



EAST PEORIA HOUSING AUTHORITY
BOARD MEETING MINUTES
WEDNESDAY, July 11, 2018

1. *Call to Order* - The meeting was called to order at 4:45 p.m. by Chairman, K. McClelland.
2. *Roll Call* -

<u>Members Present</u>	<u>Members Absent</u>
Karen McClelland	David Riber
Tammi Meischner	
Steve Freeze	
Steve Flinn	
3. *Approval of Minutes* - S. Freeze made a motion to approve the May 15, 2018 minutes as presented. S. Flinn 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 S. Flinn to approve payment of the June and July 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 80% and Leisure Acres is leased at 95%. The EPHA is still no longer administering the paperwork for a Peoria Housing Authority client to help PHA avoid a finding for a conflict of interest. PHA absorbed 7 clients. EPHA currently has 2 ports that we are being billed for. EPHA is absorbing effective 7/1/2018 in order to build occupancy.
5. *Old Business* -
 - A. **Administrative Plan Approval:** Upon the close of the public hearing, that preceded the board meeting, and with no public comment received motion was made by S. Freeze to approve the adoption of the revised admin plan with a second by S. Flinn. The motion passed unanimously.
 - B. **Farmdale Project Proposal:** Director informed the board that Miller Valentine was not approved the second round of funding for the Farmdale Project. No other request for housing has been made at this time.
 - C. **Reappointment of Steve Finn to the EPHA Board:** The Director informed the Board that we are still pending city approval for the reappointment of Steve Flinn to the EPHA Board.
6. *New Business* -
 - A. **Audit Results and Recommendations:** Each member received a copy of the Annual Independent Audit mailed to their personal address. The director review recommendations made by Pam Simpson Auditor and it was noted that there were no findings.



B. Leasing: The Director informed the board that the EPHA is leased at 85% and that we want to make efforts to increase our lease numbers on the HCV side (80%). The director informed the board that there is another New Tenant Orientation scheduled for the end of July. In an effort to increase leasing the EPHA has absorbed all portable clients and plans to continue to draw from the waitlist.

C. Staffing: The Director informed the board the available part-time position was offered to Tonya Fogliano, who we previously had as a temp for the office over the past month.

D. Training: The Director informed the board of the requirements for staff training as directed by HUD. HUD does not require training of Leasing Specialist but does recommends it. The Director and the board discussed the desire for ongoing training for the Leasing Specialist positions and there was an agreement that formal training will be offered to part-time leasing specialist once they have completed a 90-day probational period. In addition, HUD is requesting a training schedule/timeline for the Executive Director to have 4 HCV certifications completed within a 2 year time frame. The director informed the board the she would be attending one of the training courses this year and will complete the remaining courses between 2019-2020.

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

8. *Adjournment*- K. McClelland made the motion to adjourn the meeting. T. Meischner seconded the Motion. The meeting adjourned at 5:15pm. with all present voting yes.

Respectfully submitted,

LaToya Brown
Executive Director