

Vermilion Housing Authority



Board of Commissioners

December 16, 2021

Board Packet



Vermilion Housing Authority


1607 Clyman Lane

Danville, IL 61832

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

Jaelyn Vinson, Executive Director

TO: All Interested Parties

FROM: Jaelyn Vinson, Executive Director 

DATE: December 10, 2021

SUBJECT: Board of Commissioners Monthly Meeting

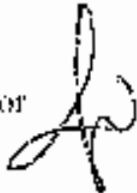
The regular meeting of the Board of Commissioners of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority is scheduled for **Thursday, December 16, 2021 at 4:00 p.m.** at **Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois** and via teleconference.

JV:sh



1507 Clyman Lane
Danville, IL 61832
P: (217) 443-3621 F: (217) 431-7059
Jaclyn Vinson, Executive Director

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director 

DATE: December 10, 2021

SUBJECT: Board of Commissioners Monthly Meeting

The next regular monthly 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, December 16, 2021 at 4:00 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois and via teleconference.**

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
FAIR OAKS ADMINISTRATION BUILDING
BOARD ROOM & VIA TELECONFERENCE
THURSDAY, DECEMBER 16, 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 December 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 November 18, 2021- VHA Board Minutes (pages 1-10)
6. Police Reports (pages 11-12)
7. Department Reports:
 - (a) Public Housing (pages 13-14)
 - (b) HCV (pages 15-16)
 - (c) Finance (pages 17-34)
 - (d) Personnel (page 35)
8. New Business [all the below items – roll call vote]
 - * (a) Emphasys Annual Maintenance Contract (pages 36-39)
 - * (b) Staff Health Insurance Renewal Rates (pages 40-43)
 - * (c) Personnel Policy (pages 44-101)
 - * (d) Fair Oaks Demolition Bid Award (pages 102-106)
 - * (e) Fair Oaks Infrastructure Removal Bid Award (pages 107-111)
 - * (f) Ramey Court Demolition Bid Award (pages 112-116)

9. Other Business
 - (a) Updated By-Laws – First Read (pages 117-123)

10. Closed Session
Pursuant to the IL Open Meetings Act:
5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired
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 January 20, 2022 at the Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, IL and via teleconference. We will begin at 4:00 p.m.

MINUTES OF
November 18, 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 November 18, 2021 at 4:00 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois. Chairman O'Shaughnessy asked that everyone stand and recite the "Pledge of Allegiance." He then asked Elder Parks to lead a prayer. Upon roll call requested by Chairman O'Shaughnessy, those present and absent were:

PRESENT: Carla Boyd, Chairman – Pat O'Shaughnessy, Tyson Parks, Vice Chairman – Gary Miller and Lindsay VanFleet
ABSENT: Alicia Geddis and Deanna Witzel
ALSO PRESENT: Executive Director, Jaclyn Vinson; Intake Specialist, Sue Harden; Chief Financial Officer, Amber McCoy; Director of Housing Operations, Brittany Savalick; Resident Services Coordinator, Tamera Forthenberry and Property Manager, Kim Spangler

Chairman O'Shaughnessy called for any additions or deletions to item number 3 on the amend agenda. None were presented. Chairman O'Shaughnessy then called for a motion to approve the amended agenda as presented. Commissioner Parks moved that the amended agenda be approved as presented. Vice Chairman Miller seconded the motion. Upon unanimous ayes, approval was granted.

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

Chairman O'Shaughnessy asked for any additions or deletions to the minutes from the October 21, 2021 Regular Board Meeting item number 5 on the amended 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 Miller a motion that the minutes from the October 21, 2021 Regular Board Meeting be approved. Commissioner Parks seconded the motion. Upon unanimous ayes, the minutes of the October 21, 2021 Regular Board Meeting were approved.

Chairman O'Shaughnessy asked for item number 6 on the amended agenda – Police Reports. Mrs. Vinson stated there were 30 police calls for October. A question and answer session followed.

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

(a) Public Housing – Brittany Savallick went over the October report. She stated they were at 99% occupancy for all AMPs. Tamera Forthenberry went over the ROSS Grant report. A question and answer session followed.

(b) HCV/Section 8 – Brittany Savallick went over the October report. She stated they have 455 active vouchers. A question and answer session followed.

(c) Finance – Amber McCoy went over the Finance, TAR's and Expenditures Reports for October.

(d) Personnel – Amber McCoy went over the October 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 amended agenda – 2022 Meeting and Holiday Schedule; Staff Compensation; AHRMA 2022 Insurance Renewal Rates; Ramey Court Water Infrastructure Invoice and Centennial Manor Fire Alarm Controls and Components.

(a) 2022 Meeting and Holiday Schedule – Mrs. Vinson went over the schedule. Chairman O'Shaughnessy asked if there were any questions. None were presented. Vice Chairman Miller made a motion to approve the 2022 Meeting and Holiday Schedule. Commissioner Parks seconded it.

RESOLUTION NO. 2021-39

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 2022 Holiday and Board of Commissioners Meeting Schedule; 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 2022 Holiday and Board of Commissioners Meeting Schedule.
- 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 2022 Meeting and Holiday Schedule which produced the following:

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

Chairman O'Shaughnessy thereupon declared said motion carried.

(b) Staff Compensation – Mrs. Vinson went over the compensation. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner Parks made a motion to approve the Staff Compensation. Vice Chairman Miller seconded it.

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RESOLUTION NO. 2021-40

**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 a one-time compensation package to the full-time staff based on the number of quarters in which they were fully employed by the agency along with the costs of FICA taxes estimating \$32,693.68; 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 a one-time compensation package to the full-time staff based on the number of quarters in which they were fully employed by the agency along with the costs of FICA taxes estimating \$32,693.68.
- 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.

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Chairman O'Shaughnessy called for a roll call vote to approve the Staff Compensation which produced the following:

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

Chairman O'Shaughnessy thereupon declared said motion carried.

(c) **AHRMA 2022 Insurance Renewal Rates** - Mrs. Vinson went over the renewal rates. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner Boyd made a motion to approve the AHRMA 2022 Insurance Renewal Rates. Commissioner Parks seconded it.

RESOLUTION NO. 2021-41

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 Vermillion 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 contract with Assisted Housing Risk Management Association (AHRMA) in the amount of \$257,342.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermillion 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.

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Section 2. Approval of the contract with AHRMA for \$257,312.00.

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 AHRMA 2022 Insurance Renewal Rates, which produced the following:

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

Chairman O'Shaughnessy thereupon declared said motion carried.

(d) Ramey Court Water Infrastructure Invoice – Mrs. Vinson went over the invoice. Chairman O'Shaughnessy asked if there were any questions. None were presented. Vice Chairman Miller made a motion to approve the Ramey Court Water Infrastructure Invoice. Commissioner Boyd seconded it.

RESOLUTION NO. 2021-42

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

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WHEREAS, in furtherance of its purpose, to approve the issuance of Ramey Court Demolition Water Disconnection to be performed by Owens Excavating at a cost not to exceed \$22,615.00; 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 Ramey Court Demolition Water Disconnection to be performed by Owens Excavating at a cost not to exceed \$22,615.00.
- 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 Ramey Court Water Infrastructure Invoice which produced the following:

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

Chairman O'Shaughnessy thereupon declared said motion carried.

(e) **Centennial Manor Fire Alarm Controls and Components** – Mrs. Vinson went over the bids. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner Boyd made a motion to approve the Centennial Manor Fire Alarm Controls and Components. Commissioner Parks seconded it.

RESOLUTION NO. 2021-43

**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 Johnson Controls to install at Centennial Manor fire alarm controls and components not to exceed \$90,392.20; 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 Johnson Controls to install at Centennial Manor fire alarm controls and components not to exceed \$90,392.20.
- 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.

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Chairman O'Shaughnessy called for a roll call vote to approve the Centennial Manor Fire Alarm Controls and Components, which produced the following:

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

Chairman O'Shaughnessy thereupon declared said motion carried.

Chairman O'Shaughnessy asked for item 9 on the amended agenda – Other Business – 2022 Flat Rent Rates and Reverend McCullough.

(a) 2022 Flat Rent Rates – Brittany Savalick went over the flat rent rates. A question and answer session followed.

(b) Reverend McCullough – Mrs. Vinson stated Reverend McCullough contacted her regarding a possible use for the Carver Park area. Discussion was held followed by a question and answer session.

Chairman O'Shaughnessy asked for item 10 on the amended agenda – Closed Session. None were presented.

Chairman O'Shaughnessy as for item 11 on the amended agenda - Chairman/Commissioner Comments. Chairman O'Shaughnessy stated that Dr. Geddis was not reappointed to the Board and thanked her for her service. He stated Harsha Gurujal was appointed and his term will start December 1, 2021.

Commissioner Boyd asked if the meetings could start at 5:00 instead of 4:00. Mrs. Vinson said she will look at the Bylaws and will need to do an amendment.

Mrs. Vinson handed out an updated Personnel Policy for a first read. She went over the changes.

Chairman O'Shaughnessy stated that with the amend agenda items satisfied he would entertain a motion to adjourn the meeting. Commissioner Parks made the motion to adjourn. Vice Chairman seconded the motion. Upon a unanimous vote the meeting was adjourned at 4:37 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 - November 2021

Date	Type	Location	Description
11/1/2021	Police	Fair Oaks	Aggravated battery in the 900 block of Redden Court
11/2/2021	Police	Beeler	Battery in the 300 block of Bradley Lane
11/3/2021	Police	Fair Oaks	Criminal trespass in the 900 block of Hubbard Lane
11/7/2021	Police	Fair Oaks	Criminal damage to property in the 1600 block of Clyman Lane
11/8/2021	Police	Fair Oaks	Arson in the 900 block of Hubbard Lane
11/8/2021	Police	Fair Oaks	Disorderly conduct in the 900 block of Redden
11/9/2021	Police	Fair Oaks	Disorderly conduct in the 1600 block of Clyman Lane
11/9/2021	Police	Fair Oaks	Criminal damage to property in the 900 block of Hubbard
11/14/2021	Police	Fair Oaks	Criminal damage in the 900 block of Hubbard Lane
11/15/2021	Police	Fair Oaks	Criminal damage to property in the 900 block of Hubbard
11/16/2021	Police	Fair Oaks	Assist other agency in the 900 block of Redden Court
11/17/2021	Police	Churchill	Disorderly conduct in the 100 block of Seminary
11/17/2021	Police	Mer Che	Noise complaint in the 700 block of Oak St.
11/18/2021	Police	Parkview	Domestic disturbance at Parkview Court
11/18/2021	Police	Parkview	Premise check at Parkview Court
11/18/2021	Police	Parkview	Standby - unit search at Parkview Court
11/19/2021	Police	Parkview	Noise complaint at Parkview Court
11/19/2021	Police	Parkview	Miscellaneous search for wanted person at Parkview Court
11/20/2021	Police	Centennial	Battery at Centennial Manor
11/25/2021	Police	Centennial	Subject to be removed at Centennial Manor
11/25/2021	Police	Parkview	Harassment/threat at Parkview Court
11/28/2021	Police	Beeler	Aggravated domestic battery in the 300 block of East Madison. A woman was arrested
11/28/2021	Police	Centennial	Fight at Centennial Manor
11/28/2021	Police	Centennial	Follow up on subject to be removed at Centennial Manor
11/29/2021	Police	Centennial	Harassment/threat at Centennial Manor

FY 2022		FY 2021	
2022		2021	
Total Police Calls			
YTD Police: 171 173			
March	17		
February	22		
January	38		
December	11		
November	25		
October	30		
September	15		
August	12		
July	22		
June	21		
May	26		
April	20		

FY 2022		FY 2021	
2022		2021	
FO-11/PVC-3/MC-1/CM-1/KC-1			
FO-14/CH-1/BT-2/MC-2/PVC-1/CM-1			
FO-19/CH-2/BT-4/PVC-5/CM-3			
FO-6/CH-1/NC-1/BT-1/PVC-1			
FO-9			
FO-7/BT-3/MC-2/PVC-1			
FO-20/BT-5/MC-2/CH-2/CM-2/PVC-2			
FO-31/BT-1/MC-1			
FO-28/BT-3			
FO-12/CH-1/MC-1			
FO-17/BT-1			
FO-11/BT-1			
FO-11/BT-1			
FO-10/BI-2/CH-1/MC-1/PVC-8/CM-5			
FO-11/BT-1/PVC-9/CM-5/MC-2/CH-1			
FO-13/BT-2			
FO-9/BT-3			
FO-13/BT-6/MC-2/CH-1			
FO-8/BT-3/MC-1/CH-1			
FO-21/BI-3/CM-1/MC-1			
FO-13/BT-2			

Total Calls for the Month: 26 | YTD Calls: 171 | 173

- 0 - Traffic
 - 11 - House Calls
 - MS - MCHC
 - CH - CHM
 - NC - Non-Criminal
 - CM - Criminal Matters
 - PC - Patrol/Scene
 - EC - Emergency Calls
- *Includes County Properties as well

Monthly Occupancy 11/1/2021

AMP	End of Month Occupancy	TOTAL UNITS PER COMMUNITY	Vacant for Demo	OCCUPIED UNIT %
AMP 101-Fair Oaks	153	260	102	97%
AMP 102-Beeler, Churchill, Madison Ct.	105	108		97%
AMP 103- Mer Che	93	93		100%
AMP 104- County Sites	182	211	26	98%
GRAND TOTAL THIS MONTH	533	672	128	98%
GRAND TOTAL LAST MONTH	539	672	128	99%



November 2021 Board Report

Resident Opportunity & Self Sufficiency (ROSS)

Meetings:

- G. Moore to schedule Mer Che and Churchill ROSS activities and programs
- Continuum of Care Soup Kitchen Event
- AED Meeting (Access, Equity and Diversity) at DACC
- Housing Operations Meeting
- VHA Personnel Policy Committee Meeting
- GED/Computer Lab meeting with DACC staff
- VHA Board meeting

Referrals:

- Referrals made to Community Organizations/Services
 - Fair Hope (4)
 - DACC (2)
 - Social Security (1)
- Scheduled assessment appointments
 - 4 Fair Oaks (1 assessment/ 3 no shows)
 - 7 Hoopeston (2 assessments/4 no shows/1 unable)

Trainings:

- Continuing to familiarize with Family Metrics software

Program:

- Facilitating Raising Highly Capable Kids
 - 3 participants completed the 13-week program
- Mer Che Thanksgiving Event (19 participants)
- Churchill Thanksgiving Event (21 participants)
- Continuing to meet with community partners

Housing Choice Voucher November 2021 Board Report

UTILIZATION

- New Admissions: 0
- Terminations: 5
 - 2- Program Compliance
 - 1- Over Income – 180 days
 - 1- Port-Out (Absorbed)
 - 1- Deceased

Month	Year		2021				2021					Total	
	2019	2020	FUP	Reg.	DEMO	RC	DEMO	VASH	VASH16	CP	Port-Out		PMII
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	55	5	14	4	476
5	402	458	7	340	11			42	56	5	15	4	480
6	403	460	6	333	14			43	54	5	16	4	475
7	407	469	5	328	20	3		43	51	5	16	4	475
8	405	469	7	325	21	3		42	52	5	19	4	478
9	406	464	7	319	25	3		41	50	6	16	6	473
10	417	466	7	311	22	3		40	53	7	13	6	462
11	425	465	6	306	23	3		40	50	7	14	6	458
12	436	463	6	305	23	3		40	50	7	13	6	453
Grand Total	4849	5547	82	3823	169	18		511	627	67	176	56	5626

Legend:

FUP- Family Unification

Reg.- Regular

VASH- Veteran Administration Supportive Housing

VASH16- Cannon Place (Project-Based)

CP- Crosspoint Referral

Port-Out- Payable Port-Outs

PMII- Prairie Meadows Phase II (Project-Based)

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FUNDING

Month	UMA	UML	ABA	%
JAN	910	466		51%
FEB	910	470		52%
MAR	910	469		52%
APR	910	476		52%
MAY	910	479		53%
JUNE	910	476		53%
JULY	910	454		52%
AUG	910	472		52%
SEP	910	472		52%
OCT	910	467		51%
YTD	9100	4723		52%

Month	ABA	HAP	UML	%	Per Unit Cost
JAN	\$224,438		\$221,408	99%	\$475.12
FEB	\$224,438		\$230,136	103%	\$489.75
MAR	\$224,438		\$229,112	102%	\$488.51
APR	\$231,273		\$232,469	101%	\$488.38
MAY	\$231,273		\$234,243	101%	\$489.05
JUNE	\$231,273		\$235,128	102%	\$493.97
JULY	\$231,273		\$237,083	103%	\$502.07
AUG	\$231,273		\$241,569	104%	\$506.43
SEP	\$231,273		\$243,656	105%	\$516.72
OCT	\$231,273		\$230,033	99%	495.36
YTD	\$2,293,575		\$2,335,737	102%	\$494.81

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



To: Jeddyn Vinson, Executive Director
 From: Amber McCoy, Chief Financial Officer
 Date: December 8, 2021
 Re: Finance Report

Public Housing Operating Fund

	November 2021	FY 21 YTD
COCC	\$2,385.64	\$62,960.86
AMP 101	\$23,659.47	\$130,759.28
AMP 102	(\$3,959.73)	\$27,384.96
AMP 103	(\$14,360.32)	\$10,929.52
AMP 104	(\$15,806.37)	\$9,174.12
Total	(\$11,091.31)	\$240,809.34

Housing Choice Voucher - Section 8

Section 8 is currently showing a loss of \$2,722.76 for the month and an overall gain of \$67,567.31 for the year.

