

Vermilion Housing Authority



Board of Commissioners

June 17, 2021

Board Packet



Vermilion Housing Authority

1507 Clyman Lane

Danville, IL 61837

P: (217) 443-0621 F: (217) 431-7059

Jaclyn Vinson, Executive Director

TO: All Interested Parties

FROM: Jaclyn Vinson, Executive Director

DATE: June 14, 2021

SUBJECT: Board of Commissioners Monthly Meeting

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority is scheduled for **Thursday, June 17, 2021 at 4:00 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois and will be held via teleconference.**

JV:sh



1607 Clyman Lane
Danville, IL 61832
P: (217) 443-0521 F: (217) 431-7059
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Copies of information and business items are enclosed. Please contact me at (217) 444-3101 if you have any questions.

JV:sh
Enclosures



**BOARD OF COMMISSIONERS
REGULAR MEETING
VIA TELECONFERENCE AND
FAIR OAKS ADMINISTRATION BOARD ROOM
THURSDAY, JUNE 17, 2021
AGENDA**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda [voice vote]
4. Public and Resident Comments:
Comments will be accepted on items listed on the agenda for action at the June Board of Commissioners meeting with a 3 minute limit or with an authorized form signed and turned in prior to the meeting-ED
5. Approval of May 20, 2021 - VHA Board Minutes (pages 1-6)
6. Police Reports (pages 7-9)
7. Department Reports:
 - (a) Public Housing (pages 10-11)
 - (b) HCV (pages 12-13)
 - (c) Family Services (pages 14-15)
 - (d) Finance (pages 16-35)
 - (e) Personnel (page 36)
8. New Business [all the below items – roll call vote]
 - * (a) 2021 Admissions and Continued Occupancy Policy (ACOP) for Public Housing (pages 37-38)
 - * (b) Roof Replacement at Fair Oaks (pages 39-41)
 - * (c) Roof Replacement at Kennedy Court (pages 42-44)

9. Other Business

- (a) Civil Rights Policy – First Read (page 45)
- (b) Confidentiality Agreement – First Read (page 46)
- (c) Disposition Policy – First Read (pages 47-48)
- (d) Cash Management Policy – First Read (pages 49-55)

10. Closed Session for Personnel Matters

Pursuant to the IL Open Meetings Act:

5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority

11. Chairman/Commissioner Comments

12. Adjournment

***NEED BOARD APPROVAL AND/OR RESOLUTION**

-The next regularly scheduled meeting of the Board of Commissioners is July 15, 2021 via teleconference. * We will begin at 4:00 p.m.

* Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, IL

MINUTES OF
May 20, 2021
REGULAR BOARD MEETING

The Board of Commissioners of the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority met in regular session on May 20, 2021 at 4:03 p.m. and via Zoom at Fair Oaks Administration Building Board Room, 1607 Clyman Lane. Chairman O'Shaughnessy asked that everyone stand and recite the "Pledge of Allegiance." Upon roll call requested by Chairman O'Shaughnessy, those present and absent were:

PRESENT: Chairman – Pat O'Shaughnessy, Vice-Chairman – Tyson Parks, Carla Boyd, Alicia Geddis and Gary Miller
ABSENT: Deanna Witzel and Lindsay VanFleet
ALSO PRESENT: Executive Director, Jaelyn Vinson; Intake Specialist, Sue Harden; Chief Financial Officer, Amber McCoy and Director of Housing Operations, Brittany Savalick

Chairman O'Shaughnessy called for any additions or deletions to item number 3 on the agenda. None were presented. Chairman O'Shaughnessy then called for a motion to approve the agenda as presented. Commissioner Geddis moved that the agenda be approved as presented. Commissioner Boyd seconded the motion. Chairman O'Shaughnessy called for a roll call vote to approve the agenda which produced the following:

AYES: A. Geddis, P. O'Shaughnessy, T. Parks, G. Miller and C. Boyd
NAYES: None
ABSENT: D. Witzel and L. VanFleet

Chairman O'Shaughnessy opened the floor to public and resident comments, item number 4 on the agenda. None were presented.

Chairman O'Shaughnessy asked for any additions or deletions to the minutes from the April 15, 2021 Regular Board Meeting Minutes item number 5 on the agenda. None were presented. Chairman O'Shaughnessy stated that if there were no additions or corrections, he needs a motion to approve the minutes. Vice Chairman Parks made a motion that the minutes from the April 15, 2021 Regular Board Meeting Minutes be approved. Commissioner Geddis seconded the motion. Chairman O'Shaughnessy called for a roll call vote to approve the minutes of the April 15, 2021 Regular Board Meeting Minutes which produced the following:

AYES: P. O'Shaughnessy, T. Parks, G. Miller, C. Boyd and A. Geddis
NAYES: None
ABSENT: D. Witzel and L. VanFleet

Chairman O'Shaughnessy asked for item number 6 on the agenda - Police Reports. Mrs. Vinson stated there were 20 police calls for April. A question and answer session followed.

Chairman O'Shaughnessy asked for item number 7 on the agenda - Director's reports.

(a) **Public Housing** – Brittany Savalick went over the April report. She stated they were at 99% occupancy for all AMU's. A question and answer session followed.

(b) **HCV/Section 8** – Brittany Savalick went over the April report. She stated they have 476 active vouchers. She also gave an update on the new website.

(c) **Family Services** – Brittany Savalick went over the April report. A question and answer session followed.

(d) **Finance** – Amber McCoy went over the Finance, TAR's and Expenditures Reports for April. A question and answer session followed.

(e) **Personnel** – Mrs. Vinson went over the April report.

Chairman O'Shaughnessy asked if there were any other questions regarding the reports. None were presented.

Chairman O'Shaughnessy asked for item number 8 on the agenda – Length of Criminal Trespass "Barring" and Destruction of verbatim recordings of Board of Commissioners meetings from January 2017 to December 2017.

(a) **Length of Criminal Trespass "Barring"** – Brittany Savalick went over the changes. A question and answer session followed. Chairman O'Shaughnessy asked if there were any other questions. None were presented. Commissioner Boyd made a motion to approve the Length of Criminal Trespass "Barring". Commissioner Geddis seconded it.

RESOLUTION NO. 2021-14

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body

organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the Length of Criminal Trespass "Barring"; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority, desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the Length of Criminal Trespass "Barring".
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approve the Length of Criminal Trespass "Barring" which produced the following:

AYES: T. Parks, G. Miller, C. Boyd, A. Geddis and P. O'Shaughnessy
NAYES: None
ABSENT: D. Witzel and L. VanFleet

Chairman O'Shaughnessy thereupon declared said motion carried.

(b) Destruction of verbatim recordings of Board of Commissioners meetings from January 2017 to December 2017 – Mrs. Vinson went over the destruction of verbatim recordings. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner Boyd made a motion to approve the Solid Waste Contract Approval for Central. Vice Chairman Parks seconded it.

RESOLUTION NO. 2021-15

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the destruction of verbatim Board Minutes from January 2017 to December 2017; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority, desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the destruction of verbatim Board Minutes from January 2017 to December 2017.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approve the Destruction of verbatim recordings of Board of Commissioners meetings from January 2017 to December 2017 which produced the following:

AYES: G. Miller, C. Boyd, A. Geddis, P. O'Shaughnessy and T. Parks
NAYES: None

ABSENT: L. Van Fleet and D. Witzel

Chairman O'Shaughnessy thereupon declared said motion carried.

Chairman O'Shaughnessy asked for item 9 on the agenda - Other Business - 2021 Admissions and Continued Occupancy Policy (ACOP) for Public Housing - First Read.

(a) **2021 Admissions and Continued Occupancy Policy (ACOP) for Public Housing - First Read** - Brittany Savalick went over the changes. A question and answer session followed.

Chairman O'Shaughnessy asked for item 10 on the agenda - Closed Session for Personnel Matters. None were presented.

Chairman O'Shaughnessy as for item 11 on the agenda - Chairman/Commissioner Comments. Chairman O'Shaughnessy thanked Mrs. Vinson, Brittany Savalick and Amber McCoy for the Commissioner training.

Chairman O'Shaughnessy stated that with the agenda items satisfied he would entertain a motion to adjourn the meeting. Commissioner Geddis made the motion to adjourn. Commissioner Boyd seconded the motion. Chairman O'Shaughnessy called for a roll call vote to adjourn the meeting which produced the following:

AYES: C. Boyd, A. Geddis, P. O'Shaughnessy, T. Parks and G. Miller
NAYES: None
ABSENT: D. Witzel and L. Van Fleet

The meeting was adjourned at 4:38 p.m.

Date: _____

Chairman
The Housing Authority of the City of
Danville, Illinois d/b/a Vermilion Housing Authority,
Board of Commissioners

_____ Date: _____

Secretary/Treasurer
The Housing Authority of the City of
Danville, Illinois d/b/a Vermilion Housing Authority,
Board of Commissioners

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VHA - Police Reports in Commercial News - May 2021

Date	Type	Location	Description
5/4/2021	Police	Fair Oaks	Domestic battery in the 900 block of Hubbard
5/5/2021	Police	Fair Oaks	Domestic battery and assault with a deadly weapon in the 900 block of Hubbard
5/6/2021	Police	Fair Oaks	Violation of an order of protection in the 900 block of Hubbard
5/6/2021	Police	Fair Oaks	Illegal dumping in the 1600 block of Clyman Lane
5/7/2021	Police	Fair Oaks	Aggravated domestic battery and interfering with reporting of domestic violence in the 900 block of Hubbard
5/10/2021	Police	Fair Oaks	Domestic battery and criminal damage to property in the 900 block of Hubbard
5/11/2021	Police	Beeler	Disorderly conduct in the 300 block of Bradley
5/12/2021	Police	Fair Oaks	Disorderly conduct in the 900 block of Redden
5/13/2021	Police	Fair Oaks	Battery in the 900 block of Wakely
5/15/2021	Police	Fair Oaks	Domestic battery and criminal damage to property in the 900 block of Hubbard
5/15/2021	Police	Fair Oaks	Harassment by telephone in the 900 block of Hubbard
5/16/2021	Police	Fair Oaks	Theft in the 1600 block of East Fairchild
5/16/2021	Police	Fair Oaks	Illegal dumping in the 1600 block of Clyman Lane
5/18/2021	Police	Fair Oaks	Domestic battery, criminal trespass and violation of an order of protection in the 900 block of Hubbard. A man was arrested
5/19/2021	Police	Centennial	Criminal activity in the 400 block of Honewell, Hoopeston
5/21/2021	Police	Fair Oaks	Domestic battery in the 900 block of Campbell
5/22/2021	Police	Fair Oaks	Mob action in Fair Oaks
5/23/2021	Police	Beeler	Aggravated battery in the 300 block of Bradley
5/23/2021	Police	Beeler	Aggravated discharge of a firearm in the 300 block of Madison
5/23/2021	Police	Mer Che	Domestic battery in the 700 block of Oak
5/24/2021	Police	Fair Oaks	Reckless discharge of a firearm in the 900 block of Redden
5/25/2021	Police	Fair Oaks	Female arrested for criminal trespass to property in the 900 block of Belton Drive
5/25/2021	Police	Fair Oaks	Aggravated discharge of a firearm in the 900 block of Fowler
5/25/2021	Police	Fair Oaks	In-State warrant in the 900 block of Fowler

