

MINUTES OF THE MONTHLY MEETING OF THE  
WHITE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
HELD AT 5:00 P.M., THURSDAY July 08, 2021

The regular monthly meeting of the White County Housing Authority Board of Commissioners convened at 5:00 P.M., at White County Housing Authority Community Center, Crossville, IL

Those present for the meeting were: Christine Wells, Chairperson, West Trout, Vice Chairman, Terry Daubs, Iann Mick, and Bonnie Remley Commissioners. Leigh Short, Executive Director and Wendy Stone Occupancy Clerk.

A motion to approve the minutes of the June 10, 2021 meeting was made by Commissioner Daubs, seconded by Commissioner Trout. Motion was approved unanimously.

A motion to approve the closed session minutes of the June 10, 2021 meeting was made by Commissioner Mick, seconded by Commissioner Remley. Motion was approved unanimously.

A motion to approve the Revised Treasurers Report & Cash Disbursements for May 2021 was made by Commissioner Trout, seconded by Commissioner Mick. Motion was approved unanimously.

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

Public Comment:

Maintenance David Etheridge addressed the board with a question about after hour calls, the board instructed him to use his judgement and go out if needed, also he asked about purchases and the board instructed him to make purchases as needed.

Occupancy Clerk Wendy Stone asked the board about driving company vehicle to sites for checking the lock boxes for payments and other paperwork, the board did not see a problem with Wendy driving the company vehicle during work hours.

Directors Report:

1. Executive Director Leigh Short updated the board on the current vacancies we are 94%. We have two full time maintenance all units are ready but two.
2. Executive Director Leigh Short update the board on the Capital Funds.
3. White County Housing has received one resume for the Executive Director and one application for maintenance.
4. New Stove has been installed in 10A in Crossville.
5. New refrigerator has been installed in 8A in Norris City.
6. Executive Director Leigh Short updated the board the AC motor went out at the Grayville Community Center and repairs have been made.
7. The Edwards County States Attorney contacted Executive Director Leigh Short on an incident that happened in Grayville and there is a court case and they needed someone to testify on the behalf of the housing just to say what we do. Leigh said she would do it as long as the board was ok with it. Leigh may be subpoenaed and if so, she has no choice and will have to testify. Executive Director just wanted to let the board know.

8. On Leigh's monthly call with HUD she advised her field rep when her last day would be and The Capital Funds and Operating Funds programs have been placed on zero thresholds in LOCCS.
9. The amount of bad debt from last month meeting has changed we had a previous tenant make a payment and we had a deceased tenant that left a balance.
10. Executive Director Leigh Short updated the board on Maintenance Asbestos training refresher courses. There are two courses, training will need to be done before September 30, 2021 refresher course if the board chooses to send maintenance. The course is with Reliable Environmental in Springfield, IL.
11. Executive Director updated the board on the Arlo and Blink cameras.
12. Leigh received an email on July 6, 2021, the 2021 model ACOP is available that will show the changes for the new ACOP.
13. Leigh has not received the final Audit for FYE 2020, when we do receive it, a copy needs to be sent to Steven DiPietro, Gregory Becker, and Erik Sandstedt.
14. We have a total of three people that have been evicted one for smoking and two for damages to unit.
15. Illinois Municipal Retirement payment is due by the 10<sup>th</sup> of the month, and the Housing Authority needs to have an authorized agent. July is done will need to be paid again August 10.
16. Commissioner terms up in August – Remley and Mick.
17. After new officers are elected Housing Authority will need new signature cards for the checks.
18. As of December 7, when I retire, I will have 8.39 hours of Sick Time left, and 4 hours vacation.
19. I have shown Wendy how to complete payroll.
20. There is a Menard's rebate coming in the mail for \$299.06.

Destroy Executive Session verbatim records prior to November 2019. Tabled for next month

Semiannual review of closed minutes per section 2.06 OMA. Tabled for next month

Executive Director Leigh Short also discussed reviewing insurance reimbursement for an employee, she advised the board employee is no longer being reimbursed.

Hawkins Ash CPA's Contract. Tabled for next month

1230 (02-250)

NOW THEREFORE BE IT RESOLVED by the board of Commissioners of the White County Housing Authority that Bonnie Remley will be the Chairperson for the next year. Motion was made by Commissioner Daubs, seconded by Chairperson. Motion was approved unanimously.

1231 (02-251)

NOW THEREFORE BE IT RESOLVED by the board of Commissioners of the White County Housing Authority that Terry Daubs will be the Vice-Chairman for the next year. Motion was made by Chairperson Mick, seconded by Commissioner Trout. Motion was approved unanimously.

This will be removing Christine Wells and Wes Trout from the Citizen's National Bank, Fairfield National Bank, and the Banterra Bank accounts.

A&E Fees for Furnaces, Washer and Dryer hookups, driveway, and sidewalk repair. Tabled for next month

Motion to adjourn was made by Commissioner Trout, seconded by Commissioner Mick at 5:40 P.M. Motion was approved unanimously.

WHITE COUNTY HOUSING AUTHORITY

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

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

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