Public Housing Capital Fund

Capital Fund 2019, HACO, funds were drawn down in the amount of \$1,726.43. Capital Fund 2020, HACO, funds were drawn down in the amount of \$0.00. Capital Fund 2020, VCI-A, funds were drawn down in the amount of \$60,710.75. Capital Fund 2021, VHA, funds were drawn down in the amount of \$0.00.

Notable AP Expenditures

Johnson Controls Security Solutions	\$85,842.80	Confidential Monitor for alarm controls and components.
Owens Excavating & Trucking LLC	\$44,761.00	Remedial water infrastructure.

CARE's Act Funding

	November 2021	Expended Grant-To Date	Available Balance
AMP 101	\$0.00	\$316,842.00	\$0.00
AMP 102	\$0.00	\$50,396.19	\$18,433.81
AMP 103	\$0.00	\$44,985.00	\$0.00
AMP 104	\$0.00	\$130,701.00	\$0.00
HCV - Section 8	\$0.00	\$118,796.00	\$0.00
Total	\$0.00	\$686,220.19	\$18,433.81

Tenant Receivables Outstanding

Tenant accounts receivables for the month have decreased in total to \$54,078.81.

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Vermilion Housing Authority
Balance Sheet - Detail
Reporting for periods as of 11/30/2021

Assets	Total Public Housing	100 COOC	101 Fair Oaks	102 Bender CH Madlana	103 Merche	104 County	800 HCY
11101 Gen Op Fund	3,465,972.03	3,465,972.03	0.00	0.00	0.00	0.00	0.00
11106 HCY Fl. Inc	0.00	0.00	0.00	0.00	0.00	0.00	257,856.57
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Intarfund	2,198.78	(3,155,133.79)	1,531,915.07	74,787.33	61,475.51	471,558.74	(483.78)
112200 AR Tenants	64,078.81	0.00	37,584.96	6,426.24	5,538.29	14,539.31	195,541.30
112265 Allow Doubtful A	(5,800.00)	0.00	(737.25)	(98.50)	(1,632.50)	(4,391.75)	(196,641.30)
112500 Acct Rec HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	19,056.30	19,056.30	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	14,879.80	50.33	6,409.31	2,279.13	1,920.58	4,474.38	901.34
121102 Prepaid Salt	0.00	0.00	0.00	0.00	0.00	0.00	368.51
121103 Prepaid HCY	0.00	0.00	0.00	0.00	0.00	0.00	780.30
140001 Vehicles	242,711.58	0.00	184,290.08	10,772.00	18,492.00	71,157.00	23,079.30
140002 Equipment	1,105,038.01	99,055.00	409,280.70	179,183.67	33,047.71	394,475.00	0.00
140003 Development	17,051,887.86	325,444.80	2,161,359.52	2,443,107.03	1,361,757.00	10,570,229.04	0.00
140004 Structures	29,743,655.43	854,399.87	10,344,044.29	8,650,362.83	3,658,211.28	740,627.00	0.00
140005 Accum Deprec	(38,718,897.87)	(1,259,310.45)	(14,951,717.31)	(3,140,233.01)	(4,628,256.88)	(8,477,880.25)	(7,693.00)
140006 Land	311,591.00	36,160.95	337,466.05	151,874.31	157,410.00	151,880.00	0.00
140100 L&C	4,341,122.24	0.00	1,937,548.60	1,537,648.00	868,824.64	0.00	0.00
Total Assets	\$ 12,753,207.85	\$ 386,190.73	\$ 5,058,016.22	\$ 2,162,134.93	\$ 1,629,847.55	\$ 3,517,018.52	\$ 254,068.34
Liability							
21100 Acc. Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211400 Sec. Dep	61,762.00	0.00	22,200.00	9,999.00	3,850.00	29,713.00	0.00
211701 Health Ins	(25,488.81)	(25,488.81)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins	(3,332.64)	(3,331.64)	0.00	0.00	0.00	0.00	0.00
211716 Unemployment	(1,974.42)	(1,974.42)	0.00	0.00	0.00	0.00	0.00
211717 Garnishment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211724 Vacation	(51.98)	(51.98)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	84.72	84.72	0.00	0.00	0.00	0.00	0.00
212900 Res Training	21,902.40	0.00	3,378.77	6,586.73	1,244.00	7,940.95	0.00
212918 Scrap	859.32	859.32	0.00	0.00	0.00	0.00	0.00
212000 Accrued PR	13,159.31	2,539.54	4,741.45	1,465.01	1,368.88	7,997.46	2,008.44
212001 Accrued Tax	1,093.62	195.80	352.72	112.07	164.49	228.54	258.24
213801 EPC M V	19,017.55	0.00	6,488.25	5,225.10	4,324.20	0.00	0.00
213802 EPC Replace	4,661.16	0.00	910.80	481.25	3,379.12	0.00	0.00
213402 Accrued Vto	30,863.72	10,898.32	6,843.58	3,895.28	3,344.25	12,842.09	4,793.08
213700 PILOI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
221000 Prepaid Rents	10,589.35	0.00	1,062.92	2,828.33	838.76	6,739.85	0.00
224500 Unearned Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230100 Loan EPC	1,709,043.76	0.00	808,567.07	455,126.33	410,350.36	0.00	0.00
Total Liability	\$ 2,849,518.12	\$ (17,199.18)	\$ 856,372.45	\$ 524,558.00	\$ 478,860.36	\$ 56,925.49	\$ 7,009.71
Equity							
280200 Net F&A Assets	7,429,113.87	55,746.21	1,644,050.35	1,153,583.81	1,269,479.27	3,105,846.73	18,458.40
280500 Unrestricted	4,701,772.22	284,677.85	3,397,519.07	851,440.44	22,940.68	745,073.68	150,000.00
281000 Unreserved	(2,467,979.58)	0.00	(974,793.63)	(394,845.27)	(102,260.68)	0.00	0.00
282602 Restrictd IIAF	0.00	0.00	0.00	0.00	0.00	0.00	25,654.01
Total	\$ 10,662,886.51	\$ 340,124.06	\$ 4,070,884.89	\$ 2,610,491.98	\$ 1,190,167.67	\$ 3,450,918.91	\$ 194,157.32
Current Year IIAF +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (14,666.00)
Current Year Oper +/-	\$ 240,803.32	\$ 62,965.85	\$ 130,758.88	\$ 27,384.36	\$ 10,810.52	\$ 3,174.12	\$ 67,567.21
Current Year Net Assets	\$ 240,803.32	\$ 62,965.85	\$ 130,758.88	\$ 27,084.95	\$ 10,810.52	\$ 3,174.12	\$ 52,901.31
Total Equity	\$ 10,903,689.83	\$ 403,389.91	\$ 4,201,643.77	\$ 2,637,575.93	\$ 1,200,977.19	\$ 3,454,093.03	\$ 247,058.63
Liabilities & Net Assets	\$ 12,753,207.95	\$ 386,190.73	\$ 5,058,016.22	\$ 2,162,134.93	\$ 1,629,847.55	\$ 3,517,018.52	\$ 254,068.34

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Vermillion Housing Authority
Operating Statement - Public Housing - Public Housing Combined
November 2021

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 879,007.00	\$ 73,118.65	\$ 602,501.23	69%
Non - Dwelling Rental	\$ 12,420.00	\$ 920.00	\$ 8,283.00	67%
Interest Income	\$ 7,425.00	\$ 535.59	\$ 4,905.86	66%
Other Income	\$ 322,406.00	\$ 8,370.75	\$ 78,796.54	24%
Subsidy	\$ 3,030,987.00	\$ 252,404.00	\$ 1,936,856.00	64%
Total Revenue	\$ 4,252,243.00	\$ 335,398.99	\$ 2,631,439.63	62%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 510,482.00	\$ 49,856.37	\$ 332,609.05	65%
Legal	\$ 23,387.00	\$ 932.50	\$ 11,852.50	51%
PBA Mngt. Exp.	\$ -	\$ -	\$ -	0%
Mileage/Travel/Training	\$ 7,372.00	\$ -	\$ 6,681.76	91%
Other Administrative Exp	\$ 129,500.00	\$ 8,081.55	\$ 83,788.77	65%
Total Administrative Expense	\$ 670,741.00	\$ 58,850.42	\$ 434,932.08	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 15,408.00	\$ 1,282.13	\$ 10,274.51	67%
Total Tenant Services Expenses	\$ 15,408.00	\$ 1,282.13	\$ 10,274.51	
Total Utility Expenses	\$ 576,493.00	\$ 45,297.78	\$ 411,224.11	71%
<i>Maintenance</i>				
Salaries	\$ 627,667.00	\$ 61,037.37	\$ 374,050.00	60%
Materials	\$ 184,095.00	\$ 27,734.09	\$ 137,527.18	75%
Contracts	\$ 496,917.00	\$ 33,474.13	\$ 241,212.68	49%
Total Maintenance Expenses	\$ 1,308,679.00	\$ 122,246.19	\$ 755,789.86	
<i>General Expenses</i>				
Insurance	\$ 178,480.00	\$ 14,273.51	\$ 118,431.88	66%
Employee Benefits	\$ 561,874.00	\$ 55,189.10	\$ 363,301.43	65%
Depreciation Expense	\$ 345,800.00	\$ 26,969.94	\$ 215,759.52	62%
PILOT	\$ 29,742.00	\$ -	\$ -	0%
Casualty Losses	\$ 5,000.00	\$ -	\$ (55,095.53)	0%
Collection Losses	\$ 112,803.00	\$ 16,798.40	\$ 77,930.37	69%
Energy Perf Cont Expense	\$ 155,021.00	\$ 4,932.43	\$ 58,038.08	37%
Total General Expenses	\$ 1,388,720.00	\$ 118,763.78	\$ 778,415.75	
Total Expenses	\$ 3,900,041.00	\$ 345,440.30	\$ 2,300,636.31	60%
Surplus - (Deficit)	\$ 292,202.00	\$ (11,041.31)	\$ 240,803.32	

Percent of Budget Month 8 of 12

67%

00000019

Vermilion Housing Authority
 Operating Statement - Public Housing - COCC Fund 100
 November 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	\$ 20,591.35	\$ 147,246.53	63%
Legal	\$ 4,545.00	\$ 562.50	\$ 2,965.00	65%
PBA Mngt. Exp.	\$ (455,072.00)	\$ (38,122.50)	\$ (334,845.00)	73%
Mileage/Travel/Training	\$ 6,923.00	\$ -	\$ 6,617.14	96%
Other Administrative Exp	\$ 17,726.00	\$ 3,379.35	\$ 15,725.02	89%
Total Administrative Expense	\$ (193,351.00)	\$ (13,589.29)	\$ (162,291.21)	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ -	\$ -	\$ -	0%
Total Tenant Services Expenses	\$ -	\$ -	\$ -	
Total Utility Expenses	\$ 15,107.00	\$ 773.51	\$ 8,629.86	57%
<i>Maintenance</i>				
Salaries	\$ -	\$ -	\$ -	0%
Materials	\$ 4,000.00	\$ -	\$ 2,133.07	53%
Contracts	\$ 10,785.00	\$ 222.10	\$ 9,453.58	88%
Total Maintenance Expenses	\$ 14,785.00	\$ 222.10	\$ 11,585.65	
<i>General Expenses</i>				
Insurance	\$ 602.00	\$ 50.17	\$ 401.36	67%
Employee Benefits	\$ 127,532.00	\$ 10,157.87	\$ 78,707.49	62%
Depreciation Expense	\$ -	\$ -	\$ -	0%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ -	\$ -	\$ -	0%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
Total General Expenses	\$ 128,134.00	\$ 10,208.04	\$ 79,108.85	
Total Expenses	\$ (35,329.00)	\$ (2,385.64)	\$ (62,965.85)	178%
Surplus - (Deficit)	\$ 85,199.00	\$ 2,385.64	\$ 62,965.85	74%

Percent of Budget Month 8 of 12

67%

00000020

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

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 158,967.00	\$ 15,589.65	\$ 123,534.22	78%
Non - Dwelling Rental	\$ 13,420.00	\$ 920.00	\$ 8,280.00	67%
Interest Income	\$ 2,895.00	\$ 247.88	\$ 1,913.79	66%
Other Income	\$ 49,141.00	\$ 4,336.73	\$ 40,591.68	83%
Subsidy	\$ 1,529,636.00	\$ 127,380.00	\$ 907,530.00	59%
Total Revenue	\$ 1,753,059.00	\$ 152,474.28	\$ 1,081,849.19	62%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 105,781.00	\$ 11,475.62	\$ 70,951.65	67%
Legal	\$ 8,000.00	\$ 290.00	\$ 2,730.00	34%
PBA Mngt. Exp.	\$ 152,055.00	\$ 11,857.50	\$ 104,702.50	69%
Mileage/Travel/Training	\$ -	\$ -	\$ -	0%
Other Administrative Exp	\$ 44,979.00	\$ 2,288.57	\$ 31,098.22	69%
<i>Total Administrative Expense</i>	<i>\$ 310,815.00</i>	<i>\$ 25,911.69</i>	<i>\$ 209,482.37</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 5,928.00	\$ 493.28	\$ 3,952.97	67%
<i>Total Tenant Services Expenses</i>	<i>\$ 5,928.00</i>	<i>\$ 493.28</i>	<i>\$ 3,952.97</i>	
<i>Total Utility Expenses</i>	<i>\$ 229,736.00</i>	<i>\$ 19,670.49</i>	<i>\$ 174,135.88</i>	<i>76%</i>
<i>Maintenance</i>				
Salaries	\$ 273,365.00	\$ 22,162.01	\$ 149,547.99	55%
Materials	\$ 75,095.00	\$ 13,473.18	\$ 56,993.86	75%
Contracts	\$ 230,964.00	\$ 14,448.47	\$ 113,394.18	49%
<i>Total Maintenance Expenses</i>	<i>\$ 579,424.00</i>	<i>\$ 50,083.66</i>	<i>\$ 319,336.03</i>	
<i>General Expenses</i>				
Insurance	\$ 74,391.00	\$ 6,199.33	\$ 49,037.64	66%
Employee Benefits	\$ 141,480.00	\$ 11,233.64	\$ 90,343.92	64%
Depreciation Expense	\$ 131,552.00	\$ 10,954.53	\$ 87,636.24	67%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ 5,000.00	\$ -	\$ (55,045.53)	0%
Collection Losses	\$ 45,940.00	\$ 4,909.95	\$ 36,070.19	79%
Energy Perf Cant Expense	\$ 72,860.00	\$ 2,318.24	\$ 36,190.60	50%
<i>Total General Expenses</i>	<i>\$ 471,223.00</i>	<i>\$ 35,615.69</i>	<i>\$ 244,183.06</i>	
Total Expenses	\$ 1,507,126.00	\$ 131,774.81	\$ 951,090.31	60%
Surplus - (Deficit)	\$ 155,933.00	\$ 20,699.47	\$ 130,758.88	

