



EAST PEORIA HOUSING AUTHORITY
BOARD MEETING MINUTES
WEDNESDAY, March 14, 2018

1. *Call to Order* - The meeting was called to order at 4:57 p.m. by Chairman, K. McClelland.
2. *Roll Call* -

<u>Members Present</u>	<u>Members Absent</u>
Karen McClelland	Steve Flinn
Tammi Meischner	Steve Freeze
David Riber	
3. *Approval of Minutes* - D. Riber pointed out a needed correction to the December 6, 2017 Minutes as he was present for that meeting. T. Meischner made a motion to approve the December 6, 2017 minutes with correction. D. Riber seconded the motion. The vote was unanimous to pass the motion.
4. *Program Update* -
 - A. **Approval of the Bills** - A motion was made by D. Riber with a second by T. Meischner to approve payment of and January 2018 February 2018 and March 2018 bills as presented. The motion passed with a unanimous vote.
 - 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 83% and Leisure Acres is leased at 96%. Board agrees to begin leasing in an effort to increase lease numbers. The EPHA is still administering the paperwork for a Peoria Housing Authority client. EPHA currently has 10 ports that we are being billed for. EPHA has been billing since 4/24/2017 and currently has 5 ports that we are billing other agencies for.
5. *Old Business* - A. **Administrative Plan Update-Review:** The Director presented a final draft of the revised Administrative Plan to each board member. Board Members will review updated plan for discussion and approval at the next board meeting. The Director also presented the board with 4 policies that were not included in the revised plan. The board agreed to make necessary adjustments to these policies and adopt them into the revised version of the admin plan.
6. *New Business* -
 - A: **Sexual Harassment Policy Update:** The Director presented the board with the City's updated Sexual Harassment Policy. Board members will review policy and sign the confirmation page and return to the Director.
 - B. **Statement of Economic Interest Update:** The Director presented the board with annual statement of economic interest forms to be completed and submitted to the Director or the City Clerks Office.
 - C. **Farmdale Project Proposal:** Director presented the board with a property proposal for a new development where the HA is being requested to reserve 15 PBV voucher for said project. The Board engaged in a discussion regarding some of the concerns from the proposal. The board asked



the director to follow up with the Owner entity to get clarification on the set asides and income restrictions. Director was also asked to get further clarification from HUD on whether or not additional funding will be available for this project or if we will have to use existing vouchers. This item will be revisited at the next board meeting.

D. LA Rent Increase Request: The Director presented the Board with a rent increase request from Cottingham Property for the one bedroom units at Leisure Acres. The board discussed the possible associated cost with increasing rents on the one bedroom unit. The board requests that the Director contact HUD Financial Management to determine how funding reimbursements work so that we can better determine the effects of a possible 15.00 increase to the rents on the one bedroom units. This item will be revisited at the next board meeting.

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

8. *Adjournment*- K. McCleand made the motion to adjourn the meeting. Tami Meischner seconded the Motion. The meeting adjourned at 6:48pm. with all present voting yes.

Respectfully submitted,

LaToya Brown
Executive Director