

MINUTES OF SPECIAL MEETING OF THE  
WHITE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
HELD AT 9:00 A.M., THURSDAY APRIL 8, 2021

The regular monthly meeting of the White County Housing Authority Board of Commissioners convened at 9:00 A.M., at White County Housing Authority Community Center, Crossville, IL.

Those present for the meeting were: Christine Wells Chairperson, Wes Trout Vice Chairman, Terry Daubs, Charles Land, and Iann Mick Commissioners. Leigh Short Executive Director, and Wendy Stone Occupancy Clerk. Kathy Sands with Villagers Voice.

Chairperson Wells asked if everyone had looked over the minutes, and Commissioner Daubs said he has a problem with the minutes, he has mentioned about every time he is in here about the menards rebate not being accounted for and would also like to see inventory ran. He asked if we have a copy of the Housing Manager procedure. Executive Director answered for our Housing, Commissioner Daubs said yes, Executive Director answered I do not believe so. Commissioner Daubs said he pulled it off the internet off of HUD. Executive Director Leigh Short advised we have an ACOP which is Admission and Continued Occupancy Policy, and that is what we go by, and that she did not know what he was referring to. Commissioner Daubs said the one he got from the internet and it shows how you keep an inventory, and keep track of refunds, or rebates however you want to phrase it. It has forms to fill out to dispose of items, and he assumed it was the same way everywhere, and how to run an inventory. Like if you would replace a water heater you would write down the serial number, date you put it in and cost of the apartment. Executive Director stated there are policies within the ACOP that has never been done, and I am in the process of working on that stuff but there is just not enough time to get it done, like the maintenance policy, and I can not even name all of them. But as far as what you are talking about, we do inventory once a year, and they only want what we have full cases of. Commissioner Daubs mentioned inventory on tools in the vans, and the shops, and it is on the internet he could show me. Executive Director Leigh Short Asked Attorney Miller if that was something the housing would have to adopt as a policy. Attorney Miller explained it was up to each housing. The ACOP is kind of like a manual for your particular housing, and each housing has their own. The board members will approve everything that goes in the ACOP, you will approve the policies. Commissioner Daubs thought HUD put these manuals out to everybody, and Attorney Miller said no everybody has their own it is called an ACOP agreement, normally you do it annually. Executive Director stated she is working on 2019, and 2020 updates and is almost done. Attorney Miller stated all our policies will be in there, it will have what the tenants are to do for example, all rules and regulations for the tenants are in the ACOP. Commissioner Daubs stated he just figured it was for all managers of the housing. Attorney Miller stated it was probably for suggestions because all housing are different, especially because of size, if that is what you want in your policy you can defiantly add it as your policy. Commissioner Trout stated Inventory is keep on the work orders, like if you put in a water heater. Executive Director stated yes that she has a spreadsheet on her computer where the new furnaces are going, where the water heaters go and the serial numbers and what units they go in. Commissioner trout asked Commissioner Daubs if he wanted the report every month, and he said no just a file with the information in it especially for the warranty and stuff like that. Chairperson Wells stated sounds like she has just what you are asking for as for the water heaters and all that. Commissioner

Wells stated the Menards rebates are done differently than most other rebates, most other rebates you fill out paper and receive back money, but that is not the way Menards do, the next purchase the rebate is applied to that purchase. Commissioner Daubs said yes but they also give you cards to, and these other places keep track of it. Chairperson Wells stated its probably mentioned in the statement. Executive Director stated it is on the Menards receipts which is attached to the credit card bill if anybody ever wanted to look at the receipts. Chairperson Wells stated its here if you every want see it. Commissioner Daubs stated some other housing keep a record of it, like this form you give us in the packet, they show it as miscellaneous, and what its used for. Executive Director stated she spoke with Gallatin county director and he handles the rebates the same way she does and does not know anyone else that uses Menards but could check with other housing authority's, and I also checked with Hawkins which is our accountants and they said there is no way to track it, other than it is like a credit on another purchase.

A motion to approve the minutes of the March 11, 2021 meeting was made by Vice Chairman Trout, seconded by Commissioner Land. Motion was approved unanimously.

Commissioner Daubs questioned the Flu Shot on the Cash Disbursements. Executive Director advised it is part of the Infectious and contagious disease plan.

A motion to approve the Treasurers Report & Cash Disbursements was made by Commissioner Land, seconded by Vice Chairman Trout. Motion was approved unanimously.

Executive Director updated the board on the following:

Contract for Furnace's and washer and dryer hookup -modifications, and extension on time.

Commissioner Land asked about schedule for Norris City Furnaces. I told him that was next to discuss.

Request for Harms construction to check duct work on all elderly units in Norris City before next contract, so we would know if we needed up or down flow furnace's

Advised board age of roofs.

Commissioner Land spoke about Maintenance response to the unit at Norris City. Tenant reported snake in unit. No snake was in the unit.

Advised board all vans are marked with magnets with White County Housing, and magnets will not work on van. Board would like a vinyl decal to put on truck.

Gave board copy of 5-year plan and updated on CFP balances.

Discussed buying a tiller to fix ruts in yard.

Vacancy report 93%

Commissioner Land questioned the transfer on unit 11A. Executive Director explained it took a while to get unit ready, but the tenant had moved in, but have not received the keys for the unit they moved from.

Commissioner Daubs had a Gentleman tell him his daughter moved four months ago and had not received her deposit back. Executive Director told Commissioner Daubs she would check on it.

Commissioner Daubs made a motion to request fee proposal for new furnaces and washer and dryer hook ups for Norris City, seconded by Commissioner Land. Motion was approved unanimously.

Executive Director gave the board summary reports of the energy audit for all sites.

Commissioner Daubs started discussing dollar amounts on wages and Insurance, and the other Commissioner stated they needed to go into closed session.

A motion was made by Commissioner Trout to enter into Closed Session, pursuant to 5 ILCS 120/2(c)(1) to review compensation to a specific employee, and Insurance. The motion was seconded by Commissioner Mick.

After a vote was taken and the following votes were made:

Aye (4) Christine Wells, Wes Trout, Terry Daubs, Charles Land and Iann Mick.

The motion to enter Closed Session carried unanimously.

The Housing Authority of the County of White, Illinois entered into Closed Session at 9:32 a.m.

The Housing Authority of the County of White, Illinois returned to Open Session at 10:11 a.m.

Motion was made by Vice Chairman Trout to drop Insurance coverage on spouse's effective 07/01/2021, seconded by Commissioner Daubs. Motion carried unanimously.

Motion was made by Commissioner Daubs to pay Larry "Chip" judge a bonus of \$2,300.00 for his years of service with the Housing, seconded by Commissioner Land. Motion carried unanimously.

Motion was made by Vice Chairman Trout to give Executive Director Leigh Short an increase of \$1,200.00 for FYE 06/30/2022, seconded by Commissioner Land. Motion was approved unanimously.

Motion was made by Commissioner Land to update the Personnel Policy with the change in Insurance coverage, seconded by Vice Chairman Trout. Motion was approved unanimously.

Motion to adjourn was made by Commissioner Trout, seconded by Commissioner Daubs at 10:17 A.M. Motion was approved unanimously.

WHITE COUNTY HOUSING AUTHORITY

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

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

ATTEST: \_\_\_\_\_