Vermillion Housing Authority
Operating Statement - Public Housing - Beeler/Madison/Churchill AMP 102
November 2021

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 196,524.00	\$ 15,770.00	\$ 129,608.00	66%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 1,188.00	\$ 101.63	\$ 784.93	66%
Other Income	\$ 75,335.00	\$ 1,302.75	\$ 8,931.08	12%
Subsidy	\$ 469,486.00	\$ 30,096.00	\$ 319,341.00	68%
Total Revenue	\$ 742,533.00	\$ 56,270.44	\$ 458,665.01	62%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 47,412.00	\$ 4,985.64	\$ 31,711.04	67%
Legal	\$ 342.00	\$ -	\$ -	0%
PBA Mngt. Exp.	\$ 100,302.00	\$ 8,127.50	\$ 66,417.50	66%
Mileage/Travel/Training	\$ 25.00	\$ -	\$ 4.48	18%
Other Administrative Exp	\$ 15,163.00	\$ 845.24	\$ 9,991.79	66%
<i>Total Administrative Expense</i>	<i>\$ 163,304.00</i>	<i>\$ 13,968.38</i>	<i>\$ 108,124.81</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,592.00	\$ 215.69	\$ 1,728.43	67%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,592.00</i>	<i>\$ 215.69</i>	<i>\$ 1,728.43</i>	
<i>Total Utility Expenses</i>	<i>\$ 80,445.00</i>	<i>\$ 5,704.73</i>	<i>\$ 60,062.67</i>	<i>75%</i>
<i>Maintenance</i>				
Salaries	\$ 106,069.00	\$ 8,923.47	\$ 60,805.82	57%
Materials	\$ 20,000.00	\$ 4,105.16	\$ 17,541.22	88%
Contracts	\$ 62,800.00	\$ 4,581.84	\$ 29,359.21	47%
<i>Total Maintenance Expenses</i>	<i>\$ 188,869.00</i>	<i>\$ 17,690.47</i>	<i>\$ 107,706.05</i>	
<i>General Expenses</i>				
Insurance	\$ 27,350.00	\$ 2,279.22	\$ 18,233.76	67%
Employee Benefits	\$ 77,749.00	\$ 6,145.94	\$ 48,423.92	62%
Depreciation Expense	\$ 103,503.00	\$ 8,623.96	\$ 68,991.68	67%
PILOT	\$ 7,436.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 20,263.00	\$ 4,171.37	\$ 7,726.87	38%
Energy Perf Cont Expense	\$ 54,956.00	\$ 1,430.41	\$ 10,581.87	24%
<i>Total General Expenses</i>	<i>\$ 281,257.00</i>	<i>\$ 22,650.90</i>	<i>\$ 153,958.10</i>	
Total Expenses	\$ 716,467.00	\$ 60,230.17	\$ 431,580.06	60%
Surplus - (Deficit)	\$ 26,066.00	\$ (3,959.73)	\$ 27,084.95	

Percent of Budget Month 8 of 12

67%

00000022

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

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 167,583.00	\$ 14,066.00	\$ 113,321.99	68%
Non - Dwelling Rental	\$	\$	\$	0%
Interest Income	\$ 1,039.00	\$ 88.08	\$ 686.82	56%
Other Income	\$ 47,531.00	\$ 861.25	\$ 9,791.20	21%
Subsidy	\$ 338,061.00	\$ 28,152.00	\$ 240,320.00	71%
Total Revenue	\$ 554,214.00	\$ 43,168.23	\$ 364,120.01	66%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 47,671.00	\$ 4,542.90	\$ 31,715.13	67%
Legal	\$ 500.00	\$ 80.00	\$ 440.00	88%
PBA Mngk. Exp.	\$ 86,335.00	\$ 7,207.50	\$ 57,505.00	67%
Mileage/Travel/Training	\$ 25.00	\$ -	\$ 3.14	13%
Other Administrative Exp	\$ 11,415.00	\$ 653.30	\$ 9,543.77	84%
Total Administrative Expense	\$ 145,946.00	\$ 12,483.70	\$ 99,207.04	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,184.00	\$ 181.73	\$ 1,456.34	67%
Total Tenant Services Expenses	\$ 2,184.00	\$ 181.73	\$ 1,456.34	
Total Utility Expenses	\$ 73,069.00	\$ 6,565.51	\$ 53,724.82	74%
<i>Maintenance</i>				
Salaries	\$ 71,071.00	\$ 9,667.87	\$ 47,779.47	67%
Materials	\$ 15,000.00	\$ 1,619.16	\$ 12,338.13	82%
Contracts	\$ 47,495.00	\$ 6,192.59	\$ 28,452.74	60%
Total Maintenance Expenses	\$ 133,566.00	\$ 17,479.59	\$ 88,570.34	
<i>General Expenses</i>				
Insurance	\$ 23,045.00	\$ 1,920.49	\$ 15,363.92	67%
Employee Benefits	\$ 44,505.00	\$ 13,627.36	\$ 41,175.60	93%
Depreciation Expense	\$ 49,036.00	\$ 4,086.39	\$ 32,601.12	67%
PLOT	\$ 8,030.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 15,000.00	\$ -	\$ 9,795.70	65%
Energy Perf Cont Expense	\$ 37,205.00	\$ 1,183.78	\$ 11,315.61	30%
Total General Expenses	\$ 176,821.00	\$ 20,818.02	\$ 110,341.95	
Total Expenses	\$ 531,586.00	\$ 57,528.55	\$ 353,300.49	66%
Surplus - (Deficit)	\$ 22,628.00	\$ (14,360.32)	\$ 10,819.52	

Percent of Budget Month 8 of 12

67%

00000029

Vermillon Housing Authority
Operating Statement - Public Housing - County Properties AMP 104
November 2021

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 355,303.00	\$ 23,593.00	\$ 236,037.02	66%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 2,301.00	\$ 197.94	\$ 1,520.82	66%
Other Income	\$ 100,525.00	\$ 1,820.00	\$ 19,482.58	19%
Subsidy	\$ 699,804.00	\$ 57,776.00	\$ 469,765.00	68%
Total Revenue	\$ 1,152,553.00	\$ 83,486.94	\$ 726,805.42	63%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 76,091.00	\$ 8,260.86	\$ 50,984.60	67%
Legal	\$ 10,000.00	\$ -	\$ 5,717.50	57%
PBA Mngt. Exp.	\$ 117,320.00	\$ 10,920.00	\$ 106,220.00	91%
Mileage/Travel/Training	\$ 399.00	\$ -	\$ 57.00	14%
Other Administrative Exp	\$ 40,217.00	\$ 895.08	\$ 17,429.97	43%
<i>Total Administrative Expense</i>	<i>\$ 244,027.00</i>	<i>\$ 20,075.94</i>	<i>\$ 180,409.07</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 4,704.00	\$ 391.43	\$ 3,136.77	67%
<i>Total Tenant Services Expenses</i>	<i>\$ 4,704.00</i>	<i>\$ 391.43</i>	<i>\$ 3,136.77</i>	
<i>Total Utility Expenses</i>	<i>\$ 178,136.00</i>	<i>\$ 12,583.54</i>	<i>\$ 114,670.88</i>	<i>64%</i>
<i>Maintenance</i>				
Salaries	\$ 177,162.00	\$ 20,284.22	\$ 115,916.92	65%
Materials	\$ 70,000.00	\$ 8,456.99	\$ 45,120.90	70%
Contracts	\$ 144,873.00	\$ 8,029.16	\$ 63,552.97	44%
<i>Total Maintenance Expenses</i>	<i>\$ 392,035.00</i>	<i>\$ 36,770.37</i>	<i>\$ 228,590.79</i>	
<i>General Expenses</i>				
Insurance	\$ 53,092.00	\$ 4,424.40	\$ 35,395.20	67%
Employee Benefits	\$ 170,608.00	\$ 14,024.59	\$ 104,650.50	61%
Depreciation Expense	\$ 61,709.00	\$ 3,305.06	\$ 26,440.48	43%
PILDT	\$ 14,276.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 31,600.00	\$ 7,717.08	\$ 24,317.61	77%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<i>Total General Expenses</i>	<i>\$ 331,285.00</i>	<i>\$ 29,471.13</i>	<i>\$ 190,823.79</i>	
Total Expenses	\$ 1,150,187.00	\$ 99,292.41	\$ 717,631.30	62%
Surplus - (Deficit)	\$ 2,376.00	\$ (15,805.37)	\$ 9,174.12	

Percent of Budget Month 8 of 12

67%

00000024

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

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Fraud Recovery	\$ 22,500.00	\$ 2,156.52	\$ 37,799.11	79%
Interest Income	\$ 500.00	\$ 39.77	\$ 323.44	65%
Administrative Fees	\$ 301,761.00	\$ 20,276.00	\$ 199,450.00	66%
Total Revenue	\$ 324,761.00	\$ 22,472.29	\$ 217,572.55	67%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 182,751.00	\$ 15,477.92	\$ 64,225.23	35%
Legal	\$ 1,000.00	\$ -	\$ 200.00	0%
Mileage/Travel/Training	\$ -	\$ -	\$ 177.76	0%
Other Administrative Exp	\$ 33,834.00	\$ 2,848.72	\$ 26,100.54	77%
Total Administrative Expense	\$ 217,585.00	\$ 18,376.64	\$ 90,703.53	
<i>General Expenses</i>				
Insurance	\$ 4,812.00	\$ 401.06	\$ 3,208.48	67%
Employee Benefits	\$ 90,691.00	\$ 6,082.80	\$ 53,016.83	58%
Depreciation Expense	\$ 11,075.00	\$ 384.55	\$ 3,076.40	28%
Total General Expenses	\$ 106,578.00	\$ 6,868.41	\$ 59,301.71	
Total Expenses	\$ 324,163.00	\$ 25,195.05	\$ 150,005.74	46%
Surplus - (Deficit)	\$ 598.00	\$ (2,722.76)	\$ 67,567.31	

Percent of Budget Month 8 of 12

67%

00000025

November 30, 2021

CAPITAL FUND 2019 - DANVILLE

Obligation Date: 4/15/2023
 Close Out Date: 7/15/2025

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	11/30/2021 Obligation
Operations 1406	\$ 239,749.00	\$ -	\$ 239,749.00	\$ -	0.0%	\$ 239,749.00
Mgmt Improvements 1408						
IT Improvements	\$ 58,232.11	\$ -	\$ 58,232.11	\$ -		
Conferences	\$ 4,839.93	\$ -	\$ 4,839.93	\$ 7,121.50		
Marketing and Advertising	\$ -	\$ -	\$ -	\$ -		
Staff/Resident Council/Board Training	\$ 15,087.92	\$ -	\$ 15,087.92	\$ -		
Background Check Information	\$ 8,673.27	\$ 238.05	\$ 8,673.27	\$ -		
	\$ 114,937.60	\$ 238.05	\$ 102,813.30	\$ 52,124.30	10.5%	\$ 114,937.60
Administration 1430						
Administration Costs-PHA Wide	\$ 119,874.00	\$ -	\$ 70,000.00	\$ 49,874.00	41.6%	\$ 119,874.00
Contract Administration 1480						
Architectural and Engineering Fees	\$ 90,000.00	\$ 1,428.33	\$ 62,563.62	\$ 27,436.38		\$ 50,000.00
	\$ 90,000.00	\$ 1,428.33	\$ 62,563.62	\$ 27,436.38	30.5%	\$ 90,000.00
Non Dwelling Construction - Mechanical 1480						
Boiler Replacement	\$ 10,490.00	\$ -	\$ 10,490.00	\$ -		
	\$ 10,490.00	\$ -	\$ 10,490.00	\$ -	0.0%	\$ 10,490.00
Dwelling Unit - Site Work 1480						
Sewer and Water Line Repairs	\$ 497,052.59	\$ -	\$ 194,647.12	\$ 197,405.27		
Security Fencing - Fair Oaks	\$ -	\$ -	\$ -	\$ -		
Landscape Upgrades	\$ 104,917.74	\$ -	\$ 104,944.64	\$ -		
	\$ 496,970.33	\$ -	\$ 299,591.76	\$ 197,405.27	39.7%	\$ 496,970.33
Dwelling Unit - Demolition 1480						
Demolition - Fair Oaks	\$ 126,700.37	\$ -	\$ 109,620.41	\$ 17,079.96		
	\$ 126,700.37	\$ -	\$ 109,620.41	\$ 17,079.96	13.5%	\$ 126,700.37
Total	\$ 1,493,718.00	\$ 1,726.43	\$ 894,828.09	\$ 503,919.91	25.7%	\$ 1,190,748.00

Percent Obligated 400.0%

00000026

CAPITAL FUND 2020 - DANVILLE

Obligation Date: 3/31/2022
 Close Out Date: 3/31/2022

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	11/30/2021 Obligation
Operations 1400	\$ 256,526.80	\$ -	\$ -	\$ 256,526.80	100.0%	\$ 256,526.00
Mgmt. Improvements 1408						
Marketing and Advertising	\$ 2,000.00	\$ -	\$ 63.24	\$ 1,936.76		
Bankrmt./Check Information	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00		
	\$ 10,000.00	\$ -	\$ 63.24	\$ 9,936.76	99.5%	\$ 8,000.00
Administration 1410						
Administration Costs	\$ 128,263.40	\$ -	\$ -	\$ 128,263.40	100.0%	\$ 128,263.40
Non-Dwelling Interior 1480						
Recess Ceiling Tiles and Flooring - Merckle Manor Hallways	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -		
	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -	0.0%	\$ 146,890.99
Dwelling Unit - Exterior 1480						
Window Replacement - Churchill Tower	\$ -	\$ -	\$ -	\$ -		
Door Replacement - School and Senior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dwelling Unit - Sewer Work 1480						
Sewer and Water Line Repairs	\$ 3,999.01	\$ -	\$ -	\$ 3,999.01		
Roadway Paving	\$ 10,105.00	\$ -	\$ 10,105.00	\$ -		
	\$ 14,104.01	\$ -	\$ 10,105.00	\$ 3,999.01	47.0%	\$ 10,105.00
Dwelling Unit - Demolition 1480						
Demolition and Reclamation - For Oaks	\$ 728,080.80	\$ -	\$ -	\$ 728,080.80		
	\$ 728,080.80	\$ -	\$ -	\$ 728,080.80	100.0%	\$ 728,080.00
Total	\$ 1,289,780.00	\$ -	\$ 157,159.23	\$ 1,132,620.77	87.8%	\$ 972,825.99

Percent Obligated 44.4%

November 30, 2021

CAPITAL FUND 2020 - COUNTY

Obligation Date: 3/25/2023
 Close Out Date: 3/25/2025

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	11/30/2021 Obligation
Operations 1406	\$ 79,829.80	\$ -	\$ 79,829.00	\$ -	0.0%	\$ 79,829.80
Mgmt. Improvements 1408						
Management Improvements	\$ 12,224.00	\$ 106.85	\$ 11,831.56	\$ 392.44	3.2%	\$ 12,224.00
Administration 1410						
Administration Costs	\$ 39,514.90	\$ -	\$ 39,514.90	\$ -	0.0%	\$ 39,514.90
Non-Dwelling Site Work						
Cracks and Seals, and Linotype	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Non-Dwelling Construction - Mechanical						
Replace Trash Compactor - Commercial Manor	\$ -	\$ -	\$ -	\$ -	-	-
Door Replacement - Access and Entry for Security Users	\$ -	\$ -	\$ -	\$ -	-	-
Non-Dwelling Unit - Interior 1480						
Central Air Conditioning Unit	\$ 156,208.85	\$ 35,542.80	\$ 101,659.05	\$ 54,549.40	34.9%	\$ 156,208.85
Dwelling Unit - Interior 1480						
Appliances - Refrigerators and Stoves	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Dwelling Unit - Exterior 1480						
Reef Replacement - Kennedy Court	\$ 9,714.60	\$ -	\$ 9,714.60	\$ -	0.0%	\$ 9,714.60
Dwelling Unit - Demolition 1-100						
Demolition and Relocation - Hamey Court	\$ 103,480.85	\$ 24,761.00	\$ 33,511.00	\$ 69,969.85	67.6%	\$ 103,480.85
Total	\$ 401,879.00	\$ 60,710.25	\$ 276,461.31	\$ 124,911.60	31.3%	\$ 331,400.15