5/25/2021	Police Fair Oaks	Aggravated discharge of a firearm in the 900 block of Hubbard
5/29/2021	Police Fair Oaks	Wanted on a warrant in the 1000 block of Belton. A man was arrested
<p>Year to Date Comparisons on Next Page</p>		

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Total Police Calls	FY 2022		FY 2021		YTD Police Calls	FY 2022		FY 2021		
	2022	2021	2022	2021		2022	2021	2022	2021	
March		17		30						
February		22								
January		33								
December										
November										
October		23								
September		23								
August		22								
July		31								
June		14								
May		20								
April		20								
					FO-2/BI/3/CM-1/M/C-1					
					FO-3/BI/1-2					

Total Calls for the Month:	25	YTD Calls:	161	30
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00 - All Calls
 01 - Traffic
 02 - Fire
 03 - Police
 04 - Sheriff
 05 - Animal Control
 06 - Sheriff's Office
 07 - Sheriff's Office
 08 - Sheriff's Office
 09 - Sheriff's Office
 10 - Sheriff's Office

*Includes County Properties as well

2021

2022

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AMP	End of Month Occupancy	GRAND TOTAL UNITS	Percent for Demo	OCCUPIED UNIT %
AMP 101-Fair Oaks		198	63	97%
AMP 102-Feeler, Churchill, Madison Ct.	108	108		100%
AMP 103- Mar Cha	92	92		95%
AMP 104- County Sites	192	192		99%
GRAND TOTAL THIS MONTH	584	584	65	98%
GRAND TOTAL LAST MONTH	584	584	65	98%

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Demo Update

Fair Oaks	
Transferred/Transferring	20
Voucher Not Porting	21
Porting	22
Moved out on own	11
Leased up with HCV in VC	18
Total	92

Ramey Court	
Transferred/Transferring	9
Awaiting Transfer	0
Voucher Route	4
Vacant Prior to Approval	8
Porting	1
Abandoned	1
Moved out on own	3
Total	26

Housing Choice Voucher May 2021 Board Report

UTILIZATION

- New Admissions: 6 (4 Demos)
- Terminations: 9
 - 7- Program Compliance
 - (2)- Moved Out with No Notice
- 2- Voluntary

DEMO Update: HCV and UPH are working together diligently to relocate the families affected by the demolition projects.

Month	Year			Reg	DEMO	VASH	VASH16	CP	Port-Out	PMII	Total
	2019	2020	2021								
1	387	449	9	338		47	51	5	12	4	466
2	387	454	8	339		46	52	5	14	4	468
3	384	460	7	337	3	45	53	5	14	4	468
4	390	470	7	342	7	42	35	5	14	4	476
5	402	458	7	340	11	42	36	5	15	4	480
6	403	460	6	333	14	43	34	5	16	4	475
7	407	469									
8	405	469									
9	406	464									
10	417	466									
11	425	465									
12	436	463									
Grand Total	4849	5547	42	2029	35	265	321	30	85	24	4888

Legend:

FUP- Family Unification

Reg.- Regular

VASH- Veterans Administration Supportive Housing

VASH16- Cannon Place (Project-Based)

CP- Crosspoint Referral

Port-Out- Payable Port-Outs

PMII- Prairie Meadows Phase II (Project-Based)

FUNDING

JAN	910	888	888
FEB	910	888	888
MAR	910	888	888
APR	910	888	888
YTD	3640	888	888

JAN	\$224,498	\$217,408	888	888
FEB	\$224,498	\$210,136	888	888
MAR	\$224,498	\$229,112	888	888
APR	\$231,273	\$232,469	888	888
YTD	\$904,587	\$918,125	888	888

UMA- Unit Months Available
 UML- Unit Months Leased
 ABA- Annual Budget Authority
 HAP- Housing Assistance Payment
 PUC- Per Unit Cost (Average)

FAMILY SERVICES MONTHLY ACTIVITY REPORT - Month Ending: MAY 2021

I. PROGRAM STATISTICS

This reporting information includes unduplicated monthly totals per grant program.

FAMILY SERVICES:

- The Family Services department is continuing to build partnerships in the community.
- Working with the Hope Center assist youth with school assignments and stay in touch with families.
- Raising Highly Capable Kids Pilot
- ROSS Webinars:
 - ROSS-SC Data Dashboard Webinar 4: Using Data for Program Improvement
 - Intro Call/Designing Success ROSS Software

COMPREHENSIVE PREVENTION GRANTS: TEEN PREGNANCY PREVENTION

- PREP webinars
- TPP Workgroup Meeting - income/Poverty
- Implementation at North Ridge

II. MEETINGS HELD/ STAFF TRAINING ATTENDED DURING THE MONTH:

- Women's Care Clinic Raising Highly Capable Kids
 - Communities Empowering Families for Success - Raising Highly Capable Kids wants to help you give your child that fighting chance to combat the negative influences that inundate them daily. This 13-week, bilingual, evidence-based program helps parents raise healthy, caring and responsible children. With some helpful information, encouragement from others and your commitment, raising highly capable kids really is possible.
- DACC Leadership Boot Camp
- Meeting re: ROSS Program
- Step Up Zoom meeting
- Meeting with Ann McCullough and Edward Butler re: NAACP Navigators (COVID Pandemic)

III. MONTHLY PROGRAM HIGHLIGHTS - (grants applied for and awarded, success stories, special meetings/events, description of new staff, special holiday events)

Department of Human Services

- Draw the Line/Respect the Line implementation
- TPP webinars/Zoom meetings and trainings:
 - Advancing Racial Equity

News from The Hope Center:

- School programming ended on Thursday, June 10th.
- The following are some events we have planned for this summer:
 - June 21 - Dress Giveaway with Girl Scouts for girls in grades 6-12
 - June 28-30 - Soccer Camp at 6pm

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- July 6-30 - Day Camp (M-F from 1-4pm)
 - August 9-12 - Vacation Bible School (time TBD)
- Fall programming will begin the week of August 23 or 30.
 - If you have any questions or want more info, please reach out to Nathan Lenstra at 217-474-1293 or Lenstra80@yahoo.com

Hope Center
 1607 Clyman Ln.
 Danville, IL 61832
www.hopecenterdanville.org
www.facebook.com/hopecenterdanville

News from The Dwelling Place:

Essentially Basic Hygiene Pantry:

Households Served--42, Adults--69
 Children under 18--80
 Products--462
 Individual Snacks for Households--1,342 (122 bags of 11 snacks)

St. Vincent de Paul Food Pantry:

Households Served--49
 Adults--92
 Children under 18--70
 Products--780

Hoopeston:

Household Served--49
 Adults- 69
 Children under 18--30
 Products 264

Total Served:

Households Served--140
 Adults--230
 Children under 18--180
 Products Distributed--1,506

www.thedwellingplace2017.us



To: Jadya Vinson, Executive Director
 From: Amber McCoy, Chief Financial Officer
 Date: June 3, 2021
 Re: Finance Report

Public Housing Operating Fund

	May 2021	Y 22 YTD
COCC	\$14,808.00	\$ 20,312.48
AMP 101	(\$2,748.02)	\$10,646.76
AMP 102	\$7,974.49	\$7,855.85
AMP 103	\$9,767.94	\$7,467.10
AMP 104	\$15,347.10	\$22,469.85
Total	\$40,759.21	\$75,471.79

Section 8

Section 8 is currently showing a gain of \$16,449.00 for the month and an overall gain of \$26,183.69 for the year.

Teen Pregnancy

HACD received a payment this month for the Teen Pregnancy Prevention Grant of \$0.00; however, we have revenue due from the state in the amount of \$26,439.90. MIA has been paid through February 2021.

Public Housing Capital Fund

Capital Fund 2018, HACD, funds were drawn down in the amount of \$0.00. Capital Fund 2019, HACD, funds were drawn down in the amount of \$12,866.81. Capital Fund 2020, VCHA, funds were drawn down in the amount of \$2,029.87. Capital Fund 2020, HACD, funds were drawn down in the amount of \$63,512.54. Capital Fund 2020, VCHA, funds were drawn down in the amount of \$98.93.

CARE's Act Funding

	May 2021	Expanded Grant-To-Data	Available Balance
AMP 100	\$6,427.00	\$20,475.25	\$79,968.71
AMP 101	\$1,129.18	\$5,228.98	\$24,675.07
AMP 103	\$321.35	\$47,985.00	\$0.00
AMP 104	\$5,141.33	\$88,820.11	\$17,373.60
ACU -Section 8	\$14,757.51	\$51,259.20	\$54,290.00
Total	\$38,674.79	\$312,770.53	\$171,688.41

Tenant Receivables Outstanding

Tenant accounts receivables for the month have increased in total to \$45,961.60.

