

MINUTES OF THE MONTHLY MEETING OF THE
WHITE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
HELD AT 6:00 P.M., TUESDAY May 23, 2023

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, Brent Floyd, Iann Mick, Melody Nelson Commissioner, Pam Deig Executive Director and Wendy Stone Occupancy Clerk.

A motion to approve the minutes of the Tuesday March 28, 2023 meeting was made by Commissioner Ford, seconded by Commissioner Nelson. Motion was approved unanimously.

A motion to approve the Treasurers Report & Disbursements for March and April was made by Commissioner Mick, seconded by Commissioner Floyd. Motion was approved unanimously.

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

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

Executive Director Pam Deig presented the board with the Director's report (report attached).

Executive Director Pam Deig discussed with the board to have a signature stamp for Andrea Ford in the case of Chairperson Chris Birkla and Vice Chairperson Andrea Ford are unavailable to sign checks. Executive Director Pam Deig may use the stamp for purposes of paying bills and payroll in the absence of both parties.

A motion to approve a signature stamp for Andrea Ford was made by Commissioner Nelson, seconded by Commissioner Mick. Motion approved unanimously.

A motion to approve the new Tenant Handbook was made by Commissioner Ford, seconded by Commissioner Floyd. Motion approved unanimously.

Statement of Personnel Policies – in process

Executive Director discussed with the board the new Grievance Procedure that will be handed out to tenants at lease signing and also informed them the Grievance Policy is in the White County Housing Authority office to be viewed upon request.

A motion to approve the new Grievance Procedure was made by Commissioner Floyd, seconded by Commissioner Mick. Motion was approved unanimously.

A motion to approve the new Employee Job/Descriptions/Titles was made by Commissioner Mick, seconded by Commissioner Nelson. Motion was approved unanimously.

Commissioner Mick made a motion to enter closed session at 6:41 P.M. to discuss Employee evaluations, seconded by Commissioner Ford. Motion was approved unanimously.

Commissioner Mick made a motion to come out of closed session and enter regular session at 7:08 P.M., seconded by Commissioner Nelson. Motion was approved unanimously.

Motion to adjourn was made by Commissioner Floyd, seconded by Commissioner Ford at 7:10 P.M. Motion was approved unanimously.

WHITE COUNTY HOUSING AUTHORITY

BY: _____

TITLE: _____

ATTEST: _____