Percent Obligated 82.6%

00000028

November 30, 2021

CAPITAL FUND 2021 - Vermilion Housing Authority

Obligation Date: 2/22/2022
 Close Out Date: 2/22/2025

	Budget	Expended Current Month	Expended Grand-To-Date	Available Balance	Percent Available	11/30/2021 Obligation
Operations 1405	\$ 292,595.50	\$ -	\$ -	\$ 292,595.50	100.0%	\$ 292,595.50
Mgmt. Improvements 1406						
Marketing and Advertising	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00		
Service system - Boiler	\$ 20,000.00	\$ -	\$ 52,188.50	\$ 67,811.50		\$ 51,440.75
Staff Training	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00		
IT Improvements	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00		
Background Check Information	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00		\$ 1,000.00
	\$ 190,000.00	\$ -	\$ 52,188.50	\$ 137,811.50	72.5%	\$ 56,448.75
Administration 1410						
Administration Costs	\$ 195,299.30	\$ -	\$ -	\$ 195,299.30	100.0%	\$ 195,299.30
Contract Administration 1480						
A/E Services	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00		\$ 18,330.00
	\$ 200,000.00	\$ -	\$ -	\$ 100,000.00	100.0%	\$ 18,330.00
Dwelling Unit - Interior/Exterior 1480						
Unit Maintenance - Fair Oaks	\$ 740,631.00	\$ -	\$ -	\$ 740,631.00		
Replace Lock Sets - Centralia Manor	\$ -	\$ -	\$ -	\$ -		
Replace Siding - Kennedy, Soling, Hubbard Trail, Hillcrest	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00		
Appliances - Bojka, Furnaces	\$ 37,554.00	\$ -	\$ -	\$ 37,554.00		\$ 37,554.00
Roof Replacement - Becker	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00		
Roof Painting - Centralia Manor	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00		
Door Replacement - Screen and Bats for Security Tanks	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00		
	\$ 658,185.00	\$ -	\$ -	\$ 658,185.00	100.0%	\$ 37,554.00
Non-Dwelling/Dwelling Unit - Site Work 1480						
Sewer and Water Line Repairs	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00		
Busway paving - AMP 102 - JRA	\$ 115,906.20	\$ -	\$ -	\$ 115,906.20		
Infrastructure Improvement - Fair Oaks, James	\$ 210,000.00	\$ -	\$ -	\$ 210,000.00		
Landscape Improvements	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00		
	\$ 345,906.20	\$ -	\$ -	\$ 345,906.20	100.0%	\$ -
Dwelling Unit - Demolition 1480						
Demolition - Fair Oaks, Romey	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00		
	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00	100.0%	\$ -
Total	\$ 1,967,095.00	\$ -	\$ 52,288.50	\$ 1,910,001.20	97.3%	\$ 736,800.65

Percent Obligated 97.3%

00000029

November 30, 2021

CARE's Act Funding

	Grant Amount	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available
AMP 101 - Fair Oaks	\$ 316,842.00	\$ -	\$ 316,842.00	\$ -	0.0%
AMP 102- Beeler, Madison, Churchill	\$ 76,830.00	\$ -	\$ 58,396.19	\$ 18,433.81	24.0%
AMP 103 - Merche	\$ 44,985.00	\$ -	\$ 44,985.00	\$ -	0.0%
AMP 104- County Properties	\$ 100,701.00	\$ -	\$ 100,701.00	\$ -	0.0%
HCV - Section 8	\$ 115,296.00	\$ -	\$ 115,296.00	\$ -	0.0%
Total	\$ 654,654.00	\$ -	\$ 636,220.19	\$ 18,433.81	2.8%

00000080

Vermilion Housing Authority
First Financial Bank - Authority Account
November 2021

Balance Sheet

Assets

111105 Cash	320,595.91
111110 CD - Matures 12 18 20	-
Total Assets	<u>320,595.91</u>

Liabilities

211.1 Accounts Payable	0.00
Total Liabilities	0.00

Equity

2820 Operating Reserves - Retained Earnings	320,531.63
Current Year Operating - Gain/(Loss)	64.28
Total Liabilities & Equity	<u>320,595.91</u>

Income Statement

	Current Month	Year to Date
Operating Revenue		
Interest Income	7.90	64.28
Other Income	0.00	0.00
Total Revenue	<u>7.90</u>	<u>64.28</u>
Operating Expenses		
Other Administrative Expenses	0.00	0.00
Total Expenses	<u>0.00</u>	<u>0.00</u>
 Surplus - (Deficit)	 7.90	 64.28

00000031

Vermillon Housing Authority
Tenant Receivables Outstanding
PHAS Financial Indicator
November 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	\$	53,814.81	6.94%
July-21	\$	44,625.71	5.76%
August-21	\$	43,884.77	5.66%
September-21	\$	62,727.33	8.09%
October-21	\$	64,492.01	8.32%
November-21	\$	64,078.81	8.27%
December-21			0.00%
January-22			0.00%
February-22			0.00%
March-22			0.00%

00 0000 37

Vermilion Housing Authority

AP Expenditures

November 2021

Amerec Ip	\$13,224.59
Anker Florist	\$65.00
Aqua Illinois Inc	\$13,518.81
B & D Sales And Service	\$19.00
Better NOI	\$360.00
Botts Locksmith	\$1,269.50
Brandon Gilbert	\$86.92
Brickyard Disposal & Recycling Inc	\$1,755.17
Call One	\$2,018.46
Cludy Laboratories, Inc.	\$920.00
Central Illinois Bank	\$2,025.51
City Of Danville	\$6,777.75
City of Hoppeston	\$2,575.62
Clark's Garage Incorporated	\$5,127.93
Classique Nash & Door	\$157.26
Comcast Cable	\$653.45
Connor Company	\$207.83
Constellation NewEnergy, Inc.	\$139.14
Danville Area Community College	\$647.16
Danville Sanitary	\$3,044.25
Danville Tile and Drainage	\$98.50
Davis and Delanois, P.C.	\$932.50
Davis-Houk Mechanical Inc.	\$5,853.97
Del Storm	\$87.50
Di Wire & Safety Inc.	\$1,196.10
Farnsworth Group Inc.	\$1,488.38
Fustenal	\$409.57
Georgetown Waterworks	\$4,243.43
Good n Wright	\$975.00
Grahger, Inc	\$5,302.33
Id Supply Facilities Maintenance	\$12,731.50
Health Alliance	\$31,665.09
Hoppeston Ford Inc	\$1,063.48
Housing-Renewal & Local Agency Retirement	\$12,617.78
Hunt FS	\$1,579.81
Illinois Secretary of State Dept of Business United liability service	\$100.00
Jesse White Secretary of State	\$85.00
Johnson Controls Security Solutions	\$35,842.80
Jorgenson Electric Inc.	\$812.40
Joshua Martinez	\$750.75
Kelly Printing Company Inc.	\$60.00
Kone Inc.	\$1,479.34
Lahne Lawncare	\$615.00
Latez Hardware Inc.	\$142.13
Lowe's	\$1,312.30
Menards - Menards Of Danville	\$199.98
Mervis Industries, Inc	\$500.00
Melillo Small Business Center	\$1,722.27
Municipal Water Utility	\$118.00
NUSO, LLC	\$632.92
Olympic Hardware	\$42.94
Owens Excavating & Trucking LLC	\$24,761.00
PDQ Supply Inc.	\$844.51
Quadrant Finance USA, Inc	\$3,000.00
Quicklube South	\$265.89
Quill	\$1,233.41

00000033

Ray's Pest Control	\$1,455.00
Republic Services	\$8,040.58
Rogers Supply Company Inc.	\$784.29
Santanna Energy Services	\$529.43
Sarahi Oquendu	\$1,869.25
Schouburg & Schouburg Construction	\$370.99
Smithereen Pest Management Services	\$1,393.83
Sparklight Business	\$611.19
Verizon Wireless	\$267.51
Vermilion Advantage	\$10.00
Village of Rossville	\$1,126.76
Vision Service Plan	\$173.37
Wagner Communications Inc.	\$273.51
Watson Tire & Automotive Inc.	\$291.45
Watts Copy System	\$476.38
Total for all Vendors	227,032.47

00000034



Memorandum

TO: Board of Commissioners
FROM: Jaclyn Vinson, Executive Director
DATE: December 5, 2021
RE: Personnel Monthly Report for the Month of November 2021.

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

James Booher – Transferred from Buildings and Grounds Supervisor to HQS Inspector
Fred Smith – Cleaning Crew and Grounds – Changed from seasonal work to regular full time
Dallas Scott – Maintenance Mechanic - Hired

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


None.

00000035



MEMORANDUM

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director 

DATE: December 6, 2021

RE: Annual Maintenance Agreement – Emphasys Computer Systems

Please find attached the letter from Emphasys Computer Systems for our annual maintenance agreement.

This system is utilized throughout the Housing Authority to support all programs and financial needs.

The amount of this year's renewal is \$34,925.00. This compares to \$35,378.00 from last year.

We are recommending approval.



Invoice **PHA-00635**
 Date **11/30/2021**
 Page **1 of 1**

Phone: +1 (786) 472 2030
 For billing questions reach out to:
 pha-billing@emphasys-software.com

REMIT TO:
 P.O. Box 7247
 Philadelphia, PA 19106-0247

Bill To
 Denville Housing Authority dba Vernillon Housing Authority
 Adam Amber McCoy
 1907 Clyman Lane
 Denville, NJ 07834
 United States
 amccoy@ghad.hud.com; amccoy@vermillionhousing.com; vhsa@vermillionhousing.com

PO Number	Customer No	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
	JANV		LOCAL DELIVERY	Net 30	11/30/2021	1811

Order	Item Number	Description	Unit	Unit Price	Ext Price
1.00	MAE-LITE	Annual Software Maintenance For the Period 01/01/22 - 12/31/22	0.000	534,325.00	534,325.00

January Renewals Please ensure to email the ACH remittance advice noting the reference number, amount, and invoices being paid to emphasys-billing@emphasys-software.com	Subtotal	\$31,525.00
	Miscellaneous	\$0.00
	Tax	\$0.00
	Freight	\$0.00
	Trade Discount	\$0.00
	Total	\$31,525.00

00000037

RESOLUTION NO. 2021-44

**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 contract with Emphasys Computer Software for an annual amount of \$34,925.00 for annual maintenance and technical support; 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 annual maintenance contract with Emphasys Computer Software for an annual amount of \$34,925.00 for annual maintenance and technical support.
- 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 16th day of December, 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

00 0000 38



MEMORANDUM

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director

DATE: December 8, 2021

RE: Health Insurance Policy Renewal

Based on the information Health Alliance provided us, our overall premium is anticipated to increase by 3.07 % for this renewal year (CY 2020 Total Monthly Premium- \$29,515.29; CY 2022 Total Monthly Premium- \$30,422.43). We are recommending approval.

00 0000 40

Group ID: R07002
 Effective Date: 01/01/2022 12813222
 Health Exchange Quote

Housing Authority of the City of Danville



Plan Name	Rx	Benefit	Deductible Employee	Coins	Out of Pocket Maximum Employee	Group Description, ER	Total Monthly Premium
2122 HMO 1301 Gold	R0289	EMR	\$1,000/\$0	20%	\$6,110/\$12,000	'2021'90, '2400, Ded, 20%	\$20,401.21
2122 HMO 2320 Gold	R0286	EMR	\$2,000/\$4,000	10%	\$6,110/\$12,000	'2021'90, '2400, Ded, 10%	\$20,384.43
2122 HMO 2520 Gold	R0285	EMR	\$3,000/\$6,000	20%	\$6,110/\$10,000	'2021'90, '2400, Ded, 20%	\$20,280.70
2122 HMO 2620 Platinum	R0287	EMR	\$10,000	20%	\$3,000/\$7,000	'2021'90, '2400, Ded, 20%	\$14,788.77
2122 HMO 2820 Silver	R0288	EMR	\$6,000/\$12,000	20%	\$4,100/\$16,000	'2021'90, '2400, Ded, 20%	\$24,322.41
2122 POS 1901 Gold	R0282	EMR	\$1,000/\$1,000	20%	\$6,000/\$12,000	'2021'90, '2400, Ded, 20%	\$20,824.68
2122 POS 2001 Gold	R0283	EMR	\$2,000/\$4,000	20%	\$6,000/\$16,000	'2021'90, '2400, Ded, 20%	\$20,422.43
2122 POS 2201 Gold	R0284	EMR	\$3,000/\$6,000	20%	\$6,000/\$11,000	'2021'90, '2400, Ded, 20%	\$20,361.25
2122 POS 2401 Gold	R0285	EMR	\$4,000/\$8,000	10%	\$6,000/\$12,000	'2021'90, '2400, Ded, 10%	\$20,081.13
2122 POS 2601 Silver	R0287	EMR	\$6,000/\$12,000	20%	\$7,000/\$14,000	'2021'90, '2400, Ded, 20%	\$21,023.21
2122 POS 2801 Silver	R0288	EMR	\$8,000/\$16,000	20%	\$8,000/\$18,000	'2021'90, '2400, Ded, 20%	\$22,076.42
2122 POS 3001 Bronze	R0289	EMR	\$0/\$0/\$1,000	20%	\$8,000/\$18,000	'2021'90, '2400, Ded, 20%	\$21,085.07
2122 POS 3201 Gold	R0290	EMR	\$0/\$0/\$1,000	0%	\$1,000/\$17,000	0%/0%, 0%	\$22,271.53
2122 POS 3401 Gold	R0291	EMR	\$2,000/\$4,000	0%	\$4,000/\$8,000	0%/0%, 0%	\$22,023.76
2122 POS 3601 Gold	R0292	EMR	\$3,000/\$6,000	0%	\$4,000/\$8,000	0%/0%, 0%	\$22,169.30
2122 POS 3801 Silver	R0293	EMR	\$3,000/\$6,000	1%	\$4,000/\$8,000	0%/0%, 1%	\$22,706.07
2122 POS 4001 Bronze	R0294	EMR	\$5,000/\$10,000	20%	\$4,000/\$8,000	0%/0%, 20%	\$22,751.28
2122 POS 4201 Silver	R0295	EMR	\$6,000/\$12,000	20%	\$7,000/\$14,000	'2021'90, '2400, Ded, 20%	\$23,584.41
2122 POS 4401 Gold	R0296	EMR	\$1,000/\$1,000	20%	\$6,000/\$12,000	'2021'90, '2400, Ded, 20%	\$23,164.68
2122 POS 4601 Gold	R0297	EMR	\$2,000/\$2,000	20%	\$7,000/\$14,000	'2021'90, '2400, Ded, 20%	\$23,213.71
2122 POS 4801 Silver	R0298	EMR	\$3,000/\$3,000	20%	\$8,000/\$16,000	'2021'90, '2400, Ded, 20%	\$23,482.60
2122 POS 5001 Gold	R0299	EMR	\$4,000/\$4,000	10%	\$4,000/\$8,000	'2021'90, '2400, Ded, 10%	\$23,045.07
2122 POS 5201 Silver	R0300	EMR	\$5,000/\$5,000	20%	\$5,000/\$10,000	'2021'90, '2400, Ded, 20%	\$22,985.10

Drug Code:

R0210 - 40% (1st \$200), 30% (2nd \$200), 20% (3rd \$200), 10% (4th \$200), 5% (5th \$200), 0% (rest covered)
R0246 - 40% (1st \$200), 30% (2nd \$200), 20% (3rd \$200), 10% (4th \$200), 5% (5th \$200), 0% (rest covered)
R0249 - 40% (1st \$200), 30% (2nd \$200), 20% (3rd \$200), 10% (4th \$200), 5% (5th \$200), 0% (rest covered)
R0240 - 40% (1st \$200), 30% (2nd \$200), 20% (3rd \$200), 10% (4th \$200), 5% (5th \$200), 0% (rest covered)
R0251 - 40% (1st \$200), 30% (2nd \$200), 20% (3rd \$200), 10% (4th \$200), 5% (5th \$200), 0% (rest covered)
R0262 - 40% (1st \$200), 30% (2nd \$200), 20% (3rd \$200), 10% (4th \$200), 5% (5th \$200), 0% (rest covered)
R0264 - 40% (1st \$200), 30% (2nd \$200), 20% (3rd \$200), 10% (4th \$200), 5% (5th \$200), 0% (rest covered)
R0280 - 40% (1st \$200), 30% (2nd \$200), 20% (3rd \$200), 10% (4th \$200), 5% (5th \$200), 0% (rest covered)
R0268 - 40% (1st \$200), 30% (2nd \$200), 20% (3rd \$200), 10% (4th \$200), 5% (5th \$200), 0% (rest covered)
R0288 - 40% (1st \$200), 30% (2nd \$200), 20% (3rd \$200), 10% (4th \$200), 5% (5th \$200), 0% (rest covered)

*If applicable, an individual's applicable state and federal income and (or) percentage to the Affordable Care Act. Health Alliance reserves the right to adjust the rates and/or fees (a) in the event of any change in federal, state or other applicable law or (b) of regulations (c) in the event of any change in Plan design required by its applicable regulatory authority (i.e. individual benefit) or by the Plan Sponsor, available at www.healthalliance.com/healthalliance.