Monthly AP Expenditures

Subscriber's Time Train \$63,349.30 Merona corridor project.
 Vermilion County Treasurer \$45,856.96 HUD for County and Danville, 6% sales tax for County, and local utility tax for non-Public Housing properties

Vocational Training Authority

Balance Sheet - Detail

Reporting for periods as of 5/31/2021

Assets	Total Public Housing	100 COCC	101 Fair Oaks	102 Dealer CH Madison	103 Marche	104 County	800 HCV
11101 Gen Op Fund	3,228,098.50	3,228,098.50	0.00	0.00	0.00	0.00	0.00
11105 12V Fund	0.00	0.00	0.00	0.00	0.00	0.00	231,265.50
11109 Party Club	500.00	500.00	0.00	0.00	0.00	0.00	0.00
11200 Interfund	26,833.56	(2,078,696.50)	4,504,350.15	21,331.55	57,871.85	(472,191.67)	(98.75)
11200 AS Transf	4,561.50	0.00	16,925.56	3,342.75	5,665.48	20,018.57	159,865.55
11265 Allow Transf	(6,870.00)	0.00	(757.25)	(98.50)	(1,532.50)	(4,591.75)	(159,865.55)
11300 Acct Rec W/OI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12100 Prepaid W/O	(7,540.73)	(7,248.79)	0.00	0.00	0.00	0.00	0.00
12101 Prepaid Ins	10,115.25	351.15	(3,295.23)	11,951.57	15,743.46	20,370.75	2,907.46
21103 Prepaid Supp	0.00	0.00	0.00	0.00	0.00	0.00	2,579.63
21109 Prepaid 12V	0.00	0.00	0.00	0.00	0.00	0.00	2,256.00
4000 Vehicles	325,139.58	0.00	184,700.58	16,772.00	18,497.00	4,583.00	23,075.00
14000 Equipment	1,195,038.01	99,051.00	409,260.73	175,135.60	36,347.71	364,473.00	0.00
14003 Development	17,051,887.56	325,444.50	2,161,339.92	2,543,107.00	1,261,767.00	10,070,225.04	0.00
14004 Structures	36,744,555.41	554,309.57	7,344,844.29	8,667,552.89	3,757,711.25	240,627.00	0.00
14006 Accum Deprec	(23,487,710.23)	(1,259,310.45)	(2,883,950.13)	(11,366,580.21)	(4,761,038.31)	(8,045,881.89)	(3,283.70)
14008 Land	9,4591.00	31,160.55	59,766.95	15,357.31	157,410.69	91,350.00	0.00
14009 Misc	4,844,122.31	0.00	1,937,648.90	1,647,628.50	958,874.41	0.00	0.00
Total Assets	\$ 12,855,693.79	\$ 305,945.41	\$ 5,113,155.16	\$ 2,179,049.86	\$ 1,644,430.30	\$ 3,624,113.06	\$ 256,491.59
Liability							
21100 Acct Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21100 Sec Exp	69,662.25	0.00	28,459.35	8,059.00	3,700.00	28,504.00	0.00
21101 Health Ins	(28,930.31)	(36,790.31)	0.00	0.00	0.00	0.00	0.00
21103 Dental Ins	(2,555.71)	(2,552.71)	0.00	0.00	0.00	0.00	0.00
21106 Unemployment	(753.61)	(730.66)	0.00	0.00	0.00	0.00	0.00
21110 Commission	541.48	541.48	0.00	0.00	0.00	0.00	0.00
21115 Vision	(38.51)	(38.51)	0.00	0.00	0.00	0.00	0.00
21120 Life Ins	(17.40)	(17.40)	0.00	0.00	0.00	0.00	0.00
21196 Res Training	11,005.32	0.00	7,746.79	5,123.53	153.22	5,580.46	0.00
21193 Supp	1,541.52	1,541.52	0.00	0.00	0.00	0.00	0.00
21300 Accrued PR	13,119.34	2,559.34	4,741.45	1,455.00	1,363.35	2,987.46	2,058.44
21301 Accrued Tax	1,001.52	195.80	362.72	112.07	104.47	328.54	158.24
21300 EPC Acc Int	59,531.20	0.00	5,767.65	11,589.02	5,543.39	0.00	0.00
21300 EPC Car Drn	(5,884.55)	0.00	3,565.80	(3,296.32)	(1,013.59)	0.00	0.00
21301 EPC M V	39,893.21	0.00	7,280.91	16,608.19	10,011.91	0.00	0.00
21302 EPC Replac	8,833.57	0.00	1,230.24	1,792.47	5,812.42	0.00	0.00
21302 Accrued Vnc	59,863.72	11,809.23	5,840.28	3,955.28	3,344.05	17,915.69	7,703.03
21303 P.L.C.	0.00	0.00	(601.00)	(1,098.00)	(2,851.00)	5,781.00	0.00
22400 Prepaid Rent	9,576.55	0.00	421.42	1,585.15	751.75	5,588.25	0.00
22400 Unearned Revnt	0.00	0.00	0.00	0.00	0.00	0.00	54,035.63
23000 Loan FDC	1,722,736.65	0.00	809,585.23	455,393.64	613,416.81	0.00	0.00
Total Liability	\$ 4,968,785.49	\$ (26,304.14)	\$ 915,799.91	\$ 561,795.89	\$ 1,564,440.53	\$ 61,327.10	\$ 61,046.51
Equity							
30000 Net. In Assets	7,131,698.87	55,746.21	1,644,059.25	1,193,983.81	1,065,479.27	5,310,750.23	18,454.43
28000 Unavailable	4,747,757.23	244,764.85	7,418,438.17	841,356.41	13,354.38	290,015.65	53,000.91
28100 Unassigned	(1,467,779.54)	0.00	(570,795.63)	(654,943.37)	(102,279.68)	0.00	0.00
28200 Reserve H&P	0.00	0.00	0.00	0.00	0.00	0.00	71,759.87
Total	\$ 10,713,466.51	\$ 300,509.06	\$ 4,091,713.89	\$ 1,600,294.98	\$ 1,180,503.67	\$ 5,602,445.91	\$ 180,215.18
Current Year B&P	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (13,955.93)
Current Year Oper	\$ 73,471.79	\$ 29,944.49	\$ 185,643.56	\$ 7,058.09	\$ 3,487.10	\$ 23,439.83	\$ 26,183.83
Current Year Net Assets	\$ 173,071.79	\$ 29,944.49	\$ 185,643.56	\$ 7,058.09	\$ 3,487.10	\$ 23,439.83	\$ 15,227.89
Total Equity	\$ 10,886,935.30	\$ 330,443.55	\$ 4,197,359.25	\$ 1,607,353.97	\$ 1,187,989.77	\$ 5,625,885.76	\$ 195,443.07
Liabilities & Net Assets	\$ 12,855,693.79	\$ 303,945.41	\$ 5,113,155.16	\$ 2,179,049.86	\$ 1,644,430.30	\$ 3,624,113.06	\$ 256,491.59

Vermilion Housing Authority
Operating Statement - Public Housing - Public Housing Combined
May 2021

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 798,722.00	\$ 75,572.00	\$ 151,104.00	19%
Non - Dwelling Rental	\$ 22,080.00	\$ 1,840.00	\$ 3,680.00	17%
Interest Income	\$ 0,278.00	\$ 645.70	\$ 1,315.09	14%
Other Income	\$ 187,279.00	\$ 7,282.63	\$ 16,349.54	9%
Subsidy	\$ 3,335,002.00	\$ 268,842.00	\$ 561,756.00	17%
Total Revenue	\$ 4,352,361.00	\$ 354,182.33	\$ 740,294.63	17%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 520,182.00	\$ 35,105.46	\$ 72,921.04	14%
Legal	\$ 70,547.00	\$ 2,460.00	\$ 2,210.00	3%
PBA Mngt. Exp.	\$ -	\$ -	\$ -	0%
Mileage/Travel/Training	\$ 4,775.00	\$ -	\$ -	0%
Other Administrative Exp	\$ 136,360.00	\$ 12,106.83	\$ 17,655.39	13%
<i>Total Administrative Expense</i>	<i>\$ 722,159.00</i>	<i>\$ 49,672.29</i>	<i>\$ 92,786.43</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 15,408.00	\$ 1,287.87	\$ 2,571.87	17%
<i>Total Tenant Services Expenses</i>	<i>\$ 15,408.00</i>	<i>\$ 1,287.87</i>	<i>\$ 2,571.87</i>	
<i>Total Utility Expenses</i>	<i>\$ 537,590.00</i>	<i>\$ 62,978.59</i>	<i>\$ 105,195.04</i>	<i>20%</i>
<i>Maintenance</i>				
Salaries	\$ 590,707.00	\$ 42,875.07	\$ 88,342.22	15%
Materials	\$ 220,595.00	\$ 18,289.32	\$ 26,710.76	12%
Contracts	\$ 442,207.00	\$ 41,968.64	\$ 57,593.68	13%
<i>Total Maintenance Expenses</i>	<i>\$ 1,259,509.00</i>	<i>\$ 103,133.03</i>	<i>\$ 172,646.66</i>	
<i>General Expenses</i>				
Insurance	\$ 178,480.00	\$ 14,873.61	\$ 29,747.22	17%
Employee Benefits	\$ 559,581.00	\$ 41,823.50	\$ 79,421.36	14%
Depreciation Expense	\$ 345,800.00	\$ 26,869.94	\$ 53,980.88	16%
Casualty Losses	\$ 5,000.00	\$ -	\$ -	0%
Collection Fees	\$ 29,428.00	\$ (244.38)	\$ 4,677.04	16%
Energy Perf Cost Expense	\$ 155,021.00	\$ 12,918.67	\$ 25,837.34	17%
<i>Total General Expenses</i>	<i>\$ 1,273,300.00</i>	<i>\$ 96,341.34</i>	<i>\$ 103,622.84</i>	
Total Expenses	\$ 3,807,966.00	\$ 313,413.12	\$ 566,822.84	15%
Surplus - (Deficit)	\$ 544,395.00	\$ 40,769.21	\$ 173,471.79	

Percent of Budget Month 2 of 12

17%

00000018

Vermilion Housing Authority
Operating Statement - Public Housing - COCC Fund 100
May 2021

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ -	\$ -	\$ -	0%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ -	\$ -	\$ -	0%
Other Income	\$ 49,874.00	\$ -	\$ -	0%
Subsidy	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 49,874.00	\$ -	\$ -	0%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 233,527.00	\$ 17,059.08	\$ 34,136.74	15%
Legal	\$ 4,545.00	\$ -	\$ -	0%
PBA Mngt. Exp.	\$ (428,730.00)	\$ (52,197.50)	\$ (92,070.00)	21%
Mileage/Travel/Training	\$ 3,110.00	\$ -	\$ -	0%
Other Administrative Exp	\$ 17,875.00	\$ 6,300.62	\$ 5,151.58	29%
<i>Total Administrative Expense</i>	<i>\$ (169,672.00)</i>	<i>\$ (28,827.80)</i>	<i>\$ (52,771.68)</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ -	\$ -	\$ -	0%
<i>Total Tenant Services Expenses</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	
<i>Total Utility Expenses</i>	<i>\$ 14,668.00</i>	<i>\$ 934.66</i>	<i>\$ 1,502.12</i>	<i>10%</i>
<i>Maintenance</i>				
Salaries	\$ -	\$ -	\$ -	0%
Materials	\$ 100.00	\$ -	\$ -	0%
Contracts	\$ 48,129.00	\$ 3,366.99	\$ 3,510.84	7%
<i>Total Maintenance Expenses</i>	<i>\$ 48,229.00</i>	<i>\$ 3,366.99</i>	<i>\$ 3,510.84</i>	
<i>General Expenses</i>				
Insurance	\$ 602.00	\$ 50.17	\$ 100.34	17%
Employee Benefits	\$ 127,590.00	\$ 9,567.98	\$ 17,717.89	14%
Depreciation Expense	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ -	\$ -	\$ -	0%
Energy Part Cost Expense	\$ -	\$ -	\$ -	0%
<i>Total General Expenses</i>	<i>\$ 128,192.00</i>	<i>\$ 9,718.15</i>	<i>\$ 17,818.23</i>	
Total Expenses	\$ 21,417.00	\$ (14,868.00)	\$ (29,940.49)	-140%
Surplus - (Deficit)	\$ 28,457.00	\$ 14,808.00	\$ 29,940.49	

