director informed the board that we plan to post the position of a part-time leasing specialist in order to fill the vacant position.
 - C. **HCV Rent Calculation Training:** The Executive Director requested approval from the Board for an upcoming Rent Calculation Training for Leasing Specialist, with an approximate cost of 1900.00 for training/certificate and travel. due to the cost. Board approved for Leasing Specialist to attend



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training at a cost of 1075.00 for the seminar and certification. D. Riber made a motion to approve the requested training with a second by T. Meischner. Motion passed unanimously.

7. *Citizen's Communication* - there were no public comments received at this meeting.

8. *Adjournment*- S. Flinn made the motion to adjourn the meeting. Dave Riber seconded the Motion. The meeting adjourned at 6:30pm. with all present voting yes.

Respectfully submitted,

LaToya Brown
Executive Director