



EAST PEORIA HOUSING AUTHORITY
BOARD MEETING MINUTES
WEDNESDAY, May 15, 2018

1. *Call to Order* - The meeting was called to order at 4:48 p.m. by Chairman, K. McClelland.
2. *Roll Call* -

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| <u>Members Present</u> Karen McClelland Tammi Meischner Steve Freeze | <u>Members Absent</u> Steve Flinn |
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3. *Approval of Minutes* - D. Riber made a motion to approve the March 14, 2018 minutes as presented. S. Freeze 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. Freeze with a second by D. Riber to approve payment of the April and May 2018 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 81% and Leisure Acres is leased at 93%. The EPHA is still administering the paperwork for a Peoria Housing Authority client to help PHA avoid a finding for a conflict of interest. The EPHA is receiving 100% of the monthly administrative fee. EPHA currently has 9 ports that we are being billed for. EPHA has been billing since 4/24/2017 and currently has 4 ports that we are billing other agencies for.
5. *Old Business* -
 - A. **Administrative Plan Update-Review:** The Director followed up with the Board Members on the Drafted Admin Plan that was distributed in the previous Board Meeting. The board was asked if there were any questions, comments, or concerns regarding the revised Admin Plan, The Board agreed to move forward with approval of the drafted admin plan. The Director informed the board that the plan will be made available for public comment and that a public hearing will be held prior to the next board meeting for any public comments. After which the board will review the Final Draft as presented for adoption.
 - B. **Farmdale Project Proposal:** Director informed the board that Miller Valentine was approved the first round of funding for the Farmdale Project. The Director is following up with MV regarding some concerns from the initial commitment letter. The Director informed the Board the project could move forward without any commitments from the EPHA or City. The Director will follow up as more information is available.
 - C. **LA Rent Increase Request:** The Director presented the Board with an analysis for the \$15 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 as well as the impact and timing on funding from HUD. With the uncertainty in HUD Funding there is concern about raising LA rents. K. McClelland made a motion to approve a rent increase for LA in the



amount of \$10.00 effective 10/1/2018. Steve Flinn seconded the motion. The motion passed with a unanimous vote.

6. *New
Business -*

A. Reappointment of Steve Finn to the EPHA Board: The Director informed the Board that Steve Flinn's term on the board expired 6/30/2018. The director informed the board that Steve agreed to serve an additional term on the EPHA Board and that a request was submitted to the City to reappoint Steve to the Board in April of 2018. This item will be revisited at the next Board Meeting.

B. Leasing: The Director informed the board that the EPHA is leased at 81% and that we want to make efforts to increase our lease numbers. The director informed the board that there are only a minimal number of client from the March New Tenant Orientation that have leased up. In an effort to increase leasing the EPHA plans to continue to draw from the waitlist as well as start absorbing current portable clients. This will hopefully increase leasing but it will also increase spending. D. Riber passed a motion to allow the ED to continue to leasing while monitoring the budget very closely. S. Freeze seconded the motion. The motion passed with a unanimous vote.

C. New Administrative Fee: The Director informed the board that the new Admin fee formula is out and that we are now only receiving 41.89 for Administering vouchers for other agencies where we were previously receiving 45.38 per portable client.

D. Annual Plan: The Director informed the board that the requirements for submitting annual plans to HUD has changed and that we are no longer required to submit annual plans due to the size and good standing status of the EPHA. The director informed the board that we will submit Annual Plans when any changes within the agency are anticipated and in addition the EPHA is still required to submit 5-year plans; next one due in 2020.

E. Staffing: The director informed the board that Kimberly Todd is no longer with the agency as of 5/11/2018. The director informed the board that the possibility of a full-time leasing specialist was considered. After reviewing the benefit cost associated it was determine that the agency could not support the cost of a full-time leasing specialist. The Director informed the board that the City would be posting to a part-time position and that we would need to utilize the services of a temp agency in the interim to cover the front office.

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

8. *Adjournment*- D. Riber made the motion to adjourn the meeting. S. Flinn seconded the Motion. The meeting adjourned at 6:05pm. with all present voting yes.

Respectfully submitted,

LaToya Brown
Executive Director