Percent of Budget Month 2 of 12

17%

000000 19

Vermilion Housing Authority
Operating Statement - Public Housing - Fair Oaks AMP 101
 May 2021

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 84,575.00	\$ 12,416.00	\$ 30,966.00	37%
Net - Dwelling Rental	\$ 22,080.00	\$ 1,810.00	\$ 3,680.00	17%
Interest Income	\$ 3,618.00	\$ 251.82	\$ 512.88	14%
Other Income	\$ 10,165.00	\$ 3,520.38	\$ 8,432.34	21%
Subsidy	\$ 1,844,381.00	\$ 125,299.00	\$ 302,642.00	16%
Total Revenue	\$ 1,994,819.00	\$ 143,327.20	\$ 346,243.22	17%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 105,781.00	\$ 6,988.45	\$ 18,975.49	13%
Legal	\$ 23,850.00	\$ 630.00	\$ 380.00	2%
PHA Mngt. Exp.	\$ 157,170.00	\$ 14,883.00	\$ 31,232.50	20%
Mileage/Travel/Training	\$ 9.00	\$ -	\$ -	0%
Other Administrative Exp	\$ 47,571.00	\$ 2,396.48	\$ 5,124.80	11%
<i>Total Administrative Expense</i>	<i>\$ 334,381.00</i>	<i>\$ 24,897.93</i>	<i>\$ 50,712.79</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 5,928.00	\$ 495.49	\$ 989.49	17%
<i>Total Tenant Services Expenses</i>	<i>\$ 5,928.00</i>	<i>\$ 495.49</i>	<i>\$ 989.49</i>	
<i>Total Utility Expenses</i>	<i>\$ 206,103.00</i>	<i>\$ 33,019.35</i>	<i>\$ 43,401.92</i>	<i>21%</i>
<i>Maintenance</i>				
Salaries	\$ 218,725.00	\$ 19,665.05	\$ 39,087.46	15%
Materials	\$ 132,174.00	\$ 8,260.63	\$ 10,967.25	8%
Contracts	\$ 178,823.00	\$ 24,567.64	\$ 28,024.75	16%
<i>Total Maintenance Expenses</i>	<i>\$ 529,722.00</i>	<i>\$ 52,493.32</i>	<i>\$ 78,079.46</i>	
<i>General Expenses</i>				
Insurance	\$ 74,391.00	\$ 5,199.33	\$ 12,398.65	17%
Employee Benefits	\$ 141,550.00	\$ 11,408.85	\$ 21,745.31	15%
Depreciation Expense	\$ 131,552.00	\$ 10,954.53	\$ 21,909.06	17%
Casualty Losses	\$ 5,000.00	\$ -	\$ -	0%
Collection Losses	\$ 1,000.00	\$ (1,162.38)	\$ (783.38)	-78%
Energy Perf Coat Expense	\$ 72,860.00	\$ 6,071.77	\$ 12,143.54	17%
<i>Total General Expenses</i>	<i>\$ 426,353.00</i>	<i>\$ 33,472.10</i>	<i>\$ 67,404.18</i>	
Total Expenses	\$ 1,532,496.00	\$ 145,075.22	\$ 249,557.86	16%
Surplus - (Deficit)	\$ 462,323.00	\$ (1,748.02)	\$ 105,645.36	

Vermilion Housing Authority
Operating Statement - Public Housing - Beecher/Madison/Churchill AMP 102
May 2021

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 190,703.00	\$ 16,348.00	\$ 32,639.00	17%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 1,485.00	\$ 103.31	\$ 210.41	14%
Other Income	\$ 23,865.00	\$ 560.00	\$ 1,799.75	5%
Subsidy	\$ 470,302.00	\$ 42,929.00	\$ 81,319.00	17%
Total Revenue	\$ 685,655.00	\$ 59,964.31	\$ 115,428.16	17%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 47,412.00	\$ 3,177.07	\$ 6,353.56	13%
Legal	\$ 342.00	\$ -	\$ -	0%
PDA Mngt. Exp.	\$ 77,280.00	\$ 10,247.50	\$ 16,602.50	22%
Mileage/Travel/Training	\$ 264.00	\$ -	\$ -	0%
Other Administrative Exp	\$ 16,185.00	\$ 914.18	\$ 1,835.03	12%
<i>Total Administrative Expense</i>	<i>\$ 141,483.00</i>	<i>\$ 14,338.75</i>	<i>\$ 24,853.09</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,592.00	\$ 216.65	\$ 432.65	17%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,592.00</i>	<i>\$ 216.65</i>	<i>\$ 432.65</i>	
<i>Total Utility Expenses</i>	<i>\$ 84,726.00</i>	<i>\$ 8,391.60</i>	<i>\$ 16,893.14</i>	<i>20%</i>
<i>Maintenance</i>				
Salaries	\$ 106,069.00	\$ 7,735.06	\$ 14,351.51	14%
Materials	\$ 25,978.00	\$ 1,793.61	\$ 2,766.47	11%
Contracts	\$ 60,082.00	\$ 4,786.64	\$ 5,182.13	14%
<i>Total Maintenance Expenses</i>	<i>\$ 192,129.00</i>	<i>\$ 13,815.31</i>	<i>\$ 25,300.11</i>	
<i>General Expenses</i>				
Insurance	\$ 27,350.00	\$ 2,779.77	\$ 4,558.44	17%
Employee Benefits	\$ 77,784.00	\$ 5,712.91	\$ 10,480.73	13%
Depreciation Expense	\$ 103,503.00	\$ 8,623.96	\$ 17,247.02	17%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 1,932.00	\$ 240.00	\$ 302.25	0%
Energy Perf Cont Expense	\$ 44,856.00	\$ 3,746.62	\$ 7,492.84	17%
<i>Total General Expenses</i>	<i>\$ 255,495.00</i>	<i>\$ 20,637.51</i>	<i>\$ 40,092.18</i>	
Total Expenses	\$ 676,425.00	\$ 57,380.82	\$ 107,569.17	16%
Surplus - (Deficit)	\$ 9,230.00	\$ 2,574.49	\$ 7,958.99	

Percent of Budget Month 2 of 12

17%

0000021

Vermilion Housing Authority
Operating Statement - Public Housing - Merche AMP 103
May 2021

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 179,040.00	\$ 16,644.00	\$ 28,304.00	16%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 1,290.00	\$ 80.40	\$ 184.11	14%
Other Income	\$ 8,081.00	\$ 1,325.75	\$ 3,138.95	35%
Subsidy	\$ 338,555.00	\$ 37,690.00	\$ 62,211.00	18%
Total Revenue	\$ 527,975.00	\$ 53,750.15	\$ 93,838.06	18%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 47,671.00	\$ 2,922.92	\$ 8,560.54	18%
Legal	\$ 300.00	\$ 40.00	\$ 40.00	13%
PIA Mngt. Exp.	\$ 65,400.00	\$ 2,740.00	\$ 14,260.00	22%
Mileage/Travel/Training	\$ 243.00	\$ -	\$ -	0%
Other Administrative Exp	\$ 12,321.00	\$ 999.61	\$ 1,976.97	16%
<i>Total Administrative Expense</i>	<i>\$ 125,935.00</i>	<i>\$ 12,702.53</i>	<i>\$ 24,837.51</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,184.00	\$ 182.55	\$ 364.55	17%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,184.00</i>	<i>\$ 182.55</i>	<i>\$ 364.55</i>	
<i>Total Utility Expenses</i>	<i>\$ 68,220.00</i>	<i>\$ 7,123.35</i>	<i>\$ 15,225.97</i>	<i>22%</i>
<i>Maintenance</i>				
Salaries	\$ 71,071.00	\$ 4,334.65	\$ 7,789.70	11%
Materials	\$ 15,580.00	\$ 4,729.24	\$ 5,209.05	33%
Contracts	\$ 47,811.00	\$ 2,851.02	\$ 6,577.33	14%
<i>Total Maintenance Expenses</i>	<i>\$ 134,462.00</i>	<i>\$ 11,924.91</i>	<i>\$ 19,676.08</i>	
<i>General Expenses</i>				
Insurance	\$ 23,045.00	\$ 1,920.49	\$ 3,640.98	17%
Employee Benefits	\$ 44,530.00	\$ 2,535.05	\$ 6,045.23	14%
Depreciation Expense	\$ 49,036.00	\$ 4,086.39	\$ 8,172.78	17%
Casualty Taxes	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 11,465.00	\$ 385.75	\$ 1,487.50	17%
Energy Perf Cont Expense	\$ 37,205.00	\$ 3,100.48	\$ 5,200.95	17%
<i>Total General Expenses</i>	<i>\$ 165,281.00</i>	<i>\$ 12,029.17</i>	<i>\$ 26,247.45</i>	
Total Expenses	\$ 496,682.00	\$ 43,962.51	\$ 86,350.96	17%
Surplus - (Deficit)	\$ 31,893.00	\$ 9,787.64	\$ 7,487.10	

Percent of Budget Month 2 of 12

17%

00000022

Vermillion Housing Authority
Operating Statement - Public Housing - County Properties AMP 104
May 2021