*Deductible does not apply.
 *Coins apply before deductible.

Health Alliance:
 A, 1st of pocket maximum in dollars deductible, 60 days, co-insurance and its expenses.
 Health Alliance req. 100% coinsurance 40% out of pocket max. 100% coinsurance.

This is a brief summary of Health Alliance benefits and exclusions, which are subject to change. Please refer to your Health Alliance Policy for detailed information regarding these plans.

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RESOLUTION NO. 2021-45

**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 health insurance renewal options for 2022 with Health Alliance for POS 2000 Gold; 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 health insurance renewal options for 2022 with Health Alliance for POS 2000 Gold.
- 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 16th day of December, 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

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VERMILION HOUSING AUTHORITY, ILLINOIS

EMPLOYEE HANDBOOK *Personnel Policies and Procedures*

ADOPTED ON THE 16th DAY OF DECEMBER 2021

*Effective Date

Vermilion Housing Authority
1607 Clyman Lane
Danville, Illinois 61832

TEL: (217) 443-0621

FAX: (217) 431-7059

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WELCOME

We are happy you have chosen the Vermilion Housing Authority, Illinois ("VHA") as your place of employment. We are glad to have you with us and hope that you will find this a rewarding place to work.

This personnel policy manual is provided as a source of information on Authority expectations, employment philosophies, and likely administrative actions. This manual of employment does not constitute a contract nor does it contain any provisions that are to be construed as contractual.

Employees are considered the most valuable part of our organization. The VHA takes a personal interest in both their accomplishments and their concerns.

This personnel policy has been prepared to acquaint you with the VHA, to answer some questions about your employment and to explain certain policies. To ensure continued success, it is important that all employees understand the policies and procedures that have been adopted by the VHA. If you have any questions, feel free to ask your supervisor as he/she will be responsible for guiding you in your job.

We appreciate your efforts and the good work you are doing each day to make the Vermilion Housing Authority a success. We look forward to a mutually satisfactory relationship with you.

Again, may we extend a sincere, WELCOME!

Jaelyn Vinson, Executive Director

Vermilion Housing Authority

Mission Statement

The mission of the Vermilion Housing Authority, Illinois is to provide and develop quality affordable housing opportunities for individuals and families and to assist low income residents with safe, decent, sanitary and affordable housing; encourage active resident participation, and provide opportunities for self-improvement which may enhance the residents' self-confidence and economic self-sufficiency. We shall operate in an effective, ethical and professional manner, and will create and maintain partnerships with its clients and appropriate community agencies to accomplish this mission.

ARTICLE 1 – THIS POLICY

1-1. SCOPE OF POLICY

The policies, practices and benefits of the Vermilion Housing Authority, Illinois (VHA) are contained in this manual. These policies and this manual shall apply to all employees except when in conflict with State or Federal law, in which case the State or Federal law supersedes this policy. This Personnel Policy Manual and its contents do not constitute an employment agreement and are not intended to create any kind of contract or to create any contractual obligations of any kind between VHA and any of its employees. Employees with questions regarding the policies should always check with the next level supervisor.

1-2. STANDARDS OF INTEGRITY

VHA believes that all Employees working in the Public Trust are responsible for maintaining honesty and professional integrity in carrying out assigned duties and responsibilities. VHA has ZERO TOLERANCE for the commitment of unlawful activities. Failure to comply with the Standards of Integrity will result in termination of employment. Prohibited behaviors and violations of VHA Standards of Integrity include the following:

- Accepting any money, gifts, services, loans, entertainment, or anything else of value from applicants/residents/owners/commissioners or the public;
- Requesting, coercing or threatening any person to do something for you as a condition for participating in or remaining in an assisted housing program;
- Processing an application for a relative or friend; ~~without prior approval of appropriate Management;~~
- Changing dates to show favor or advancement toward any person;
- Giving favored treatment to any person that is not permitted by laws of VHA policies;
- Encouraging or coaching co-workers, applicants/residents/homebuyers to ignore or violate any VHA rule or policy;
- Ignoring or failing to report questionable activities of applicants/residents/homebuyers/co-workers/landlords. Failing to report suspected violations of the law or HUD regulations to appropriate Management;
- Falsely creating, forging or altering any documents or uttering statements that are used to determine eligibility or level of benefits in an assisted housing program;

- Submitting or processing any documents for nonexistent residents/homebuyers or scheming with applicants/residents/homebuyers to share any benefits.

Additionally, no employee shall knowingly have any financial interest, direct or indirect, in any property included or planned to be included in any project, nor shall he/she knowingly have interest, direct or indirect, in any contract or proposed contract for materials or services to be used by the Authority. If such interest was acquired prior to his/her employment, or if his/her knowledge of such interest is subsequent to his/her employment, he/she shall disclose the same in writing to the Authority. This paragraph shall be interpreted with emphasis on the proposition that an employee shall not benefit financially by reason of the activities of the Authority with outside parties. Where there is doubt, legally or ethically, the employee should take the initiative of calling the matter to the attention of the Executive Director for a ruling and guidance. The prohibition applies to members of the employee's immediate family which are defined as spouses and dependent children.

1-3. ADMINISTRATION OF PERSONNEL POLICY AND PROCEDURES

The VHA believes that the most rewarding employment relationship results from the open, fair, and consistent interaction directly between staff and those that who supervise or manage operations. The VHA has designated the Executive Director to be responsible for centralized personnel operations.

Violations of these policies and procedures will be addressed on a case-by-case basis depending on individual merit and circumstance. When necessary, the VHA will initiate disciplinary measures as a means of correcting violations of the policy.

1-4. POLICY ADMINISTRATION

Amendment to any policy presented in this handbook shall be by Resolution of the Board of Commissioners. Procedures for the implementation of this policy may be changed by Executive Director. The Executive Director shall have primary responsibility for enforcing the provisions and purposes of this Personnel Policy. Each employee is individually responsible for following all Personnel Policy provisions and procedures. This Resolution will become effective and in full force upon the date of acceptance by the Board.

A master copy of the Personnel Policy will be kept in the Executive Director's office. In the event of a discrepancy between any copies, the master copy will be considered the

correct copy.

1-5. RECORDS MAINTENANCE AND PERSONNEL FILE REVIEW

The Executive Director will be responsible for providing the forms and maintaining records required to sustain a complete personnel system for the VHA, and will furnish or prepare such forms and records as are appropriate.

Employees wishing to obtain specific information, or for any other good reason, may, upon reasonable advance notice, inspect their own personnel files at any reasonable time during normal office hours. However, such records may not be reproduced, removed, or altered without the consent of the Executive Director.

All personnel records are considered confidential and the property of the VHA. Personnel records and files will therefore be available or disclosed only to Department Heads for their specific staff to have access to them on a need-to-know basis, or such other persons authorized by the VHA under legal rights to review or obtain applicable parts of such records.

ARTICLE II – GENERAL INFORMATION

2-1. EQUAL EMPLOYMENT OPPORTUNITY

Discrimination in any aspect of personnel administration is prohibited regarding race, national origin, color, religion, creed, ancestry, physical handicap, marital status, sex, sexual orientation and age. The Authority's hiring and promotional practice shall conform to the Civil Rights Act of 1964 and regulations pursuant thereto. ~~Any selection in hiring or promotion on the basis of sex, age, or physical fitness shall be based on bona fide occupational requirements of the position.~~ All educational pre-requisites and examination methods shall be job related.

The VHA maintains a strong policy of equal employment opportunity for all employees and applicants for employment. Individuals are hired, trained, promoted, and compensated on the basis of personal competence and potential for advancement without regard for race, creed, color, religion, sex, sexual orientation, national origin, age ~~over 40~~, marital status, disability, citizenship, or any political affiliation, as well as other classifications protected by applicable State or local laws.

2-2. EMPLOYMENT-AT-WILL

It is the VHA's intent to retain qualified employees. However, employment at the VHA is for no specified time, regardless of length of service. Just as employees are free to leave for any reason, the VHA reserves the right to end employment relationships at any time, with or without notice, for any reasons not prohibited by law. All employees are at-will employees and the policies set forth in this Personnel Policy manual are not intended to create any contract, nor are they to be construed to constitute contractual obligations of any kind, between VHA and any of its employees.

2-3. THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. In accordance with the Act, the Authority shall hire, promote, train, and compensate employees based on personal competence and potential for advancement. The Act prohibits discrimination against "qualified individuals with disabilities." A qualified individual with a disability is a disabled person who meets the skill, experience, education, and other job-related requirements of a position and can perform the essential job functions with or without reasonable accommodation.

The VHA will not discriminate against people with disabilities in regard to any employment practices, terms, conditions, or privileges of employment. All aspects of the employment process are covered by the Act, including:

- | | |
|-----------------------|----------------------|
| *application | *promotion |
| *testing | *medical examination |
| *hiring | *layoff |
| *assignments | *termination |
| *evaluation | *compensation |
| *disciplinary actions | *leave |
| *training | *benefits |

The VHA will provide reasonable accommodations, on a case-by-case basis, which will permit disabled persons to work and advance in careers. Further, any contracts or business arrangements that discriminate against the disabled are prohibited.

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2-4. EMPLOYMENT OF RELATIVES

The VHA permits the employment of employee's family members. Members of the immediate family of, or individuals living in the same household as, ~~regular full-time~~ an Agency employee, will not be hired for or transferred to positions within the same department where either employee would be considered a direct supervisor.

The immediate family for the purpose of this policy includes an employee's spouse, ex-spouse, partner, ex-partner or child, parent, brother, sister, grandparent, or grandchild and also the child, parent, brother, sister, grandparent, or grandchild of an employee's present spouse.

All ~~new hires~~ employees must disclose familial ties ~~prior to employment~~.

2-5. EMPLOYMENT OF COMMISSIONERS

A former member of the Board of Commissioners shall not be employed by the VHA during his/her tenure or for one (1) year thereafter in a salaried position; such an employment relationship would constitute a conflict of interest under Section 515 of the ACC. A HUD waiver of the ACC requirement would be required from the HUD Field Office to authorize an exception to this requirement.

2-6. HARASSMENT

The VHA does not and will not tolerate harassment of or by employees, applicants for employment, clients, residents or of landlords. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to a person's race, age, color, national origin, religion, marital status, citizenship, disability, gender, sexual preference, ancestry, military status, pregnancy, and other personal characteristics.

Violation of this policy will subject an employee to disciplinary action up to and including immediate discharge from employment. Any employee who feels harassed should speak first with his or her supervisor, or if the supervisor is not appropriate, to the Executive Director in an attempt to reach a resolution. It is the supervisor's duty to listen to such complaints and to refer them to the appropriate authority. Any reports of harassment must be immediately reported by supervisors to the Executive Director. Should the circumstances arise where the Executive Director is not appropriate for consultation, any concerns should be reported to the Chairperson of the Authority's

Board of Commissioners.

Complaint Procedure for Harassment allegations:

1. Any employee who feels that he or she has been the victim of any harassment should contact the Executive Director, immediate supervisor, department head or someone with whom the employee feels comfortable with immediately after the alleged incident. This report must be submitted in writing to the Executive Director (or Board of Commissioners, if the Executive Director is involved in the complaint), within five (5) work days of the incident.
2. Upon receipt of the written complaint, the Executive Director will conduct a thorough investigation, prepare a confidential summary of the investigation and where appropriate, disciplinary action will be taken up to and including discharge.
3. An employee's failure to report the occurrence of harassment within five (5) working days of the incident may be deemed a waiver of any VHA action. Failure to file a written complaint within five (5) working days of the verbal report will be considered a withdrawal of that report.

2-7. DRUG AND ALCOHOL POLICY

It is the policy of the VHA to provide a safe, productive work environment for its employees. We expect all employees to report to work and to remain in a condition suitable to perform their duties at the highest level of efficiency. The influence of drugs and alcohol on employees during working hours is inconsistent with this objective.

Violation of the following will cause disciplinary action up to and including discharge:

A. DRUGS

1. Reporting for work or working under the influence of narcotics, drugs, illegally prescribed drugs, or controlled substances.
2. The use, sale or possession of narcotics, drugs or controlled substances.

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B. ALCOHOL

1. Reporting to work or working under the influence of alcohol.
2. The use of alcohol while in the Authority offices, work area, or the use of alcohol on Authority business where such use adversely affects an employee's work performance, safety, or the performance of fellow employees.

Employees undergoing prescribed medical treatment with a controlled substance that may affect an employee's job performance should report this treatment to their supervisor. The use of controlled substances as a part of a prescribed medical treatment program is not grounds for disciplinary action; although it is important for the Authority to know such use is occurring, if it may affect performance.

~~Individuals who voluntarily request help with alcohol or drug dependencies may do so without thereby jeopardizing their employment. Volunteering to participate in treatment programs will not of itself prevent disciplinary action for violations of this policy. Such matters will be handled with complete confidentiality.~~

Some of the drugs which are illegal under Federal, State or local laws law including but are not limited to: marijuana, heroin, hashish, cocaine, hallucinogens, methamphetamine, and depressants not prescribed for current personal treatment by an accredited physician.

A. TESTING

~~As a condition of employment and of continued employment, an applicant for employment, or an employee, must submit when requested to a physical examination, including a drug and/or breathe alcohol screening test. Employees will be requested to submit to such a test a drug or alcohol screening test when the Housing Authority has "probable cause" and determines that the employee's safety or work performance, or the safety or performance of others, is adversely affected as the result of the possible use of narcotics, drugs, controlled substances, or alcohol. The immediate supervisor and his or her supervisor must request the physical examination, including a drug and/or breathe alcohol screening test.~~

VHA reserves the right to implement a random drug testing policy at its discretion. If a positive test result shows up in either Drugs or Alcohol, the

employee will be given (two) 2 weeks suspension without pay for the first offense. The employee will be able to come back to work after the suspension, provided they pass another drug/alcohol test. A refusal to submit to a test will be considered a positive test result and the employee will be subject to ~~to the suspension and/or~~ termination. A secondary offense of the drug and or alcohol policy outlined above will result in immediate termination.

ARTICLE 3 – DISCIPLINE ACTIONS

3-1. GENERAL POLICY

The intent of this policy is to openly communicate the VHA standards of conduct, particularly conduct considered undesirable, to all employees as a means of avoiding their occurrence. The VHA also believes that such policies and procedures are necessary for the orderly operation of our business, and for the protection and fair treatment of all employees. Employees are therefore urged to use reasonable judgment at all times, and to seek supervisory advice in any doubtful situation.

As a matter of policy, the VHA seeks to resolve conduct and performance problems in the most informal and positive manner possible. ~~such as through counseling, additional training or supervision, verbal cautions, and the like.~~

All formal disciplinary action taken against an employee shall be confirmed by a written memorandum, a copy of which shall be placed in the affected employee's ~~service record~~ personnel file. Verbal warnings ~~may~~ must be documented in writing to the Executive Director at the time of the warning ~~when considered appropriate by the supervisor and filed in the personnel file.~~

3-2. GROUP I RULES AND REGULATIONS

~~Normally,~~ violations of Group I Rules and Regulations will be disciplined as follows:

- First Offense - Verbal warning and instructions.
- Second Offense - Written reprimand and instructions.
- Third Offense – Suspension or termination of employment.

