

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

Tuesday, June 17, 2025 at 6:00 P.M.

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 located at 500 Fourth Street, Crossville, Illinois.

Present: Chris Birkla-Chairperson, Melody Nelson-Vice Chairperson, Brent Floyd-Commissioner, Iann Mick, Commissioner, Pam Deig, Executive Director.

Absent: Commissioner: Austin Rahmoeller, Commissioner

Guests: Matt Healy by conference call

A motion to approve the minutes of the MAY 2025, regular meeting was made by Commissioner Nelson, seconded by Commissioner Floyd, with all ayes.

A motion to approve the minutes of the MAY 2025 closed session meeting was made by Commissioner Mick, seconded by Commissioner Nelson, with all ayes.

Treasurer's Report and Cash Disbursements:

- Executive Director Pam Deig presented the board with financials for May 2025. Ending bank balances in CNB and BANTERRA, and including Banterra CD of \$35,912.87, totaled \$279,680.43. A motion to approve the Treasurers Report & Cash Disbursements was made by Commissioner Floyd, seconded by Commissioner Mick, with all ayes.
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Public Comments – no public comments

Communications:

- Board Members – none reported
 - Litigations – Executive Director Pam Deig reported no litigations at this time.
 - Director's Report - Executive Director Pam Deig presented the board with the Director's report (report attached).
 - Vacancies – Executive Director Pam Deig provided the board with a daily vacancy control log and stated we are at 95% vacancy at this time with HUD. Pam updated the board on the current vacancies and provide reasons for vacancies:
 - Norris City - 11B – tenant purchased a house; 6A – tenant passed away
 - Grayville – 301A – tenant went to a nursing home; 310B – tenant passed away; 318F – tenant passed away; 318H – tenant moved out; 418A – leased today 6/17/2025
 - Crossville – 6A – tenant passed away
 - Pam expressed that 700B in Grayville that has been set aside by HUD for modifications has been completed and was leased on 6/11/2025. Deig stated she will be setting additional units aside with HUD that will take additional time to flip, due to conditions of unit when taking possession.
 - Capital Funds - Executive Director Pam Deig provided the board a copy of the Capital Funds balance of \$517,374.00, that includes 2023 and 2024. The new 2025 CFP Award no. has been added for future authorized funds.
 - Operating Funds – Executive Director Pam Deig provided the board a copy of the 2025 Operating Funds balance of \$24,833.00.
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Old Business – no old business

New Business

- PHA Board Resolution

Executive Director Pam Deig presented the PHA Board Resolution for White County Housing Authority IL068 beginning FYE 7/01/2025 to Chairperson Mary C Birkla for signing. Deig also provided the board with a draft of the FYE 2025-2026 budget.

1298 (02-318)

NOW THEREFORE BE IT RESOLVED by the board of Commissioners of White County Housing Authority to approve White County Housing Authority, IL068, FYE Beginning 07/01/2025, Board Resolution Number: 1296 (02-318) dated 06/17/2025 signed by Board Chairperson Chris Birkla. Motion was made by Commissioner Mick seconded by Commissioner Nelson. Motion was approved unanimously.

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- FY 2025 Collection Loss Tenant Bad Debt

Executive Director Pam Deig presented the board with the 2025 FYE Collection Loss Bad Debt Report in the amount of \$7,863.80. Deig presented previous years bad debt write-off numbers to show the significant decrease.

1299 (02-319)

NOW THEREFORE BE IT RESOLVED by the board of Commissioners of the White County Housing Authority for approval to write off \$7,863.80 in bad debt for FYE 2025. The balances are for the previous tenants; Christopher Jolley in the amount of \$1,649.00, Christopher Sheckles in the amount of \$18.00, Clyde Towle in the amount of \$89.00, Isaac Anderson in the amount of \$842.00, Jay-Taylor Hudkins in the amount of \$1,574.80, Jennie Woodrow in the amount of \$338.00, Luke Rankin in the amount of \$1,691.00, Michael Batteese in the amount of \$380.00, Qelissa Shelton in the amount of \$472.00, Sherry Acord in the amount of \$87.00, Vora Bertram in the amount of \$723.00. Motion made by Commissioner Floyd, seconded by Commissioner Nelson, with all ayes.