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 344,904.00	\$ 32,164.00	\$ 62,225.00	18%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 2,376.00	\$ 200.17	\$ 407.59	14%
Other Income	\$ 64,294.00	\$ 1,945.50	\$ 3,178.50	5%
Subsidy	\$ 681,964.00	\$ 62,930.00	\$ 118,584.00	17%
Total Revenue	\$ 1,094,038.00	\$ 97,140.67	\$ 184,695.19	17%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 76,031.00	\$ 4,947.94	\$ 9,894.71	13%
Legal	\$ 41,505.00	\$ 1,790.00	\$ 1,790.00	4%
PBA Mngt. Exp.	\$ 128,880.00	\$ 18,335.00	\$ 29,915.00	23%
Mileage/Travel/Training	\$ 1,149.00	\$ -	\$ -	0%
Other Administrative Exp	\$ 42,407.00	\$ 1,495.94	\$ 3,557.01	8%
<i>Total Administrative Expense</i>	<i>\$ 290,032.00</i>	<i>\$ 26,568.88</i>	<i>\$ 45,156.72</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 4,704.00	\$ 393.18	\$ 785.18	17%
<i>Total Tenant Services Expenses</i>	<i>\$ 4,704.00</i>	<i>\$ 393.18</i>	<i>\$ 785.18</i>	
<i>Total Utility Expenses</i>	<i>\$ 163,873.00</i>	<i>\$ 13,509.60</i>	<i>\$ 18,172.49</i>	<i>17%</i>
<i>Maintenance</i>				
Salaries	\$ 164,842.00	\$ 11,640.31	\$ 27,113.45	16%
Materials	\$ 52,763.00	\$ 2,905.84	\$ 7,767.98	15%
Contracts	\$ 107,362.00	\$ 6,286.35	\$ 11,198.62	10%
<i>Total Maintenance Expenses</i>	<i>\$ 324,967.00</i>	<i>\$ 20,832.50</i>	<i>\$ 46,080.15</i>	
<i>General Expenses</i>				
Insurance	\$ 53,092.00	\$ 4,424.40	\$ 8,848.80	17%
Employee Benefits	\$ 168,118.00	\$ 12,468.70	\$ 23,431.20	14%
Depreciation Expense	\$ 61,709.00	\$ 3,305.06	\$ 6,610.12	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 15,051.00	\$ 291.25	\$ 3,170.68	21%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<i>Total General Expenses</i>	<i>\$ 297,970.00</i>	<i>\$ 20,489.41</i>	<i>\$ 42,060.80</i>	
Total Expenses	\$ 1,081,546.00	\$ 81,793.57	\$ 162,255.34	15%
Surplus - (Deficit)	\$ 12,492.00	\$ 15,347.10	\$ 22,439.85	

Percent of Budget Month 2 of 12

17%

00000023

Vermilion Housing Authority
 Operating Statement - HCV - Section 8
 May 2021

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Fraud Recovery	\$ 22,500.00	\$ 1,883.62	\$ 3,861.00	17%
Interest Income	\$ 500.00	\$ 40.96	\$ 85.40	17%
Administrative Fees	\$ 301,761.00	\$ 24,244.00	\$ 54,668.00	18%
Total Revenue	\$ 324,761.00	\$ 26,168.58	\$ 58,615.40	18%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 182,751.00	\$ 0.14	\$ 13,794.23	8%
Legal	\$ 1,000.00	\$ -	\$ -	0%
Mileage/Travel/Training	\$ -	\$ -	\$ 159.84	0%
Other Administrative Exp	\$ 33,834.00	\$ 2,331.95	\$ 4,658.08	14%
<i>Total Administrative Expense</i>	<i>\$ 217,585.00</i>	<i>\$ 2,332.09</i>	<i>\$ 18,622.15</i>	
<i>General Expenses</i>				
Insurance	\$ 4,817.00	\$ 401.00	\$ 802.12	17%
Employee Benefits	\$ 90,691.00	\$ 6,601.88	\$ 12,238.14	13%
Depreciation Expense	\$ 11,075.00	\$ 384.55	\$ 769.20	0%
<i>Total General Expenses</i>	<i>\$ 106,573.00</i>	<i>\$ 7,387.49</i>	<i>\$ 13,809.36</i>	
Total Expenses	\$ 324,163.00	\$ 9,719.58	\$ 32,431.51	10%
Surplus - (Deficit)	\$ 598.00	\$ 16,449.00	\$ 26,183.89	

Percent of Budget Month 2 of 12 17%

Vermilion Housing Authority
Operating Statement - Teen Pregnancy Prevention - State Grant
May 2021

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Subsidy	\$ 125,052.00	\$ -	\$ 79,172.89	63%
Total Revenue	\$ 125,052.00	\$ -	\$ 79,172.89	63%
Operating Expenses				
Salaries	\$ 50,370.03	\$ 4,028.80	\$ 52,281.33	87%
Mileage/Travel/Training	\$ 596.00	\$ -	\$ 1,688.54	285%
Other Administrative Exp	\$ 29,264.67	\$ 2,147.92	\$ 21,267.69	73%
Employee Benefits	\$ 34,821.30	\$ 2,518.49	\$ 30,365.03	87%
Total Operating Expenses	\$ 125,052.00	\$ 8,695.21	\$ 105,612.79	84%
Surplus - (Deficit)	\$ -	\$ (8,395.21)	\$ (26,439.90)	

Percent of Budget Month 11 of 12 92%

Vermilion Housing Authority
First Financial Bank - Authority Account
May 2021

Balance Sheet

Assets

111105 Cash	320,547.70
111110 CD - Matures 12 18 20	-
Total Assets	<u>320,547.70</u>

Liabilities

2111 Accounts Payable	0.00
Total Liabilities	<u>0.00</u>

Equity

2820 Operating Reserves - Retained Earnings	320,531.63
Current Year Operating - Gain/(Loss)	16.07
Total Liabilities & Equity	<u>320,547.70</u>

Income Statement

	Current Month	Year to Date
Operating Revenue		
Interest Income	8.17	16.07
Other Income	0.00	0.00
Total Revenue	<u>8.17</u>	<u>16.07</u>
Operating Expenses		
Other Administrative Expenses	0.00	0.00
Total Expenses	<u>0.00</u>	<u>0.00</u>
 Surplus - (Deficit)	 8.17	 16.07

00000028

CAPITAL FUND 2018 - DANVILLE

Collection Date: 7/31/2021
 Close Out Date: 5/25/2023

	Budget	Extended Cur & L Funds	Expended Credit-Date	Available Balance	Fund %	5/31/2021 Obligation
Operations 1406	\$ 228,173.00	\$ -	\$ 228,173.00	\$ -	0.0%	\$ 228,173.00
Right Improvements 1408						
Improvements	\$ 52,710.00	\$ -	\$ 52,415.00	\$ -		\$ 52,065.00
Media Sign and Clearing	\$ -	\$ -	\$ -	\$ -		\$ -
Stair/Resident Council Board Training	\$ 4,771.00	\$ -	\$ 4,771.95	\$ -		\$ 4,421.00
Bathroom Deck Renovation	\$ 1,410.00	\$ -	\$ 1,410.00	\$ -		\$ 1,410.00
	\$ 58,891.00	\$ -	\$ 58,607.00	\$ -	0.0%	\$ 57,896.00
Administration 1410						
Administration Costs-FA Funds	\$ 114,085.00	\$ -	\$ 114,085.00	\$ -	0.0%	\$ 114,085.00
Contract Administration 1480						
Salary-Employee Benefits for Maintenance Coordinator	\$ 39,240.17	\$ -	\$ 39,240.17	\$ -		\$ 39,240.17
Resident Costs-FA Funding	\$ 43,163.00	\$ -	\$ 43,163.85	\$ -		\$ 43,163.82
	\$ 82,403.17	\$ -	\$ 82,404.02	\$ -	0.0%	\$ 82,404.01
Non-Dwelling Interior 1480						
Kitchen Renovation-Childs	\$ 97,957.38	\$ -	\$ 97,957.38	\$ -		\$ 97,957.38
Patio Deck Maintenance Yard	\$ 102,977.50	\$ -	\$ 102,977.50	\$ -		\$ 102,977.50
Mechanical and Gasline Area Renovation	\$ 27,150.00	\$ -	\$ 27,150.00	\$ -		\$ 27,150.00
	\$ 228,084.88	\$ -	\$ 228,084.88	\$ -	0.0%	\$ 228,084.88
Non-Dwelling Construction-Mechanical 1480						
Fire System Upgrades	\$ -	\$ -	\$ -	\$ -		\$ -
AC Unit Replacement	\$ 17,785.00	\$ -	\$ 17,785.00	\$ -		\$ 17,785.00
Door Replacement	\$ -	\$ -	\$ -	\$ -		\$ -
	\$ 17,785.00	\$ -	\$ 17,785.00	\$ -	0.0%	\$ 17,785.00
Dwelling Unit - Site Work 1480						
Street and Site Work Repairs	\$ 71,830.13	\$ -	\$ 71,832.13	\$ 10,937.00		\$ 71,830.13
Landscaping-Tree Work	\$ 31,037.08	\$ -	\$ 31,037.08	\$ -		\$ 31,037.08
Paved and Gravel	\$ -	\$ -	\$ -	\$ -		\$ -
	\$ 102,867.21	\$ -	\$ 102,869.21	\$ 10,937.00	10.6%	\$ 102,867.21
Dwelling Unit - Exterior 1480						
Window Replacement	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -		\$ 50,000.00
Roof Replacement	\$ 126,002.88	\$ -	\$ 126,002.88	\$ 85,070.00	67.8%	\$ 126,002.88
Total	\$ 1,251,156.00	\$ -	\$ 1,251,156.00	\$ 105,907.00	8.5%	\$ 1,251,156.00

Percent Obligated 82.1%

NOTE: If the budget amounts result in a negative amount, it may be due to a change in the available amount of funds. Funds are available for that item without a budget modification.