Group I Rules and Regulations violations include, but are not limited to, the following:

- a. Failure to work assigned hours, including overtime;
- b. Not working, wasting time, loitering or leaving assigned work areas during working hours without permission of the Supervisor;
- c. Taking more than specified time for meals or rest periods;
- d. Productivity or workmanship not up to required job description standards of performance;
- e. Disregarding job duties by loafing or neglect of work during work hours;
- f. Continued tardiness to work; Tardy to work more than two (2) times in one pay period, without prior authorization from direct supervisor;
- g. Repeated absenteeism - frequent more than two (2) unexcused absences in one pay period; or consecutive pay periods with unexcused absences;
- h. Absent without permission or leave (AWOL);
- i. Violating a safety rule or safety practice;
- j. Failure to report an accident or personal injury in which the employee was involved while on the job within 24 hours of the occurrence;
- k. Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, demonstrations on the job, or similar types of disorderly conduct;
- l. Creating or contributing to unsafe and unsanitary conditions or poor housekeeping; and
- m. Failure to keep the VHA and/or personnel notified of proper address or telephone number (if any).

3-3. GROUP II RULES AND REGULATIONS

Group II Rules and Regulations violations will be disciplined as follows:

First Offense - Warning instructions, suspension without pay of up to three (3) five (5) days, or termination, depending on level of severity.

Second Offense - Suspension or termination of employment.

Group II Rules and Regulations violations include, but are not limited to, the following:

- a. Provoking or instigating a fight, or fighting at any time on VHA property;
- b. Threatening, intimidating, coercing, or interfering with fellow employees or supervisors at any time, including abusive language;

- c. Making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the VHA, or its operations; and
- d. Receipt from any person of any fee, gift or other valuable thing in the course of work, when such fee, gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that afforded other persons.
- e. Reporting for work under the influence of Drugs and/or Alcohol;
- f. Wanton and willful neglect in the performance of assigned duties;
- g. Falsification of personal or VHA records including employment applications, accident records, purchase orders, time sheets, ~~or other reports,~~ records on applications, or any other work related records;
- h. Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, or Workman's Compensation benefits;
- i. Insubordination by the refusal to perform work assigned or to comply with written or verbal instructions of the supervisory force or discourtesy to persons with whom he/she comes in contact while in the performance of his/her duties;
- j. Unauthorized possession of firearms, explosives, or weapons on VHA property;
- k. Theft or removal from VHA locations without proper authorization, any VHA property or property of an employee;
- l. Immoral, unlawful, or improper conduct or indecency either on or off the job which would tend to affect the employee's relationship to his/her job, his/her fellow workers, his/her reputation or good will in the community;
- m. The possession, use and/or sale of illegal narcotics in any form;
- n. Proven incompetence or inefficiency in the performance of assigned duties in his/her position;
- o. Use or attempted use of a political influence or bribery to secure an advantage of any manner; and
- p. Conviction or guilt of a felony, or a misdemeanor ~~of the first degree as defined by State Statute, or any violation of a City Ordinance involving~~ moral turpitude.

3-4. AUTHORITY EQUIPMENT

At the time of separation and prior to final payment, all records, assets, and other items of VHA property in the employee's custody shall be transferred to the Executive Director or his/her designee. ~~and a Separation of Employment to this effect shall be signed by the employee stating any amount due because of a shortage in the above shall be withheld from the employee's final compensation or proceeds from the employee's~~

ARTICLE 4 – EMPLOYEE BENEFITS AND PRIVILEGES

4-1. EMPLOYEE CLASSIFICATIONS

It is the intent of the VHA to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified time period.

a) Regular Full-Time Employee

A regular, full-time employee is one that fills an approved budgeted position and works at least thirty (30) hours per week.

b) Regular Part-Time Employee

Employees who complete a satisfactory introductory period and regularly work 29 hours or less per week. Part-time employees are entitled to the VHA fringe benefits based on their prorated hours worked per week.

c) Temporary Employee

Temporary employees are those who are holding jobs of limited or specific duration arising out of special projects, in position vacancies pending appointment, filling a non-budgeted position, assisting with abnormal workloads, emergencies, or other reasons established by the VHA. These employees may work either full or part-time schedules, but will not be eligible to receive any VHA benefits, accrue any form of service credit, or be entitled to any other benefits from the VHA. Employees filling these types of positions are not guaranteed conversion to regular, full-time status in any time period. However, at the Executive Director's option, employees filling these types of positions are eligible to fill regular, full-time positions should one open for which the employee is qualified.

Chart of Classifications and Benefits

FULL-TIME	PART-TIME	TEMPORARY EMPLOYEE
30 or more hours/week	29 hours or less/week- not to exceed 718 hours during any consecutive 13 pay periods	As needed
Holiday Pay	Holiday Pay	Holiday Pay
Paid Time Off	No Paid Time Off	No Paid Time Off

Pay for Jury Duty	Pay for Jury Duty	Pay for Jury Duty
Health Insurance Benefit	Health Insurance Benefit	No Health Insurance Plan
Retirement Plan	No Retirement Plan	No Retirement Plan

Each employee is designated as either NON-EXEMPT or EXEMPT from Federal and State wage and hour laws. NON-EXEMPT employees are entitled to overtime compensation under applicable law. EXEMPT employees are not entitled to overtime compensation under applicable law.

The Executive Director may designate other positions as Exempt in the future. A position may be removed from Exempt status if warranted by the position requirements. Additions or subtractions from the list do not require a change to this policy; however, the changes should be in writing and the incumbent of the position so informed. ~~All positions are designated as either Exempt or Non-Exempt in the initial employment letter provided to each employee.~~

~~4-2. PRE-EMPLOYMENT SCREENING~~

~~All new employees must take and pass a drug screening prior to employment. Any positive tests to drugs will be cause for disqualification from the position.~~

4-3. INTRODUCTORY PERIOD

An employee, whether full-time or part-time ~~or temporary~~ shall be considered serving in an introductory capacity during their initial ninety (90) day period of employment with the VHA. During this period, an employee may be dismissed without cause, subject to the approval of the Executive Director. Employees will accrue fringe benefits in the same manner as provided to all other VHA employees, except that new employees may not take paid leave until they have successfully completed ninety (90) days of their introductory period.

Employees selected for promotion or transfer will serve in an introductory status for ninety (90) days following the effective date of the promotion or transfer. During this period, the employee will be subject to all normal rules applying to personnel in an introductory status. Employees are encouraged to apply for any position for which they believe themselves to be qualified. However, promotion to a position for which the employee is not qualified could result in a termination from employment if the employee fails to perform at an acceptable level.

The introductory period for promoted or transferred employees may be waived by the Executive Director when the employee has served in the new position on an interim basis for a period of ninety (90) or more days.

4-4. PERFORMANCE EVALUATIONS AND MERIT COST OF LIVING INCREASES

All employees' work knowledge, skills and abilities will be evaluated in writing periodically by their immediate supervisors. The purpose of such evaluations is to inform each employee of his/her progress and how his/her performance, if indicated, can be improved. In addition, such performance appraisals will be used to assess each employee's potential for advancement and will be a major factor in personnel actions including both discipline and merit pay increases.

All new hires will be evaluated as frequently as may be warranted by his/her performance but at a minimum will be evaluated in writing at the conclusion of the ninety (90) day ~~six (6) month~~ introductory period. If the introductory period has been extended, then a second written evaluation will be performed at the termination of the extended introductory period. Under no circumstance can an introductory period be extended beyond the first year of employment.

All other employees will be evaluated at least annually based upon their date of hire (anniversary date). Any employee, whether newly employed or permanent full-time, may be evaluated in any situation where his/her immediate supervisor determines that such employee's job performance is either so outstanding or so unsatisfactory that a special performance rating is warranted.

All evaluations will be conducted by each employee and their immediate supervisor, although the most immediate supervisor may at his/her discretion assist with and participate in the appraisal process. All such ratings will be in writing on standard appraisal forms approved by the Executive Director. Each completed appraisal form must be reviewed in its entirety by the person(s) conducting the appraisal with each affected employee.

At the conclusion of the review of the appraisal form between the affected employee and his/her supervisor(s), both the employee and the supervisor(s) must sign the appraisal. Employees who disagree with the assessment of their performance, as set forth in the appraisal, shall be allowed to prepare a written statement of their objections and other comments, if any, and include such statement as an official part of the appraisal. All completed and signed appraisal forms including statements of

employee objections thereto, if any, shall be kept confidential and will be filed in the affected employee's personnel file ~~service record~~.

~~Merit Increases Cost of Living Increases~~

~~Merit Cost of Living increases vary by employee, are subject to budget limitations, and must be approved by the Executive Director. Merit increases are subject to budget limitations and an appropriate amount must be included in the budgets. Merit increases are awarded on job performance only, and are not guaranteed to any employee. These increases, if warranted, will be effective at the employee's anniversary date or at an Authority wide date as determined by the Executive Director. Final approval of the proposed merit increase will be subject to review by the Executive Director to assure conformance with the VHA practices and uniformity of its compensation decisions. If the Executive Director determines that the availability of funds is not sufficient to fund merit increases, then merit increases for all regular employees will be frozen for the budget year to ensure equity between employees. Merit increases may also be scaled back on a percentage basis due to budget constraints. Any increase above 5% of an employee's base salary will need approval need to be presented to the VHA Board of Commissioners prior to implementation.~~

4-5. PROMOTIONS/DEMOTIONS/TRANSFERS

Promotions

It is the policy of the VHA to hire employees for entry level positions, to provide training and development for employees when deemed necessary, and to offer employees promotions to higher level positions when deemed appropriate. To fill vacancies above the entry level, the VHA prefers to promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the VHA's best interest.

Job openings and promotions for which management seeks candidates from within the VHA will be posted on the bulletin boards at the VHA office, Maintenance Department and Family Enrichment Center. If the VHA deems it appropriate, job openings or promotions may be made without posting notice. When job openings or promotion opportunities are posted, interested employees must submit an application and or resume by the due date as posted in the notice. The Executive Director may solicit outside candidates during or after the posting period.

If the VHA goes outside the organization for recruitment, each employee who feels that he or she is qualified for the position posted, may submit an application and/or resume for the position and will be considered along with all other applicants.

Current employees selected for promotion to a higher level position will serve a ninety (90) day introductory period in the new position.

Demotions

~~There are two types of demotions that may be affected by the VHA, Demotion without Cause and Demotion with Cause.~~

~~**Demotion Without Cause**—This type of demotion will not adversely affect an employee's service record and generally occurs when:~~

- ~~a. A position has been abolished or reallocated to a lower paying salary range and the employee cannot be transferred to a position of equal pay.~~
- ~~b. The employee requests a transfer to a position with a lower paying salary and will be returned to a lower paying rate.~~

~~The salary shall be frozen until such time as the salary administration procedures warrant re-evaluation or movement.~~

~~**Demotion With Cause**—This type of demotion does affect an employee's service record and generally occurs when an employee not on any introductory status has been found unqualified or unsuited for that employee's present position, an VHA Department reorganizes necessary job requirements, or the employee requests a transfer to a position with a lower paying salary. The salary will be adjusted based on administration's re-evaluation of the individual's performance, qualifications, and job requirements.~~

4-6. PERFORMANCE STANDARDS

Performance standards shall be established by the Executive Director according to the general and specialized needs of the VHA, each of its programs, and to the particular features of each position description. Employees shall be made aware of the prevailing standards. The standards should include but are not limited to:

- a. Required attendance at work, and authorized exceptions;

- b. Proper use of VHA property;
- c. Safety rules;
- d. Standards for personal attire and grooming;
- e. Standards related to the Disciplinary Policy.

~~Based on the performance standards and job duties, as set forth in the job description, each employee is rated using five (5) levels of performance, and as to overall performance, as follows:~~

- ~~• "5" - Consistently exceeds expectations, exemplary, best possible, serving as a desirable model.~~
- ~~• "4" - Often exceeds expectations, real strength.~~
- ~~• "3" - Meets expectations, fully competent.~~
- ~~• "2" - Some improvement, development needed.~~
- ~~• "1" - Weakness, improvement and development needed.~~

~~When an employee's performance is evaluated as "below average" or "unsatisfactory", "in need of improvement" or "development needed" the Executive Director or his/her designee direct supervisor shall attach written explanation of the reasons for finding a level of performance other than satisfactory. Further, evaluation of "below average" and "unsatisfactory" "in need of improvement" or "development needed" shall be accompanied by a written explanation of suggested corrective actions to be taken by the employee, and an improvement and training plan for the employee.~~

4-7. EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- ❖ Resignation – voluntary employment termination initiated by an employee.
- ❖ Discharge – involuntary employment termination initiated by the organization.
- ❖ Layoff – involuntary employment termination initiated by the organization for non-disciplinary reasons.
- ❖ Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with the VHA is based on mutual consent, both the employee and the VHA have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner:

- All accrued, vested benefits that are due and payable at termination will be paid.
- Some benefits will be continued at the employee's expense if the employee so chooses.
- The employee will be notified in writing of the benefits that may be continued and of the terms, conditions and limitations of such continuance.

Prior to an employee's departure, an exit interview may be scheduled to discuss the resignation and the effect of resignation benefits.

4-8. RIGHTS OF EMPLOYEES

Employees who are separated shall receive payment for all earned salary. Those employees who have completed ~~six (6) months~~ 90 days of service or more shall receive payment for all earned vacation leave.

ARTICLE 5 – EMPLOYMENT LEAVE BENEFITS

Any variance from this Policy related to employee leave must first have the approval of the Board of Commissioners.

5-1. HOLIDAY LEAVE

The VHA will observe the following paid holidays:

- * New Year's Day
- * Martin Luther King Jr.'s Birthday
- * Presidents' Day
- * Good Friday
- * Memorial Day
- * Juneteenth
- * Independence Day
- * Labor Day

- * Veterans Day
- * Thanksgiving Day
- * Day after Thanksgiving
- * Christmas Day

Two (2) discretionary days as approved by the Board of Commissioners upon recommendation by the Executive Director. If a scheduled holiday falls upon a Sunday, the Monday following shall be a holiday; if such foregoing date falls upon a Saturday, the preceding Friday shall be a holiday. Part time and temporary employees will be paid their regularly scheduled hours, if the holiday falls on their regularly scheduled work day. Eligible employees will be paid up to eight (8) hours per observed holiday. ~~Employees are required to work their regularly scheduled hours preceding and following a holiday in order to receive holiday pay, unless they have prior approval of vacation or personal time from their direct supervisor.~~

Any day appointed by the President of the United States or the Governor of Illinois as a special, one time only holiday will be observed.

5-2. VACATION LEAVE

Vacation leave is used for rest and relaxation away from the work place. Vacation leave is earned at the following rates, based on time of service for the VHA:

0 to 5 years of service	10 days per year	80 hours per year
6 to 10 years of service	15 days per year	120 hours per year
11 years and over	20 days per year	160 hours per year
5 + years of service	20 days per year	160 hours per year

Vacation eligibility for the employees shall be based on the length of continuous service, starting with the first day of full-time employment with any department of VHA. Each day of vacation eligibility shall represent eight (8) hours of time off available to the employee. Vacation is paid at the employee's regular rate of pay at the time the vacation is taken in accordance with the Authority's regular payroll policy.

Vacations must be approved in writing by the employee's immediate supervisor prior to taking the time. Employees shall initiate their request by using the "Request for Leave of Absence/Time Off" sheet.

Absence from work resulting from an on-the-job injury covered by the VHA's worker compensation shall not be deemed to be an interruption of service. Absence from work due to layoff, or off-the-job injury or illness for a period of one (1) year or more shall be

deemed an interruption in service.

~~Employees are encouraged to must use all their vacation time in a calendar fiscal year, and as such, vacation time may be accumulated to a maximum of twenty (20) days (160 hours) per calendar year. Any vacation time exceeding twenty (20) days (160 hours) by remaining on December- March 31 of each year will be forfeited; all vacation time will be reset on April 1 of each year.~~

Employees hired after 4/1, will be entitled to prorated vacation leave based on work days remaining in the fiscal year, after the completion of their 90-day introductory period.

