

**MINUTES OF THE MONTHLY MEETING OF THE  
WHITE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Tuesday, January 20, 2026 at 6:00 P.M.**

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The regular monthly meeting of the White County Housing Authority Board of Commissioners convened at 6:00 p.m., held at the White County Housing Authority Main office at 500 Fourth Street, Crossville, IL.

Board Members Present: Iann Mick, Chairperson, Melody Nelson, Vice-Chair, Commissioners Brent Floyd

Absent: Commissioners Chris Birkla and Austin Rahmoeller

Others Present: Executive Director Pam Deig

Guests:

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- A motion to approve the minutes of the December 2025, regular meeting was made by Commissioner Floyd, seconded by Commissioner Nelson, with all ayes.
  - A motion to approve the minutes of the December 2025, closed session meeting was made by Commissioner Neslon, seconded by Commission Floyd, with all ayes.
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**Treasurer's Report and Cash Disbursements:**

- Executive Director Pam Deig presented the board with financials for both December 2025.
  - December ending bank balance in CNB totaled \$50,407.54 and BANTERRA totaled \$188,479.93, with cash balance of \$238,887.47.

A motion to approve the Treasurers Report & Cash Disbursements was made by Commissioner Nelson, seconded by Commissioner Floyd, with all ayes.

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**Public Comments** – no public comments

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**Communications:**

- Board Members
  - Litigations – Executive Director Deig reported one litigation with a Norris City tenant has been closed after the Judge awarded immediate possession to WCHA on 01/09/2026. Deig reported there is an active litigation with a Crossville family.
  - Director's Report - Executive Director Pam Deig presented the board with the Director's report (report attached).
  - Vacancies – Executive Director Deig stated the Housing Authority's vacancy rate is at HUD approved 96% at this time. Deig presented the vacancy control log to all board members and explained the current status of empty units and upcoming leases. Deig informed the board that she is seeing multiple issues with tenant's paying rent and has had to serve evictions for non-payment of rent. January started out with (5) leases scheduled and the 01/06/2026 was a no show.
  - Capital Funds - Executive Director Pam Deig provided the board a copy of the Capital Funds balance of \$769,693.00, that includes 2023, 2024 and 2025.
  - Operating Funds – Executive Director Deig provided the board with the 2026 Operating Fund balance of \$121,792.00. All of the 2025 Operating Fund has been drawn down.
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**Old Business** – none

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**New Business**

- Pest Control Service BID
  - Executive Director Deig presented the (2) BIDS received to the board for review.
    - Tabor Services
    - SpotOn Pest Control

After review of both BIDS the Commissioners agreed to table the agenda item to the February regular monthly meeting until they received answers to their questions on both BIDS. Deig will inquire on the following:

- Tabor Services Monthly Service Pricing
- SpotOn Pest Control – Emergency Return Pricing
- Horizon PHA Software Quote
  - Executive Director Deig presented the Software Quote received from Horizon just hours prior to the meeting. After review of the quote the Commissioners had several questions and agreed to table the agenda item to the February regular monthly meeting to be able to make a decision. Deig will contact Horizon to get a better understanding of the overall quote, since she was unable to do so after receiving the quote at the end of the day.
- Residential Lease Agreement Part I and Part II revisions
  - Executive Director Deig presented the revisions to the Commissioners and explained these revisions were to correlate with the changes previously made by HUD to the 30-Day Notice to Vacate for Non-Payment to rent. Deig stated she has included the verbiage that HUD provided and the Residential Lease Agreement (Part I) and Terms and Conditions (Part II) now reflect those changes.

#### **1313 (02-333)**

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of White County Housing Authority approved for the Residential Lease Agreement Part I and Part II revisions as required by HUD. A motion was made by Commissioner Nelson, seconded by Commissioner Floyd, with all ayes.

- Eggemeyer Associates Architects HVAC Upgrades Phase 2 Project IL-68-1/Norris City, IL-68-2/Crossville & IL-68-3/Grayville
  - Executive Director Deig presented the Revised Fee Letter for the HVAC Upgrades Phase 2 Project for review and explained how the upgrades will be installing new high efficiency furnaces and central air in 5 buildings (10 units) and will be upgrading the original Phase I project (15 units) completed in 2019 adding new high efficiency furnaces, but did not include central air. This project will include adding the central air to the (15 units). Once this project is completed it will be a total of 25 units with new high efficiency furnaces and central air. Deig explained the positives of these upgrades, which includes less labor for maintenance to install window a/c units for tenants, and how the panels in units have created a larger loss in repairs to the walls and floors, because the previous directors allowed tenant to install their own with no guidance causing multiple units to have water damage.

#### **1314 (02-334)**

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of White County Housing Authority approved the HVAC Upgrades Phase 2 Project IL-68-1/Norris City, IL-68-2/Crossville & IL-68-3/Grayville. A motion was made by Commissioner Floyd, seconded by Commissioner Nelson, with all ayes.

- Executive Director Company Phone
  - Executive Director Deig informed the board that over the past 4 years she has been using her personal phone for the company. All of maintenance have company phones, and there is one

office phone that is used for on-call. Deig stated she is on-call 24/7 and wants to add her line to the company Verizon Plan.

**1315 (02-335)**

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of White County Housing Authority approved for the Executive Director to add her personal phone to the WCHA Verizon Plan. A motion was made by Commissioner Nelson, seconded by Commissioner Floyd, with all ayes.

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Motion to adjourn was made by Commissioner Floyd, seconded by Commissioner Nelson at 6:55 p.m., with all ayes.

WHITE COUNTY HOUSING AUTHORITY

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_