

MINUTES OF THE MONTHLY MEETING OF THE  
WHITE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
HELD AT 6:00 P.M., TUESDAY April 26, 2022

The regular monthly meeting of the White County Housing Authority Board of Commissioners convened at 6:00 p.m., at White County Housing Authority Community Center, Crossville, IL.

Those present for the meeting were: Chris Birkla Chairperson, Andi Ford Vice Chairman, Melody Nelson Commissioner, Pam Deig Executive Director and Wendy Stone Occupancy Clerk. absent Larry Judge, Iann Mick Commissioners.

A motion to approve the minutes of the Tuesday March 22, 2022 meeting was made by Commissioner Ford, seconded by Commissioner Nelson. Motion was approved unanimously.

A motion to approve the Treasurers Report & Disbursements was made by Commissioner Nelson seconded by Commissioner Ford. Motion was approved unanimously.

Occupancy Clerk Wendy Stone updated the board on the current vacancies.

Executive Director Pam Deig updated the board on Evictions that have been sent.

Executive Director Pam Deig updated the board on Capital Funds/Operating Funds.

Executive Director Pam Deig Director's report updated the board:

1. On the out-going group message system, it is installed and updated with tenant information. It is not up and running for us to send messages yet.
2. On 3-28-2022 Pam went to Edwards County Housing and did walk through pre-inspections, to get information and knowledge of what the REAC inspections will be like for us and to help get prepared.
3. She will be setting dates soon for the MRI training.
4. Updated tenants with flyers on seasonal mowing beginning with rules of yards being pickup and clean for mowers.
5. Updated the board of an employee coming back to work for 2 days a week and we have a new part time summer help for the other days.
6. On April 6-8, 2022 Wendy and I went to Springfield for the Maintenance and Management Clinic. It was very informative and we did benefit from the training.
7. On April 11, 2022 Wendy and I went to the White County Court House for the eviction hearing, the judge ruled in our favor and gave her 2 weeks to get out.
8. On April 18, 2022 we received notice that HUD will be here for inspections on May 19-20, 2022. We passed out flyers for pre-inspection dates and handed out housekeeping rules so tenant could get ready for inspections.
9. Updated board on security camera's not working, we are pulling all the cameras and Kyle is going to be helping with getting cameras and solar energizing information for us to work with.
10. Updated board on bedbug issues and treatments.
11. June 1, 2022 late fees will start back up, we gave tenants at least 30 day-notice prior to this. They also received Federal Emergency Assistance information for back rent if they need assistance. If rent is not caught up, we will start the eviction processes.
12. Wendy completed all the recertifications in the month of March.

Executive Director Pam Deig updated the board the Furnace Replacement and Misc. Upgrades, due to condition of one unit to close out the job. Eggemeyer Associates has reached out to Harms and they have the final paper work and have to work that out before it can be finalized, so it is still in process.

Executive Director Pam Deig updated the Board on the Blue Cross Blue Shield insurance renewal, increased 9.6%. We had an employee retire and one go to part time, that leaves two full time employees with insurance. We were paying \$4,015.00 and will now be paying \$1, 449.70.

A motion to approve the renewal of the BCBS insurance was made by Commissioner Ford, seconded by Commissioner Nelson. Motion was approved unanimously.

Executive Director Pam Deig reminded the board about Lead the Way Commissioners on-line training.

Chairperson Chris Birkla addressed the board with changes to be made in the By-Laws of the White County Housing Authority. The changes are as follows:

1. Article I, Section 3 change City to Village
2. Article III, Section 1 change second to fourth
3. Article III, Section 2 change second Tuesday to fourth Thursday
4. Article III, Section 3 change two to five, and add (or delivered electronically with receipt confirmation.)
5. Article III, Section 4 add (Board members may attend meeting by phone if unable to attend in person.)
6. Article III, Section 5, #4 add (Limit of 10 minutes per person)

A motion to approve the changes to the By-Laws was made by Commissioner Nelson, seconded by Commissioner Ford. Motion was approved unanimously.

Executive Director Pam Deig updated the board of an updated schedule of maintenance charges, we may want to look at and consider updating our charges.

A motion to approve the changes and update our Schedule of Routine Maintenance Charges was made by Commissioner Nelson, seconded by Commissioner Ford. Motion was approved unanimously.

Executive Director Pam Deig discussed needing trees trimmed and removed from all sites for inspections, and cleaning of gutters and repairs, and asked the board if we should bid the jobs or hire due to time frame of upcoming HUD inspection. The board stated that due to the upcoming HUD inspection there is very limited time to bid and approved for executive director to hire contractors and to get the work completed.

A motion to approve tree trimming and removal, and gutter repairs at all sites was made by Commissioner Ford, seconded by Commissioner Nelson. Motion approved unanimously.

Executive Director Pam Deig discussed with the board an issue that was brought up with a maintenance employee and a previous director. The employee provided details about an agreement that was made with Jennifer Cox, previous ED, that was not followed through with while she was here, and was informed the board would take care of it. Pam Deig explained no information was ever provided to her about the agreement from the previous ED and no board

minutes to show any resolution. The information provided was showing personal phone use for work and was never granted a company phone until March. The board agreed to pay the \$80 monthly Verizon rate of \$80 = \$320 (Nov 2021 through February 2022) to the employee for use of personal phone for work purposes.

A motion to approve employee reimbursement for phone expense in the amount of \$320.00 was made by Commissioner Nelson, seconded by Commissioner Ford. Motion approved unanimously.

Motion to adjourn was made by Commissioner Ford, seconded by Commissioner Nelson 7:15 p.m. Motion was approved unanimously.

WHITE COUNTY HOUSING AUTHORITY

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

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

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