~~Upon termination or retirement, all pay for accrued but unused vacation will be included in the employee's final paycheck. However, under no other circumstances will an employee receive pay in lieu of vacation.~~

~~5-3. PERSONAL LEAVE~~

~~Personal leave is used for Court appearances of a personal nature; funerals of friends or relatives not covered under the funeral leave benefit; nationally recognized religious holidays associated with the employee's religious faith not covered under the holiday benefit; emergency situations, and other situations of a personal nature. Personal leave, as with regular vacation leave, must be approved by the supervisor and Executive Director.~~

~~Personal leave is accrued on the employee's anniversary date at the following rates:~~

~~—— Non-Exempt and Exempt employees —— 24 hours per year (3 days)~~

~~Personal leave is not accumulated from year to year; any leave not used by the employee's anniversary date will be lost. Employees will not be compensated for personal leave upon departure from employment with VHA.~~

~~5-4. SICK LEAVE~~

~~The purpose of sick leave is to provide full time regular eligible employees with basic salary continuation during periods of illness or injury during which they are medically incapacitated and unable to perform their job assignments. Sick leave can be taken for medical and dental appointments for employees and their immediate family (defined as~~

spouse, child, or parent) and for short term and long-term illnesses or injuries.

Sick Leave Accrual Rate and Maximum Accrual

~~Full-time regular employees shall accrue eight (8) hours of sick leave each month. Sick leave is accrued on a continuing basis. There is no maximum accrual rate for sick leave. There is no cash payment for sick leave in instances of termination or separation. Employees over the age of fifty five (55) sixty five (65), retiring after a minimum of five (5) years continuous employment immediately preceding retirement from service, either normally or through disability, will be entitled to a cash payment at one third (1/3) thirty-three percent (33%) of their straight time rate for their accrued sick leave balance. Staff who were employed on the date of the August 18, 2005 Personnel Policy will be able to receive their sick leave accrual at the original one hundred percent (100%) pay out on the amount of leave accrued as of that date and any additional will be at the thirty-three percent (33%) rate.~~

Sick Leave Notification Procedures

~~An employee medically incapacitated to the extent that he/she is unable to work shall personally notify his/her immediate supervisor before your start time of the morning that they are unable to work. The employee must talk to the supervisor, department head, or Executive Director, and not leave a message with someone else or in voicemail. This procedure shall be followed for each day the employee is unable to work unless specified prior approval waving this requirement is granted by the supervisor.~~

~~Occasionally, circumstances may absolutely prevent an employee from personally notifying the department supervisor of an absence from work, in which case, notification may be made by another person in accordance with departmental reporting requirements. If an employee is physically unable to notify the department, or make alternative arrangements to notify the department of an absence, and can substantiate the reasons for their failure to properly report an absence to the satisfaction of their supervisor, sick leave may be authorized for the absence by the department supervisor.~~

Sick Leave Documentation and Abuse

~~Employees shall be required to provide documentation from an approved health care provider to justify absences in excess of three (3) workdays. Failure to provide the requested documentation will result in the use of leave without pay for the absence.~~

5-3. PERSONAL LEAVE

Personal leave is used for anything of a personal nature, including but not limited to: mental health days, personal and/or familial appointments, funerals of friends or relatives not covered under the funeral leave benefit; nationally recognized religious holidays associated with the employee's religious faith not covered under the holiday benefit; emergency situations, and other situations of a personal nature. Personal leave, as with regular vacation leave, must be approved by the supervisor.

Full-time regular employees shall accrue ten (10) hours of personal leave each month. Personal leave is accrued on a continuing basis. There is no maximum accrual rate for personal leave. There is no cash payment for personal leave in instances of termination or separation. Employees over the age of sixty-five (65), retiring after a minimum of five (5) years continuous employment immediately preceding retirement from service, either normally or through disability, will be entitled to a cash payment at one-third (1/3) thirty-three percent (33%) of their straight time rate for their accrued sick leave balance.

5-5. FAMILY MEDICAL LEAVE ACT (FMLA)

Leave Entitlements

Eligible employees who work for a covered employer can take up to twelve (12) weeks of unpaid, job-protected leave in a twelve (12) month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one (1) year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that make the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or

otherwise permitted, employees may take leave intermittently or on a reduced schedule.

The VHA requires the use of accrued paid leave while taking FMLA leave.

Benefits & Protection

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three (3) criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least twelve (12) months;
- Have at least 1,250 hours of service in the twelve (12) months before taking leave; and
- Work at a location where the employer has at least fifty (50) employees within seventy-five (75) miles of the employee's worksite.

Requesting Leave

Generally, employees must give thirty (30) days advance notice of the need for FMLA leave. If it is not possible to give thirty (30) days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include information to an employer that the employee is or will be unable to perform his or her job functions, that a family member

cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights. All seniority rights shall continue, but the employee will not accrue sick leave or vacation leave during an approved leave of absence without pay.

Birth leave: Leave for the birth of a child by the mother or father of the child. Maternity leave without pay will be allowed for up to twelve (12) weeks following the birth of the child. Paternity leave without pay will be allowed for up to five (5) calendar days following the birth of a child. This entitlement expires twelve (12) months after the birth of the child.

Placement (adoption) leave: Leave for adoption or foster care of a child by the mother or father of the child. Multiple placements do not entitle an employee to more than twelve (12) weeks leave. This entitlement expires twelve (12) months after the placement of the child.

Family member medical leave: An employee is entitled to leave to care for a child, spouse, or parent of the employee who has a serious health condition. The term "needed to care for" encompasses physical and psychological care. Spouse is defined as a husband or wife as recognized under State law. A parent is a biological parent, adoptive parent, foster parent, step-parent, or an individual who is "in loco parentis". A ~~child is a biological or legally adopted child of which the employee has guardianship of, is a son or daughter under the age of eighteen (18) years or over eighteen (18) years if incapable of self care due to a mental or physical disability. Step children are included in this definition.~~

Employee medical leave: An employee is entitled to leave because of a serious health condition of the employee that renders the employee unable to perform one or more essential functions of his/her job. An employee is unable to perform his/her job when a health care provider finds that the employee is unable to work.

Basic FMLA Information

1. FMLA leave will run concurrently with any sick, vacation and personal leave.
2. The VHA FMLA year is January 1 through December 31 of each year.
3. FMLA leave may be used on an intermittent basis.
4. The health benefits provided by the VHA will be continued under the same provisions as if the employee was not on FMLA leave. Employees will remain responsible for paying their share of the costs for health coverage during FMLA leave. If the employee fails to pay the required premium within thirty (30) days of the due date (should payroll deduction not be possible due to unpaid leave), VHA's obligation to provide health coverage ends and the employee's coverage may be canceled. If the employee fails to return to work at the end of the FMLA period, VHA may recover from the employee VHA's share of premiums paid during the FMLA period.
5. The general rule is that an employee returning to work after an FMLA leave must be restored to an equivalent position. An equivalent position is one with the same rate of pay, benefits, and working conditions.
6. Supervisors are required to notify the Executive Director ~~Administration Office~~ when any employee requests FMLA leave, even if not specifically referred to as

~~FMLA leave, or when any employee is out sick for three (3) consecutive days.~~

5-6. EXTENDED LEAVES OF ABSENCE

An employee may be granted an extended leave of absence due to a personal serious medical condition. The following conditions apply to extended leaves of absence:

1. Leaves of absence may only be granted for the employee's personal medical condition. Leaves of absence must be requested in writing at least five (5) business days prior to the requested start date of the leave of absence.
2. Leaves of absence are effective following the conclusion of the twelve (12) weeks FMLA leave. The leave of absence, if approved, will be effective on the first day following the end of the full twelve (12) week usage of FMLA leave. However, if the employee has sufficient paid leave that continues beyond the FMLA period, the leave of absence would be effective on the first day following the use of the last day of available paid leave. Paid leave of all types must be fully exhausted prior to the beginning of a leave of absence.
3. A leave of absence will only be granted if an approved health care provider submits documentation that indicates the employee should be able to return to the employee's position on a regular full-time basis at the end of the leave of absence and the employee states in the request for the leave of absence that the employee intends to return to work on a full time basis.
4. Leaves of absence are unpaid. This leave prevents a break in service. The employee will not accrue any vacation, sick, or personal days during this period. The employee is responsible for the full payment of any premiums associated with the employee's benefits such as but not limited to medical, dental, life insurance, retirement, supplemental insurances, or other benefits. The employee must reimburse VHA on a monthly basis by the last business day of the month proceeding the month for which the premiums or costs are due.
5. Leaves of absence may be approved in thirty (30) day increments up to a maximum benefit of ninety (90) days. A leave of absence is only authorized once in a three (3) year period.
5. Approval of a leave of absence is at the discretion of the Executive Director and will be based on the needs of the Authority and the ability of the Authority to manage in the absence of the employee.

5-7. SHORT TERM DISABILITY

Short term disability is a benefit for eligible employees who have successfully worked at least 30 hours per week for the Housing Authority for 12 months prior to utilizing the STD benefit. For any accident or illness that exceeds 8 scheduled working days, the employee will transition to a paid short-term disability (STD) policy (to begin on the 9th day). Employee's can use accrued leave during the 8 day waiting period. The STD policy will provide up to 12 weeks of 60% gross pay benefit to a benefit eligible employee who works at least 30 hours per week. An employee utilizing the STD policy may utilize any accrued leave to make up the balance of the 40% gross pay.

Request for STD must be made in writing to the employees immediate supervisor, with proof from a knowledgeable professional. If an illness causes an employee to be absent in excess of 5 scheduled work days, a doctor's release may be required before the employee is allowed to return to work. Accrued leave may be utilized instead of STD, at the employee's option by submitting an attendance adjustment form to your supervisor.

5-7. GENERAL LEAVE PROVISIONS

~~Vacation and personal leave will be used in increments of one (1) hour, and sick leave will be used in increments of one quarter (1/4) hour.~~

Requests for all leave shall be made in advance of its use. In cases of illness, injury or emergency, the supervisor may waive this requirement.

Paid leave may not be taken during the initial ninety (90) days of introductory employment or re-employment.

~~Employees shall not be granted any paid leave for hours not earned and accrued, or hours in excess of their accumulated leave account unless approved in writing by the Executive Director.~~

The scheduling and use of vacation and personal leave for vacation or personal reasons shall be approved in advance by the department supervisor in accordance with departmental scheduling needs established by the supervisor.

The nature of an employee's job and the operational requirements of a department may cause the supervisor to limit the scheduling of leave for vacation purposes during certain periods of the year. Based upon operational requirements and when in the best interest of the VHA, the supervisor may deny the use of any leave for vacation purposes.

When a written request for any leave of forty (40) or more hours is denied, the employee will be notified of the reasons by the supervisor in writing.

~~Employees who utilize excessive sick leave for alleged illnesses or injuries, or are otherwise frequently absent from duty for alleged medical reasons may, at the department supervisor's discretion, be required by written notice to document their future absences for medical reasons with a physician's statement prior to being authorized an absence from duty or paid sick leave. Employees failing to comply with such written notice shall not receive paid sick leave for the day(s) in question, and may be subject to progressive disciplinary action.~~

A department supervisor may send an employee home who is too ill or injured to work effectively, or who would cause unhealthy or unsafe working conditions if he/she continued to work, or come into contact with other employees. Such directed absences are to be considered unscheduled, and shall be accounted for by hours from the employee's sick leave and/or personal leave account, whichever is applicable.

5-8. LIGHT DUTY ASSIGNMENTS

Many minor injuries or illnesses may prohibit the full performance of regularly assigned job duties; however, there may be other duties the employee may be able to safely perform without aggravating his/her medical condition.

Providing the physician states in writing that "light duty" work is acceptable and identifies the employee's specific physical limitations in performing such assignment, the department supervisor may at his/her discretion, assign other bonafide tasks and light duties to the employee as the employee's health and medical condition may permit. Light duty assignments in compliance with medically established restrictions must be performed by employees so assigned. If light duty tasks are not available, the supervisor will not approve the light duty option.

5-9. OTHER PAID LEAVE

Family Death

All full-time employees shall be granted, upon approval by the department supervisor, time off of up to three (3) workdays, without charge to any leave balance, if needed, to attend the funeral in the event of a death in the employee's immediate family. Immediate family is defined as spouse, child, mother, father, mother-in-law, father-in-

law, brother or sister, grandmother or grandfather. Time off in excess of three (3) days must be charged to the employee's accrued available time ~~vacation time if available or~~ to leave without pay if the employee does not have any accrued time available. ~~vacation time.~~ Should an employee require additional time other than provided in this policy, he/she may request the additional time from the Executive Director. ~~Upon approval by the Executive Director, any additional time used may be charged to personal leave or leave without pay if the employee does not have hours accrued that can be charged.~~

Court Leave and Jury Duty

Employees attending court as a witness on behalf of the public or serving jury duty during normal working hours shall receive full pay equal to their normal work schedule for the hours they attend in court. This time shall be charged as leave with pay. Those employees who become plaintiffs or defendants are not eligible for leave with pay. The employee shall provide the department supervisor with proof of jury duty or subpoena at least ten (10) days prior to the court date. Any jury or court fees received by the employee shall be turned over to the VHA.

Military Leave

Employees who are commissioned reserve officers or reserve enlisted personnel in the United States military service or members of the National Guard, shall be entitled to a military leave of absence from their respective duties without pay for such time as they shall be ordered to military service or field training in an active duty for training status, for a period not to exceed thirty (30) consecutive calendar days in any one calendar year.

Any full-time employee who is a member of a reserve component or the National Guard, who is ordered to active duty to fulfill his/her primary or an emergency military obligation, will be granted a military leave of absence without pay for that period of time.

Inclement Weather

It is the policy of the VHA to provide service to its clients even during inclement weather. The Executive Director or designee in the Executive Director's absence may declare an inclement weather situation and authorize administrative leave with pay for inclement weather. This administrative leave only applies to individuals present for duty at the time administrative leave is authorized. Employees already on leave will continue to be charged leave. The following guidelines will govern VHA operations whenever snow, ice, or other hazardous conditions exist:

- a. Generally, the VHA will be open for business during normal business hours;
- b. ~~When the City of Danville is closed due to inclement weather, the VHA will also be closed; and~~
- c. When ice and/or snow begins or does not clear during the work day, the Executive Director may close the VHA early at his/her discretion. However, unless otherwise specified by the Executive Director, one (1) person must remain on call to provide emergency service to clients.

ARTICLE 6 – EMPLOYMENT BENEFITS

6-1. GENERAL PROVISIONS AND APPLICATIONS

Policies, provisions, and procedures that govern the VHA's benefit program will apply to all regular full-time and regular part-time employees, whether Exempt or Non-Exempt status, unless otherwise stated herein or in a particular benefit plan. Temporary employees are not eligible for benefits others than those mandated by law such as Social Security. Temporary employees are paid on an hourly basis and do not accrue leave, health, or retirement benefits. While some benefits may earn credit during an employee's introductory period, eligibility in many cases will not occur until employees obtain regular status or other conditions of employment as specified herein.

6-2. GROUP HEALTH AND DENTAL PLAN

The VHA makes available a health-care/dental plan for all ~~regular full-time~~ eligible employees and their dependents. VHA will contribute towards the premium based on the percentages below and budget constraints. Employees participating in the health plans must contribute the remaining portion of the premium in order to participate.

- a. Employee coverage - VHA will contribute a minimum of 60% of the premium
- b. Dependent coverage - VHA will contribute a minimum of 60% of the family portion of the premium

For specific details on the Health Insurance/Dental Plan, employees should refer to the plan documents.

Health insurance/Dental coverage is available for the employee/family on the first day of employment with the VHA. Coverage will be terminated on the last day of employment.

6-3. RETIREMENT PLAN

All full-time regular employees are provided with a Retirement plan. This benefit is available after the first six (6) months of employment ~~and if the employee is in good standing with VHA.~~ The plan requires a six and three-fourths percent (6.75%) contribution of gross salary by the VHA and a six percent (6.0%) contribution by the employee. The VHA may elect to pay all or any portion of the employees' share of the contribution during any budget year. The VHA contribution will be considered as a part of the regular budget process. Employees will be provided at least sixty (60) days notification prior to any change to the employees' portion of the contribution. For specific data on the retirement plan, please refer to the plan document on file in the Finance Department.