00000027

May 31, 2021

CAPITAL FUND 2019 - DANVILLE

Obligation Date: 4/15/2021
 Close U.A. Date: 4/15/2021

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	4/15/2021 Obligation
Operations 1408	\$ 239,748.00	\$ -	\$ 239,748.00	\$ -	0.0%	\$ 239,748.00
Maint Improvements 1408						
Improvements	\$ 53,542.00	\$ -	\$ 53,542.00	\$ -		
Concrete	\$ 36,674.17	\$ -	\$ 36,674.17	\$ 13,066.07		
Marketing and Advertising	\$ -	\$ -	\$ -	\$ -		
Staff Resident Council/Board Training	\$ 12,684.22	\$ -	\$ 12,684.22	\$ -		
Recurrent Check Information	\$ 7,000.00	\$ 155.63	\$ 6,844.37	\$ 155.63		
	\$ 114,987.60	\$ 155.63	\$ 114,987.60	\$ 155.63	0.1%	\$ 114,987.60
Administration 1410						
Administration Costs PHA Office	\$ 119,974.00	\$ -	\$ 73,000.00	\$ 46,974.00	40.8%	\$ 119,974.00
Contract Administration 1480						
Acquisition and Designing Plans	\$ 90,000.00	\$ 11,420.16	\$ 53,622.90	\$ 36,377.10		\$ 90,000.00
	\$ 90,000.00	\$ 11,420.16	\$ 53,622.90	\$ 36,377.10	40.4%	\$ 90,000.00
Non-Dwelling Construction - Mechanical 1480						
Door Replacement	\$ 10,480.00	\$ -	\$ 10,480.00	\$ -	0.0%	\$ 10,480.00
Dwelling Unit - Site Work 5460						
Sewer and Water Line Replaces	\$ 302,000.00	\$ -	\$ 12,125.48	\$ 289,874.52		
Security Fencing - Fair Units	\$ -	\$ -	\$ -	\$ -		
Landscape Upgrades	\$ 77,034.26	\$ -	\$ 75,034.26	\$ -		
	\$ 479,034.26	\$ -	\$ 87,159.74	\$ 391,874.52	80.8%	\$ 479,034.26
Dwelling Unit - Demolition 1480						
Demolition - Fair Units	\$ 153,610.72	\$ 1,250.00	\$ 107,370.41	\$ 46,240.31		
	\$ 153,610.72	\$ 1,250.00	\$ 107,370.41	\$ 46,240.31	96.1%	\$ 153,610.72
Totals:	\$ 1,190,748.00	\$ 12,866.81	\$ 672,407.88	\$ 528,340.12	48.9%	\$ 1,190,807.68

Percent Obligated 96.0%

00000028

May 31, 2021

CAPITAL FUND 2019 - COUNTY

Obligation Date: 7/15/2022
Close Out Date: 9/30/2021

	Budget	Expended Current Month	Expended Grant To Date	Available Balance	Percent Available	3/31/2021 Obligation
Operations 1406	\$ 71,965.50	\$ -	\$ 71,965.50	\$ -	0.0%	\$ 71,965.50
Management Improvement 1408	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Administration 1410	\$ 21,432.05	\$ -	\$ 21,432.05	\$ -	0.0%	\$ 21,432.05
General Capital Activity 1493	\$ 254,950.50	\$ 2,429.67	\$ 255,210.18	\$ 19,140.32	7.5%	\$ 247,264.78
Capital Exp/Debt SW 1501	\$ 26,004.95	\$ -	\$ 26,004.95	\$ -	0.0%	\$ 26,004.95
Total	\$ 374,353.00	\$ 2,429.67	\$ 363,232.68	\$ 19,140.32	5.1%	\$ 366,697.24

Percent Obligated 97.9%

00000029

May 31, 2021

CAPITAL FUND 2020 - DANVILLE

Original Date: 3/25/2021
 Close Out Date: 3/25/2021

	Budget	Expended Current Month	Expended Grand Total	Available Balance	Percent Available	5/31/2021 Utilization
Operations 1405	\$ 256,526.00	\$ -	\$ -	\$ 256,526.00	100.0%	\$ 256,526.00
Vehicle Improvements 1402						
Maintenance and Overhauling	\$ 3,000.00	\$ 100.00	\$ 100.00	\$ 2,900.00		
Background Check - Police	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00		
	\$ 11,000.00	\$ 100.00	\$ 100.00	\$ 10,899.76	98.9%	\$ 10,899.76
Administration 1410						
Annual Salary - GS	\$ 128,263.40	\$ -	\$ -	\$ 128,263.40	100.0%	\$ 128,263.40
Non-Housing Interior 1430						
Replace Ceiling Tiles and Flooring - Mendocino Jail	\$ 145,857.00	\$ 58,340.00	\$ 102,417.00	\$ 43,440.00		
	\$ 145,857.00	\$ 58,340.00	\$ 102,417.00	\$ 43,440.00	29.7%	\$ 145,857.00
Dwelling Unit - Exterior 1420						
Window Repairs - Court House Tower	\$ -	\$ -	\$ -	\$ -		
Paint - Police Station - Exterior and Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -		
Dwelling Unit - Site Work 1450						
Sewer and Water Line Repairs	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00		
Driveway - Sidewalk	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -		
	\$ 20,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	49.7%	\$ 10,000.00
Dwelling Unit - District 1430						
Construction and Rehabilitation - City Cafeteria	\$ 725,000.00	\$ -	\$ -	\$ 725,000.00		
	\$ 725,000.00	\$ -	\$ -	\$ 725,000.00	100.0%	\$ -
Total	\$ 1,285,783.00	\$ 61,512.00	\$ 127,296.31	\$ 1,147,816.69	89.3%	\$ 1,147,816.69

Percent Obligated 89.3%

00000030

May 31, 2021

CAPITAL FUND 2020 - COUNTY

Original Order 5/25/2021
 Close Out Date 5/25/2021

	Budget	Expended Current Month	Expended YTD-to-Date	Available Balance	Percent Available	5/31/2021 Obligation
Operative 1448	\$ 79,829.80	\$ -	\$ 79,829.80	\$ -	0.0%	\$ 79,829.80
Grass Improvements 1405						
Management Improvements	\$ 12,224.00	\$ 86.25	\$ 10,379.06	\$ 1,744.94		
	\$ 17,724.00	\$ 86.25	\$ 10,379.06	\$ 1,244.94	10.2%	\$ 12,224.00
Administration 1430						
Administration Costs	\$ 39,914.90	\$ -	\$ 39,914.90	\$ -	0.0%	\$ 39,914.90
Non-Dwelling Site Work						
Track seal, sealcoat, and finish	\$ 24,404.30	\$ -	\$ -	\$ 24,404.30		\$ -
	\$ 24,404.30	\$ -	\$ -	\$ 24,404.30	100.0%	\$ -
Non-Dwelling Construction - Major						
Replace Trash Compactor - Central Jail	\$ -	\$ -	\$ -	\$ -		
Complete new main entrance of Security Dept.	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -		\$ -
Non-Dwelling Unit - Interior 1400						
Central's Main Corridor Renovation	\$ 60,426.00	\$ -	\$ -	\$ 60,426.00		
	\$ 60,426.00	\$ -	\$ -	\$ 60,426.00	100.0%	\$ 60,426.00
Dwelling Unit - Interior 1401						
Appliances - Refrigerators and Stoves	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00		
	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	100.0%	\$ -
Dwelling Unit - Exterior 1485						
Roof Replacement - Security Court	\$ 14,574.00	\$ -	\$ -	\$ 14,574.00		
	\$ 14,574.00	\$ -	\$ -	\$ 14,574.00	100.0%	\$ -
Dwelling Unit - Demolition 1180						
Demolition - B. Lodge - 100 sq ft	\$ 3,250.00	\$ -	\$ 3,250.00	\$ 196,750.00		
	\$ 160,000.00	\$ -	\$ 3,250.00	\$ 156,750.00	97.9%	\$ 3,250.00
Total	\$ 201,173.00	\$ 86.25	\$ 110,973.76	\$ 167,370.24	83.2%	\$ 131,644.70

Percent Obligated 83.2%

00000031

May 31, 2021

CARE's Act Funding

	Grant Amount	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available
AMP 101 - Fair Oaks	\$ 315,842.00	\$ 6,427.00	\$ 240,975.29	\$ 75,866.71	73.8%
AMP 102- Beefer, Wadson, Churchill	\$ 76,830.00	\$ 3,129.18	\$ 52,225.93	\$ 24,604.07	32.0%
AMP 103 - Merche	\$ 44,985.00	\$ 874.39	\$ 44,985.00	\$ -	0.0%
AMP 104- County Properties	\$ 100,701.00	\$ 6,141.55	\$ 53,327.11	\$ 47,373.89	17.7%
HC9 - Section 8	\$ 115,295.00	\$ 14,252.31	\$ 61,259.79	\$ 54,035.21	46.9%
Total	\$ 654,654.00	\$ 30,674.73	\$ 482,770.53	\$ 171,883.47	26.3%

00000032

Vermilion Housing Authority
Tenant Receivables Outstanding
PHAS Financial Indicator
May 2021

Definition: This subindicator measures the tenant accounts receivable of a project against the tenant charges for the project's fiscal year.

If the ratio is less than 1.5 - the agencies score is 5.

If the ratio is equal to or greater than 1.5 and less than 2.5 - the agencies score is 2.

If the ratio is equal to or greater than 2.5 - the agencies score is 0.

**Ratio is based on a pro-rated calculation of annualized rental income.

March-21	\$	29,970.40	4.52%
April-21	\$	36,200.77	4.67%
May-21	\$	44,961.60	5.80%
June-21			0.00%
July-21			0.00%
August-21			0.00%
September-21			0.00%
October-21			0.00%
November-21			0.00%
December-21			0.00%
January-22			0.00%
February-22			0.00%
March-22			0.00%

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Vermilion Housing Authority

AP Expenditures

May 2021

Alurmax Inc.	575.00
Aurora Ip	\$14,916.63
Anderson Electric	\$290.00
Aqua Illinois Inc	\$30,461.37
Barton Carrolls Inc.	\$1,592.00
Better NOI	\$375.00
Botts Locksmith	\$7,636.25
Brandon Gilbert	\$56.92
Brickyard Disposal & Recycling Inc	\$1,273.17
Call One	\$1,904.32
Cds Office Technologies (%4811)	\$72.97
Central Illinois Bank	\$857.16
Ciebausk, D.A.	\$371.91
City Of Danville Police	\$4,273.60
City of Hoopston	\$2,478.24
Classique Sash & Door	\$55.78
Comcast Cable	\$633.45
Conner Company	\$595.10
Constellation NewEnergy, Inc.	\$394.27
Danville Area Community College	\$465.22
Danville Sanctuary	\$8,386.85
Davis and Delanois, P.C.	\$2,415.00
Furnsworth Group Inc.	\$11,420.16
Fastenal	\$3,052.97
Frank's House Of Color Inc.	\$625.88
Gabrielle Sigerill	\$250.00
General Electric Co	\$1,725.00
Georgetown Waterworks	\$3,955.01
Gibson Teldata, Inc.	\$550.00
Good & Wright	\$1,300.00
Grainger, Inc	\$1,497.95
Id Supply Facilities Maintenance	\$9,385.83
Health Alliance	\$28,197.31
Housing-Renewal & Local Agency Retirement	\$1,5270.92
Illini FS	\$2,124.65
Indiana Media Group	\$177.00
Johnson Controls Security Solutions	\$2,540.67
Jorgenson Electric Inc.	\$260.00
Just The Facts Publishing	\$26.00
Kelly Printing Company Inc.	\$632.00
Kenya D. Watkins	\$250.00
Kirby Risk Corporation	\$47.25
Kono Inc.	\$863.58
Kuchowski Heating & A/C Inc	\$2,248.00
Lahne Lawncare	\$660.00
Larjohn J Spence	\$250.00
Lalmarre C Martin	\$792.00
Maloney, Silverman & Cross,LLC	\$675.00
McDowell Builders, Inc	\$3,141.00
Mervis Industries, Inc	\$500.00
McClife Small Business Center	\$1,583.47
Midwest Power Washing	\$5,129.00
Municipal Water Utility	\$86.00
MyTann Mfg Co Inc	\$33.67
Napa Auto Parts	\$39.98

