

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

**Tuesday, October 21, 2025 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.

Present: Chairperson Iann Mick, Commissioners Brent Floyd and Chris Birkla.  
Executive Director Pam Deig

Absent: Vice Chair Melody Nelson, Commissioner Rahmoeller

Guests: Wendy Stone, Occupancy Clerk, Amber Sauls, Office Assistant and Dustin Sauls, Maintenance

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

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**Treasurer's Report and Cash Disbursements:**

- Executive Director Pam Deig presented the board with financials for September 2025. Ending bank balances in CNB and BANTERRA, including Banterra CD of \$35,912.87, totaled \$266,703.92. A motion to approve the Treasurers Report & Cash Disbursements was made by Commissioner Floyd, seconded by Commissioner Birkla, with all ayes.

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**Public Comments** – no public comments

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**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 – Wendy Stone provide the board with a daily vacancy control log and informed the board of upcoming leases. Deig provided information on recent evictions and residents who have turned in their 30-day notices to vacate. Deig stated this is the lowest the housing has been on applications, since she started January 2022, and stated concerns of applicants that have been ineligible. She also informed the board she had an ad ran with WRUL and it has also been put on WRUL Facebook.
- Capital Funds - Executive Director Pam Deig provided the board a copy of the Capital Funds balance of \$805,840.00, that includes 2023, 2024 and 2025.
- 2025 Operating Funds – Executive Director Pam Deig provided the board with a copy of the Operating Funds balance of \$52,000.00.

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**Old Business** – none

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**New Business**

- Reschedule Tenant 2025 Annual Inspection Fail
  - Executive Director Deig reported (3) inspection unit fails from the 2025 Annual Inspections completed in September 2025. She stated (2) were for utilities that were turned off and the unit did not have any electricity to perform the inspection, and tenants who allow their Ameren Utilities can have their lease terminated. She stated (1) of the 2 tenants contacted the office and requested to meet with me and was able to have their utilities turned back on. The other tenant has not made any contact with the office and the eviction will stand. The third eviction was due to the unit not be ready for inspection, because the tenant failed to properly prepare for the inspection. The tenant made a complaint to the board in regards to the

Executive Director failing her and the board addressed this immediately with the Director and tonight the office staff present represented on behalf of the Director in order for the board to have a good understanding of the tenant's history of complaints and the unit's condition has been consistently a housekeeping violation. The Director informed the board that she plans to prepare a letter and allow them to review it before mailing it to the tenant for an opportunity to prepare once again for an inspection.

- Amend Resident Handbook Cylinder Resident charges when keys are not returned
  - Executive Director Deig stated the cylinder charges have been \$43.00 per cylinder since she has been the director. Deig stated that she would like to reduce the fee since new key cylinder prices have been presented through a new locksmith. Deig stated these charges are only applied when tenants lose their keys and cylinder have to be replaced, which is an expense to the housing authority.

**1309 (02-329)**

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of White County Housing Authority approved the new pricing of \$35.00 per cylinder and to amend the Resident Handbook to reflect this change. A motion was made by Commissioner Birkla, seconded by Commissioner Floyd, with all ayes.

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Motion to adjourn was made by Commissioner Birkla, seconded by Commissioner Floyd at 6:46 p.m., with all ayes.

WHITE COUNTY HOUSING AUTHORITY

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

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