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- Board of Commissioners – Officer Appointment

Board Chairperson Chris Birkla informed the board that she would like to step down from her Officer position of Board Chair and remain on the board as a commissioner.

Commissioner Birkla nominated Iann Mick to replace her Officer position of Board Chair, seconded by Commissioner Floyd, with all ayes.

Officers: Iann Mick, Board Chairperson; Melody Nelson, Vice Board Chairperson;
Commissioners: Brent Floyd, Chris Birkla, Austin Rahmoeller

Closed Session

- Commission Mick made a motion to go into Closed Session at 7:30 p.m. to discuss Employee FYE 2025-2026 Salaries and Wendy Stone Medical Leave, seconded by Commissioner Nelson, with all ayes. Commissioner Floyd made a motion to leave Closed Session at 7:52 and return to regular meeting, seconded by Commissioner Mick, with all ayes.

1300 (02-320)

NOW THEREFORE BE IT RESOLVED by the board of commissioners of White County Housing Authority that the wage increases beginning FY beginning 07/01/2025 as follows: Pamela Deig, Executive Director 2% increase, Gary Johnson, Maintenance I 2% increase, Dustin Sauls, Maintenance I Project Lead 2% increase and Daniel Burney, Maintenance Tech II 2% increase. The board of commissioners did not approve an increase for Wendy Stone, Occupancy Clerk and Executive Director

Deig will provide Wendy with a review when she returns from leave and will evaluate her performance after 30 days of return and again in three months.

Deig presented the both sick and vacation time Wendy Stone currently has accumulated, and the employee handbook. Deig stated that Wendy would be returning on June 24, 2025 for a follow up after her surgery on June 9, 2025. The board agreed that Wendy Stone would need to exhaust all of her sick and vacation time first, and then determine if a leave of absence without pay would be need to be granted as stated in the employee handbook.

Motion made by Commissioner Nelson, seconded by Commissioner Mick, with all ayes.

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- Employee Health Insurance Renewal
 - Employee Dental and Vision Insurance Renewal

Executive Director Deig presented insurance renewal information at the May 20, 2025, regular meeting. Deig stated that Matt Healy with Catalyst Health Plans has asked to be conferenced into the meeting at the boards approval, so that he can present the BCBS policy details he has prepared. The board allowed Matt to present his new proposal of BCBS that included a Premium Saver Plan (Group Supplemental Insurance). After much review of the BCBS IL renewal from Shepherd Insurance and Matt Healy the Housing Authority will save \$5,753.40 annually and \$479.95 monthly with the BCBS Silver Plan (mirroring the BCBS IL Gold plan benefits) and the Premium Saver Plan that Matt Healy presented.

1301 (02-321)

NOW THEREFORE BE IT RESOLVED by the board of Commissioners of White County Housing Authority to approve the BCBS IL Silver Plan that includes a Premium Saver Plan (Group Supplemental Insurance) that will mirror the Gold Plan benefits as presented by Matt Healy with Catalyst Health Plans. The total monthly premium will be \$5,193.80. Motion made by Commissioner Mick, seconded by Commissioner Floyd, with all ayes.

Executive Director Deig presented Delta Dental renewal rates monthly premium of \$42.27 per employee and Delta Vision renewal rates monthly premium of \$5.06 per employee. Deig stated that she had received dental and vision rates from Matt Healy as well, but she would need to get more knowledge from Matt on the coverage. Commissioner Nelson made a motion the board would approve whatever Executive Director Deig determines after reviewing dental/vision plan benefit comparisons, seconded by Commissioner Mick, all ayes.

Motion to adjourn was made by Commissioner Floyd, seconded by Commissioner Mick at 7:55 p.m., with all ayes.

WHITE COUNTY HOUSING AUTHORITY

BY: _____

TITLE: _____