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NEC Cloud Communications America, INC	\$350.91
Olympic Hardware	\$48.51
Patricia A. Nunn	\$250.00
Pdq Supply Inc.	\$483.87
Quindient Finance USA, Inc	\$2,000.00
Quicktube North	\$58.88
Quicktube South	\$45.98
Quill	\$2,068.32
Ray's Pest Control	\$655.00
Republic Services	\$20,309.79
Rogers Supply Company Inc.	\$783.56
Ronald Kuntz	\$200.00
Rosemary Strouers	\$250.00
Santanna Energy Services	\$1,291.48
Schaumburg's Fine Trim	\$63,349.30
Scott Greene	\$100.00
Securitas Electronic Security Inc.	\$141.00
Service Of Vermilion County	\$2,772.96
Smithereen Pest Management Services	\$536.16
Sparklight Business	\$611.19
Stuard & Associates, Inc. Elevator Consulting Services	\$75.00
Thomas J. Owens	\$145.00
Trigard-Henricks	\$163.24
Verizon Wireless	\$420.18
Vermilion County Treasurer	\$45,859.96
Village of Rossville	\$648.74
Vision Service Plus	\$181.01
Wagner Communications Inc.	\$478.09
Watson Tire & Automotive Inc.	\$28.00
Watts Copy System	\$487.33
Woodard's Computing Services	\$106.25
Total for all Vendors	321,719.84

00000035



Memorandum

TO: Board of Commissioners
FROM: Jaclyn Vinson, Executive Director
DATE: June 1, 2021
RE: Personnel Monthly Report for the Month of May 2021

1. The following personnel action was taken in May 2021:

Patricia Landram-Hermann – Cleaning Crew – Rehired

Lamorre Martin – Cleaning Crew – Hired

2. Staff/Commissioners attended the following training through the Executive Office in May 2021:

Supervision & Management
Danville, IL

Chad Holmes
Maintenance Supervisor

RESOLUTION NO. 2021-16

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the 2021 Public Housing Admissions and Continued Occupancy Plan; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority, desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the 2021 Public Housing Admissions and Continued Occupancy Plan.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 17th day of June, 2021.

Ayes ..

Nays _____

Absent

THE HOUSING AUTHORITY OF THE CITY OF
DANVILLE d/b/a VERMILION HOUSING
AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

00000038



MEMORANDUM

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director

DATE: June 14, 2021

RE: Fair Oaks Roof Replacement

We requested quotes to perform roof replacement on 2 buildings at Fair Oaks in Danville, IL.

We solicited quotes from companies to perform this work. We received complete quotes from three (3) companies, as depicted below. It should be noted we received one incomplete quote for SK Exteriors

Company	Price Quotation
Freeman Exteriors	\$52,192.30
Hoover Contracting	\$71,522.00
Midwest Storm Company	\$63,000.00

We are recommending approval to enter into a contract with Freeman Exteriors to perform the roofing services, as quoted, at a cost not to exceed \$52,192.30.

00000039

RESOLUTION NO. 2021-17

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve Freeman Exteriors for roof replacement on 2 buildings at Fair Oaks not to exceed \$52,192.30; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of Freeman Exteriors for roof replacement on 2 buildings at Fair Oaks not to exceed \$52,192.30.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 17th day of June, 2021.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF
DANVILLE d/b/a VERMILION HOUSING
AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

00000041



MEMORANDUM

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director

DATE: June 14, 2021

RE: Kennedy Court Roof Replacement

We requested quotes to perform roof replacement on 3 buildings at Kennedy Court in Georgetown, IL.

We solicited quotes from companies to perform this work. We received quotes from three (3) companies, as depicted below.

Company	Price Quotation
Freeman Exteriors	\$28,254.92
Hoover Contracting	\$33,789.00
Midwest Storm Company	\$30,360.00

We are recommending approval to enter into a contract with Freeman Exteriors to perform the roofing services, as quoted, at a cost not to exceed \$28,254.92.

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RESOLUTION NO. 2021-18

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a/ Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve Freeman Exteriors for roof replacement on 3 buildings at Kennedy Court not to exceed \$28,254.92; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of Freeman Exteriors for roof replacement on 3 buildings at Kennedy Court not to exceed \$28,254.92.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 17th day of June, 2021.

00000043

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF
DANVILLE d/b/a VERMILION HOUSING
AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

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VERMILION HOUSING AUTHORITY

CIVIL RIGHTS POLICY

Adopted By the Board of Commissioners on Anticipated 7/15/2021

It is the policy of the Vermilion Housing Authority, to comply fully with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 3 of the 1968 Civil Rights Act, Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988), and with all rules and regulations.

Specifically, the Vermilion Housing Authority shall not on account of race, color, religion, sex, national origin, age, familial status and disability deny any family or individuals the opportunity to apply for assistance under the Low-Rent Housing Program. Neither will the Vermilion Housing Authority discriminate because of religion, age, physical handicap, pregnancy, parenthood, nor marital or veteran status.

To further its commitment to full compliance with applicable Civil Rights Acts, the Vermilion Housing Authority will provide federal, state, and local information to applicant/participant households regarding discrimination and recourse in the event of discrimination. Such information will be made available during the Pre Occupancy Briefing and all applicable forms and printed material will be made available to prospective resident families.

00000045

Vermilion Housing Authority

Confidentiality Agreement

UPDATED: Anticipated 7/15/2021

This Agreement is made between _____, _____ ("EMPLOYEE") and the Vermilion Housing Authority, on _____, 20 ____.

EMPLOYEE will perform services for the Vermilion Housing Authority which may require VHA to disclose confidential and proprietary information ("Confidential Information") to EMPLOYEE. Confidential information is any information of any kind, nature, or description concerning any matters affecting or relating to Employee's services for VHA, the business operations of VHA, and/ or the products, drawings, plans, processes, or other data of VHA. Accordingly, to protect the VHA Confidential Information that will be disclosed to EMPLOYEE, the EMPLOYEE agrees as follows:

- A. EMPLOYEE will hold the Confidential Information received from VHA in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- B. EMPLOYEE will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by either the VHA or the VHA Employee.
- C. EMPLOYEE will not reproduce the Confidential Information nor use this information for any purpose other than the performance of his/her duties for VHA.
- D. VHA reserves the right to take disciplinary action, up to and including termination for violations of this agreement.

EMPLOYEE represents and warrants that it is not under any preexisting obligations inconsistent with the provisions of this Agreement.

Signing below signifies that EMPLOYEE agrees to the terms and conditions of the agreement as stated above.

VERMILION HOUSING AUTHORITY

EMPLOYEE

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VERMILION HOUSING AUTHORITY

Disposition Policy

Personal property and Non-Expendable equipment belonging to the Vermilion Housing Authority, (VHA) shall not be sold or exchanged for less than fair value. Any personal property/non-expendable equipment belonging to the VHA that is no longer needed for operations shall be declared excess. Any such excess property valued at five hundred dollars (\$500) or more, which is not being sold to a public body for a public use or to a non-profit organization, or for low income housing related purposes, shall be sold at public sale. The Executive Director may declare and approve for disposition of excess property with an initial acquisition value up to five thousand dollars (\$5,000). Property with an initial acquisition value in excess of five thousand dollars (\$5,000) will be submitted to the Board of Commissioners of the VHA for approval as excess. The sale of the excess property shall be conducted in the following manner:

- A. The Executive Director shall declare personal property that is worn out, obsolete or surplus to the needs of the VHA excess. All such declarations shall be documented in writing. A survey to identify such property shall be conducted at least once a year following the physical inventory by the Finance Department.
- B. If the estimated market value of the personal property offered for sale is less than five hundred dollars (\$500), the Executive Director may negotiate a sale in the open market after such informal inquiry as he or she considers necessary to ensure a fair return to the VHA. The sale shall be documented by an appropriate bill of sale.
- C. For sales of excess property valued between five hundred dollars (\$500) and five thousand dollars (\$5,000), the Executive Director shall solicit informal bids orally, by telephone, or in writing from known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale.
- D. For sales of excess property valued at more than five thousand dollars (\$5,000), the Executive Director shall negotiate a sale by public advertisement for formal, sealed bids. The advertisement shall be posted at least fifteen (15) days prior to award of the sale contract and shall be published in newspapers or circular letters to known prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as part of the permanent record.

The award shall be made to the highest bidder as to price. Excess property may be used as a "trade-in" for like property. The "trade-in" value will be considered relative to the bid price of the new equipment.

- E. The sale or donation of personal property to a public body for public use or a non-profit organization or for low-income housing related purposes may be negotiated at its fair value. Sales of property with estimated values in excess of five thousand dollars (\$5,000) are must be approved subject to approval by the Board of Commissioners. The transfer shall be documented by an appropriate bill of sale.
- F. Property with no estimated salvage value or property for which the estimated cost of the disposal exceeds the estimated sales proceeds may be scrapped under the following conditions. For property with an acquisition value of less than five thousand dollars (\$5,000), the Executive Director may determine that the property should be scrapped. Determinations must be documented in writing, clearly indicate the rationale for the determination, and be retained for permanent file. Property to be scrapped with an acquisition value in excess of five thousand dollars (\$5,000) shall be referred to the Board of Commissioners for approval. A copy of the Board's approval, together with the complete documentation in support of destruction, abandonment, or donation, shall be retained as a part of the permanent records.

Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Executive Director and, if required, by the Board of Commissioners. The Executive Director shall make every effort to dispose of excess personal property as outlined above.

Housing Authority employees may participate in advertised sales involving formal sealed bids or informal written bids for excess personal property. Employees submitting bids must adhere to the normal rules for bid submission. If an employee's bid is the highest offer, the property may be sold to the employee. Property may not be sold to employees on a negotiated basis unless at least one or more bids from the public are received, the employee's bid is high, and the Board of Commissioners approves the sale. Employees may not purchase or take excess property being scrapped or for which no outside bids are received.

Adopted: Anticipated 7/15/2021 by the Board of Commissioners



Vermilion Housing Authority

Cash Management Policy

The purpose of this cash management policy is to establish cash management guidelines for the purpose of safeguarding public funds and maximizing income for the Authority while complying with the regulations of the U. S. Department of Housing and Urban Development set forth in HUD Notice PIH 95-27, Notice PIH 2001-7 and Notice PIH 2002-13.

OBJECTIVE:

Assure the availability of cash for transaction needs, preserve the value of cash resources and earn the maximum return on funds until disbursed while maintaining the safety of all monies whether on hand or invested.

Receipts:

Proper internal controls shall be established over the cash receipts process to provide a reasonable assurance that misappropriation or fraud will not occur.

Separation of Duties – Separations of duties are established so that different employees are responsible for (1) receiving and recording cash collections, (2) balancing daily cash receipts to related recordings, (3) verifying that the deposited amounts reflected in the general ledger are in agreement with departmental records.

Rental Pickups – The rent payments will be picked up daily from the secured rent boxes during the first part of the month prior to late charges being assessed. They will be picked up periodically after that time period. The rent payments will be delivered to the Finance Department for processing. All mailed in rent and other incoming payments will be delivered to the Finance Department un-opened if known to be a payment. If opened, mail will be handed directly to Finance Department personnel.

Recording and Depositing – All payments to the Authority are to be recorded in the system and posted to the appropriate account. All payment documents including cash are to be placed into the locked cash drawer to await end of day deposit procedures. If

a deposit is not being remote deposited to the bank that day, it is to be locked into the company safe at the end of the day. Deposits are to be remote deposited to the bank at least twice a week depending upon deposit amount.

ACH Draw Down of Federal Funds – The HUD E-LOCCS System is utilized to draw down operating subsidy for the Public Housing Program and other Federal Grant Programs. The Housing Authority has identified certain personnel with the authority to access the E-LOCCS System. These individuals have the responsibility of accurately drawing down monthly operating subsidy for the Public Housing program and the appropriate amounts for the Capital Fund Programs or any other HUD Grant Programs. HUD has established the maximum time to be generally three working days between draw down and disbursement of any Capital Fund, Modernization or Development Funds.

Disbursements:

Proper internal controls shall be established over the disbursement process to provide a reasonable assurance that misappropriation or fraud will not occur and only approved expenditures are paid to the appropriate vendors.

Disbursements are generated with an approved invoice, purchase order or contract. All disbursements are to be made by check unless the item would be considered a small reimbursable expense and would qualify as a Petty Cash disbursement.

After verification of goods or services received, appropriate approvals, proper general ledger accounts identified the amount to be paid to the appropriate vendor will be entered into the Accounts Payable System for payment. Payments are commonly made within 30 days of invoice unless special arrangements are made in advance. Payments issued for Section 8 Housing Assistance Payments or Utility Assistance Payments are authorized by the Section 8 Department Head and verified with the proper documentation to the Finance Department.

Checks are created from blank stock check material and are consecutively numbered during the check generation process. Any voided checks shall not be destroyed and shall be retained and stored with the bank reconciliation information.

Checks are then attached to the supporting documentation and presented to the executive office or other approved check signers for signatures. Checks are then prepared to be mailed or delivered and all supporting documentation is prepared to be filed by vendor by fiscal year.

Check Signing:

All Accounts Payable/General Fund and Section 8 disbursements are required to have two signatures on all checks. Our bank will not allow only one signature on a check to be processed. There are several department managers along with the Executive Director and a Board of Commissioner member who are eligible to sign these documents.

On Line Banking & Electronic Funds Transfers:

From time to time, the Finance Department is required to transfer cash balances from one funding source account to another funding source account. These transfers are made via our on-line banking arrangement with our local bank. Source documents with appropriate documentation for these transfers will be maintained within the Finance Department and will include initials of two eligible check signers.

In the event the Housing Authority has a need to wire transfer money, two authorized check signers are needed to give authorization to the bank to allow the wire transfer. Source documents with appropriate documentation for these wire transfers will be maintained within the Finance Department and will include initials of two eligible check signers.

Electronic Funds Transfers are required to establish ACH credits for the bi-weekly payroll process. These funds are debited from the Authority's bank account and directly credited to the employee's personal financial institutions via an ACH credit. Source documents with appropriate documentation for these payroll ACH credit transfers will be maintained within the Finance Department and will include initials of the authorized finance personnel and/or the Executive Director.

Petty Cash:

The Petty Cash Policy is found in the Authority's Procurement Policy. The fund is not to exceed \$500. A single disbursement from the Petty Cash fund is not to exceed \$250. The fund is intended to reimburse staff for small purchases where an accounts payable transaction would be considered unnecessarily complicated. The fund is secured in the safe located in the Finance Department. Supporting documentation such as a receipt is necessary for any distribution from this fund. It is not to be used for cashing employees' or tenants' checks or making loans to employees. The fund is secured within the safe located in the Finance area. The fund is to be reconciled at least monthly and replenished as needed.

Interest earned on Grant Funds:

Federal – Monies received from federal contracts are placed in an interest bearing account and used for the program intended. Any interest earned is used in conjunction with the Intended program. Capital Grants are always funded in arrears and no interest is applicable.

State - Grant funds disbursed under the State DHS Agreement will be placed in an interest-bearing account. All interest earned shall be considered grant funds and are subject to the same restrictions as the grant funds. Any exceptions to this requirement by the State must be approved, in writing, by the Department of Human Services. The provisions of the Illinois Grant Funds Recovery Act shall apply. DHS Grant funds are typically funded in arrears of spending and therefore no interest is typically earned.

Credit Card:

Credit Cards will only be used for authorized expenditures directly associated with the business of the Vermilion Housing Authority. Personal use of any agency credit cards is unacceptable. Cash advance or cash back from purchases are strictly prohibited. The amount of any non-approved or inappropriate purchases will be collected from the user of the credit card.

The Executive Director will determine the distribution of any credit cards to staff. The Executive Director will determine the credit limit on any account being used by staff.

Credit cards are primarily used for travel related expenditures or certain vendors utilize store credit cards instead of in-house store accounts. All documentation relating to any charge on any account must be remitted to the Finance Department prior to any payment being released to the credit card vendor. This includes all receipts and or all travel related documents.

Payment of credit card vendors should be made within the allowable time limit to avoid any interest or late charge fees.

Payroll:

Employees of the Housing Authority are paid every two weeks via a direct deposit through the employee's own financial institution.

Payroll is processed internally by the Finance Department. Payroll documents including W-4, I-9, Date of Employment, Payroll Deduction forms, Position and or pay rate change

forms are located within the Finance Department Payroll Files. These files are kept secure and have restricted access.

Time sheets are prepared by staff, approved by their respective supervisor and submitted to the Finance Office bi-weekly. Night Call overtime sheets are prepared daily by the Maintenance Personnel on call, reviewed and approved by the Asset Managers. These documents are then remitted to the Finance Department.

Pay stubs are distributed every two weeks in conjunction with the ACH pay date. In the event that a pay stub is to be picked up by a designated person other than the staff person, then a notice in writing must be received by the Finance Office identifying the individual and they must have proper identification to pick up the pay stub. The pay stubs could also be mailed or held in the safe in the Finance Department at the employee's request.

Changes in pay rate can only be made after documentation is received by the Finance Department from the Executive Office.

The Finance Department processes all payroll deductions both mandatory and voluntary. These withholding dollars are submitted to the respective agencies or firms as required by the entity.

The Finance Department files all appropriate Federal and State documents associated with payroll processing. They also prepare year-end W-2 information for the staff and the appropriate governmental offices.

Budgetary Control:

Budgets are prepared for each major fund within the organization. They are prepared annually and are based on realistic expectations of revenues and expenses.

For the Low Rent Public Housing Program and the Section 8 Program, these budgets are prepared on our fiscal year basis. Since HUD began funding Low Rent Public Housing and Section 8 on a calendar year basis, this makes the budgeting process complicated for these major program areas. When final information regarding funding for these two major program areas is received from HUD, and the budget needs to be adjusted, a budget revision is prepared and submitted to the Board of Commissioners.

The Capital Funds budgets are prepared initially for the grant application process and are revised periodically as P & E reports are required. These budgets or revisions to the budgets are prepared for and approved by the Board of Commissioners as needed.

Budgets for the State of Illinois Grants are prepared on the States Fiscal Year and submitted to the appropriate State Agency for approval and processing. The Board of Commissioners are kept informed of any changes to these budgets.

Financial Management/Statements:

The Board of Commissioners is presented each month a comprehensive set of financial statements for each funding area. These financial statements reflect the Authority's Balance Sheet positions as well as revenue and expense positions. The Income Statements compare monthly data to year-to-date as compared to budget. The grant funded programs financial statements reflect month-to-date expenditures along with grant-to-date totals. These financial statements are prepared to HUD's asset management and project-based standards.

Annually, the Financial Data Schedule is prepared and submitted to HUD by the required deadline. A Management Discussion Analysis is prepared for inclusion in the annual independent audit.

It is the philosophy of the Authority's management to strive to reflect a small increase to reserves each fiscal year. The ebbs and flows of HUD funding oftentimes makes that goal difficult to achieve. It is also the philosophy of the management to utilize all grant funding to 100% of availability following the guidelines of each respective program.

An Independent Audit is performed each year after the close of the fiscal-year and copies of the final report are made available to the Board of Commissioners, HUD and other interested financial partners as requested.

Procurement:

The Housing Authority has a Procurement Policy to regulate all types of procurement.

Contract Lease Authorities:

By Board Authorization, the Executive Director is the Contracting Officer. The Director can enter into contracts up to \$10,000 without Board of Commissioner approval, contracts above \$10,000 require a Board Resolution.

Restricted and Unallowable Expenses:

Federal – The Housing Authority will follow the ACC Contract Amendments for all federal monies received. Certain programs have restrictions for funding usage or

budget line item definitions and the Authority will follow the guidelines for each program.

State – The Housing Authority will follow the respective Contract for each State funded program regarding restricted funds or unallowable expenditures.

General Ledger Journal Vouchers:

General Ledger Journal Vouchers are used to post transactions to the General Ledger that are not automated within the computer system. They are also used to correct entries.

A separate Journal Voucher is to be used to post different transactions so the appropriate description is recorded within the General Ledger.

Journal Vouchers are to be initialed by two staff members.

Property Control:

Property control is regulated by the Housing Authority's Capitalization Policy and Disposition Policy. Depreciable Assets are recorded on the Depreciation Schedule and depreciated according to expected life. Non-Depreciable Assets are recorded on a separate listing of assets for control purposes. All assets are monitored by the Finance Department and reviewed annually.

Approved by the Board of Commissioners – *Anticipated 7/15/2021*