6-4. LIFE INSURANCE

The VHA pays the full cost of the premiums for Life Insurance coverage for the employee only. The amount of life insurance an employee has is based on the employee's annual salary. Each eligible employee will have coverage equal to one and one-half times their annual salary, i.e., Annual salary of \$20,000 equals \$30,000 in life insurance. This benefit is available after the first six (6) months of employment. ~~introductory period and if the employee is in good standing with VHA.~~

Employees may elect to purchase life insurance coverage for their spouse/family. This coverage would be paid for solely by the employee.

6-5. CONTINUATION OF BENEFITS

Upon separation from the VHA, employees and their dependents may be eligible to continue certain fringe benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) and any other applicable Federal regulations. The Act contains a requirement for extension of health insurance benefits to employees and eligible family members. All terminated eligible employees shall be supplied with a package for coverage selection. The package will be supplied when a qualifying event occurs and the VHA is aware of that event. Coverage will be based on the applicable laws

governing this benefit at the time departure from employment.

ARTICLE 7 – COMPENSATION POLICIES

7-1. PAY PERIOD

Employees of the VHA are paid bi-weekly on every other Thursday. Paychecks will normally be available by 12:00 P.M. (Noon) on the scheduled pay day. When a pay day falls on a holiday, paychecks will be distributed on the last working day prior to the holiday. All new hires are required to provide necessary financial institution data as part of in processing for the mandatory direct deposit program.

7-2. WORK SCHEDULE

The standard work week for all employees is from 7:30 A.M. to 4:00 P.M., Monday through Friday. The normal workday shall consist of 7.5 hours including an unpaid one-half (1/2) hour for lunch and two paid fifteen (15) minute breaks, on either side of the half hour lunch.

~~The Executive Director may designate a different work schedule for positions based on the needs of the VHA. Employees who leave the work area for personal business must do so with the consent of supervisory personnel.~~

The VHA is committed to helping employees face the demands of juggling work, family and personal obligations by offering a number of possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing VHA to maintain a progressive and productive work environment.

All VHA employees will be considered for alternative work scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve VHA as a whole with increased productivity at no expense to quality output.

Several alternative work schedule options are available to employees:

- **Flexible Schedule-** in which an employee works eight hours per workday, but there is flexibility in an employee's set scheduled start and end times. Some employees, due to family or personal obligations or preferences, may start working earlier in the morning and thus leave earlier in the afternoon. Other

employees may prefer or need to start later in the day and work later into the evening.

- **Compressed Work Week-** in which an employee works 10 hours per workday, reducing the workweek to four days per week.
- **Compressed Work Week-** in which an employee works nine (9) hour work days Monday through Thursday and four hours each Friday.

The department manager is responsible for identifying if any of the aforementioned staffing options are workable within the department. This may include determining if the entire department or an entire shift must convert to one or more of the above alternative scheduling options.

Upon approval of a flexible work schedule, a six-month trial period will apply to assess the impact and effectiveness of the arrangement. The arrangement can be canceled for any reason by management. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her direct supervisor prior to implementing the changed schedule.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. In order for a flexible work schedule to be approved, the employee must have a satisfactory attendance record, meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis.

7-3. OVERTIME FOR NON-EXEMPT EMPLOYEES

Overtime will be avoided to the greatest extent possible, but may be required by the Executive Director when absolutely necessary in the interest of efficient operations. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Executive Director's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all Non-Exempt employees in accordance with Federal and State laws at the rate of one and one-half times the straight-time rate for all hours actually worked over forty (40) hours in a work week. As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence is not considered hours worked for purposes of performing overtime calculations. Hours worked on holidays and weekends are considered overtime hours when over forty (40) hours are worked in the week. Otherwise, hours in

excess of forty (40) hours are paid at the straight time rate until over forty (40) hours actual work time is reached.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

7-5. ~~LONGEVITY PROGRAM~~

~~In recognition of long and dedicated public service, all full-time employees with the following specified lengths of total continuous VHA service as reflected by their employment, or if applicable, their adjusted employment date, shall receive an annual lump sum longevity payment, subject to budget limitations as determined by the Executive Director, in accordance with the following schedule:~~

Length of Service	Amount
10 through 14 years	\$100.00
15 through 19 years	\$150.00
20 years and over	\$200.00

ARTICLE 8 – EMPLOYEE RESPONSIBILITIES

8-1. EMPLOYEE RESPONSIBILITIES, GENERAL

All employees are expected to observe the VHA's policies and procedures and to perform their assigned duties in a satisfactory manner. Such observance would include, but not be limited to, work as scheduled; clocking in and out at proper hours; being at your place of work during working hours; following the instructions of your supervisor; and, obeying safety regulations and other policies and practices of the VHA.

8-2. RULES AND REGULATIONS

Every organization has certain guidelines which were developed to reflect good business practices. In establishing any rules of conduct, the VHA has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- a. On-time and alert when scheduled to be at work;
- b. Careful and conscientious in performance of duties;
- c. Thoughtful and considerate of other people;
- d. Courteous and helpful, both when dealing with the public and with other employees;
- e. Neat in appearance, wearing the proper attire for VHA business. If a jean day is designated, the attire must still be appropriate for the type of position and for the days scheduled activities. Shorts, tank tops, and shirts with inappropriate language, flip flops, tennis shoes will not be allowed. Also skirts and dresses must be of a reasonable length.

8-3. ABSENTEEISM AND TARDINESS

The VHA expects employees to be at work on time and to work a full day. An employee who will be absent from work for any reason must call the immediate supervisor, and in the absence of the immediate supervisor, the Executive Director's office within thirty (30) minutes on the start time of that day. Employees who fail to report their absence or lateness in accordance with these regulations shall be considered to be absent without authorized leave and subject to disciplinary action. An unexcused absence of five (5) consecutive days is considered a voluntary resignation.

~~All tardiness and absenteeism is to be reported by the supervisor and recorded in the employee's personnel file.~~ An employee will be considered tardy if they arrive to work late more than two (2) times in one pay period, without prior authorization from direct supervisor;

8-4 POLITICAL ACTIVITY

In accordance with the provisions of the Hatch Act, 5 USC Chapter 15, 5 CFR, Part 151, employees will not take an active role in politics or campaigns during work hours as defined by the Act. All employee political involvement must be in accordance with the Act and any relevant Federal regulations.

8-5. POLITICAL CONTRIBUTIONS

In accordance with the provisions of the "Hatch Act", 5 USCS Chapter 15, 5 CFR Part 151, employees will not take an active part in politics or political campaigns during work hours as defined in the Act.

No employee shall engage in personal political activity during work hours; be required to, solicit for, or act as a custodian of funds for political partisan purpose; coerce or compel contributions by another employee of the VHA for political purposes; or use any VHA supplies, materials, or equipment for political purposes. Employees do, however, have the right to join or affiliate with organizations of a political or partisan nature outside of work.

8-6. GIFTS AND GRATITUDES

No employee shall accept any fee, compensation, gift, payment of expense, or any other thing of monetary value in circumstances which could result in, or give the appearance of resulting in:

- a. The use of public office for private gain;
- b. The preferential treatment of any person, impeding VHA efficiency or economy;
- c. The making of any VHA decision outside of official channels; and
- d. Any adverse effect on the confidence of the public in the integrity of the VHA.

During the holiday season, in the spirit in which gifts are given, token gifts that can be shared with the entire work group may be accepted. Where rejection of a gift would damage the spirit in which the gift was offered, employees should consult their supervisor before acceptance.

8-7. CONFLICT OF INTEREST

No officer or employee shall engage in the employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties in VHA service. Standards to be applied in this area shall conform to Government Code Sections 1125-1128 and ruling by Appellate courts of the State of Illinois.

This policy establishes only the framework within which the VHA wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to

influence a decision that may result in a personal gain for that employee or for a relative as a result of the VHA's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of the VHA as soon as possible the existence of any actual or potential conflict of interest so the safeguards can be established to protect all parties.

Personal gain may result not only in cases where any employee or relative has a significant ownership in a firm with which the VHA does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the VHA.

The materials, products, designs, plans, ideas, and data of the VHA are the property of the VHA and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

Members of the Board of Commissioners, VHA employees, and their immediate families (spouses and dependent children) are prohibited from any participation, other than in their role as an employee in the performance of official duties, in VHA programs which could result in a financial reward (monetary or non-monetary).

8-8. SAFETY

The VHA shall establish and maintain a comprehensive safety program and all aspects of the working environment and work associated activities will receive proper attention. All administrators and supervisors must recognize their responsibilities for a successful safety program, and will participate in the development, implementation, and improvement of the VHA's safety program designed to eliminate unnecessary accidents and needless expense. The VHA expects its employees to conduct themselves in a safe manner, using good judgment and common sense in matters of safety, observing any posted safety rules, and following all OSHA and state safety regulations.

While VHA continually encourages and strives for a "Work Safe Environment", accidents

may occur and this section explains the procedure for reporting, treating and investigating accidents.

"MINOR" accidents are of the type in which no injury occurs or the most severe injury only requires first aid, not a trip to the doctor. The type of accident or near miss can easily be handled by the injured employee's supervisor.

"MAJOR" accidents are of the type in which the injury is severe enough that a doctor's visit is required. Again the supervisor will be involved.

Reporting of all incidents within 24 hours, involving injury or not, are the responsibility of the employee and are to be reported immediately to his or her supervisor. Failure to properly report or notify of injuries could result in the denial of benefits or disciplinary action up to and including termination of employment. Supervisors are responsible for accurately reporting, documenting, and ensuring proper treatment for any injured employee.

Any accident scene shall remain undisturbed until the supervisor arrives to assess the conditions and begin the investigation. Anyone disturbing or cleaning up an injury scene prior to the investigation will lead to disciplinary action. The only exception to this would be if imminent danger continues to exist for other personnel and in this case, only the emergency status is to be corrected.

Supervisors are to notify the Executive Director ~~Administration Office~~ of the incident before the employee leaves for medical treatment, so that the medical center may be contacted regarding the employee's pending arrival. In cases where emergency treatment does not allow for immediate notification, the supervisor must make the notification as soon as possible.

Failure to properly notify and document accidents can lead to delay or even denial of benefits paid.

8-9. VEHICLE ACCIDENT REPORTING PROCEDURES

In the case of VHA owned vehicle involved in a motor vehicle accident, the employee will immediately notify the Police Department and his/her supervisor. In the event the supervisor is not available, the employee must report the accident to the Executive Director ~~Administration Office~~.

The supervisor of the employee involved in the motor vehicle accident will insure that a

Motor Vehicle Accident Report is completed and that the original copy of this report is immediately forwarded to the Executive Director Administration Office. In case of serious injury or fatality, the Executive Director should be notified immediately. In case of fatal injury, the Executive Director will personally contact the family or next of kin.

8-10. INCIDENT/LIABILITY REPORT

An Incident Liability Report will be used to record ~~report~~ anything that happened or is alleged to have happened out of the normal routine of the business of VHA, but which does not require either a Motor Vehicle Accident Report or a Report of Injury to an Employee.

8-11. WORKERS' COMPENSATION FOR INJURED EMPLOYEES

Worker's compensation to employees who are disabled because of an injury arising out of and in the course of performing their duties with the VHA will be governed by the Illinois State Workmen's Compensation Law.

8-12. SUBSTANCE ABUSE AND THE DRUG-FREE WORKPLACE

The VHA is committed to providing a safe working environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any VHA employee illegally uses or is under the influence of drugs on the job, possesses, distributes or sells drugs in the workplace, or while on the job, or uses or is under the influence of alcohol while on the job. In accordance with this policy, the VHA establishes the following:

- a. Employees shall not use, possess, sell, trade, offer for sale, or offer to buy any illegal drugs or otherwise engage in the use of drugs on the job.
- b. Employees shall not report to work under the influence of drugs or alcohol.
- c. Employees shall use prescription drugs as prescribed by a licensed medical doctor provided the use of the drug by the employee does not render the employee unfit for duty.
- d. Violations of this policy are subject to disciplinary action up to and including termination.

Although it is not the supervisor's job to diagnose personal substance abuse problems in the workplace, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

As a condition of employment, employees must abide by the terms of this policy and must notify the VHA in writing of any conviction of a violation of a criminal drug law occurring in the workplace no later than five (5) calendar days after such conviction.

An employee reporting to work visibly impaired will be deemed unfit for duty and will not be allowed to work or remain in the workplace. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is impaired, the employee will be sent to a medical facility by taxi or other safe transportation alternative depending on the determination of the observed impairment, and accompanied by the supervisor or another employee if necessary. A drug and alcohol test will be administered and the employee will not be allowed to drive.

Employees ~~and job applicants~~ who have a positive confirmed test result may explain or contest the result to the VHA Administration within five (5) working days after the VHA contacts the employee ~~or job applicant~~ and shows him/her the positive test result as it was received from the laboratory in writing.

The confidentiality of any information received by the VHA through a substance abuse testing program shall be maintained, except as otherwise provided by law.

~~All job applicants at the VHA will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment.~~

The VHA will not discriminate against applicants for employment because of a past history of drug abuse. It is the current abuse of drugs, preventing employees from performing their jobs properly, the VHA will not tolerate.

VHA reserves the right to implement a random drug/alcohol testing policy at its discretion for all employees. A refusal to submit to a test will be considered a positive test result and the employee will be given two (2) weeks suspension without pay. The

employee will be able to come back to work after the suspension, provided they pass another drug/alcohol test. If a random drug/alcohol test is positive, the employee will be given two (2) weeks suspension without pay. The employee will be able to come back to work after the suspension, provided they pass another drug/alcohol test.

8-13. SMOKE-FREE WORK PLACE

In keeping with the State and Federal laws of a smoke-free environment, smoking will be only be allowed if an area is so designated outside of the 25 foot non-smoking perimeter of the Administrative offices of the VHA.

8-14. OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with the VHA. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to the VHA's scheduling demands, regardless of any existing outside work requirements.

~~If the VHA determines that an employee's outside work interferes with performance or the ability to meet the requirements of the VHA as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain with the VHA.~~

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the VHA for materials produced or services rendered while performing their jobs.

Employees who expect to engage in outside employment shall, within five (5) working days commencing such employment, notify the Executive Director, in writing, of such employment. Employees who fail to make such notification when engaged in outside employment may be subject to disciplinary action.

8-15. CONFIDENTIALITY

The VHA has certain information about residents and staff that is unique to the VHA. Keeping such records private is a requirement of the Federal Privacy Act. Information about the VHA, its residents or staff should not be divulged to anyone other than persons who have a right to know, or are authorized to receive such information. When

in doubt as to whether certain information is or is not confidential, prudence dictates that no disclosure be provided without first clearly establishing that such disclosure has been authorized by appropriate supervisory or management personnel. This basic policy of caution and discretion in handling of confidential information extends to both external and internal disclosure.

Confidential information obtained as a result of employment with the VHA is not to be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties and termination of the employee.

8-16. PERSONNEL FILES

It is the policy of the VHA to maintain personnel records for applicants, employees, and past employees in order to document employment related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. The record shall be preserved for at least ten (10) years following the date of the employee's leaving VHA service.

Employees have a responsibility to make sure their personnel records are up to date and should notify the Executive Director in writing of any changes in Name, Address, Telephone Number, ~~Marital status, Number of Dependents, Beneficiary Designations~~ and persons to be notified in case of an emergency.

Employees may inspect their own personnel records and may copy, but not remove, documents in their file. Such an inspection must be requested to the Executive Director or designee. The review will be scheduled at a mutually convenient time. Records deemed to contain sensitive or confidential corporate plans or information, letters of reference and any material obtained during a pre-employment background check, provided that they are obtained in confidence, and any records relating to the investigation of a possible criminal offense may be excluded from the inspection, and all inspections must be conducted in the presence of the Executive Director. Any copies of documents will be made available at no charge to current employees; former employees will be charged a copy fee of \$0.25 per sheet.

Employees who feel that any file material is incomplete, inaccurate, or irrelevant may submit a written request to the Executive Director that the files be revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further ~~using the regular grievance procedure.~~

Employees are to refer all requests from outside the VHA for personnel information concerning applicants, employees, and past employees to the Executive Director. The Executive Director normally will release personnel information only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who have need to know specific employee information and disclosures under specific provisions of State and Federal law. In addition, exceptions may be made to release limited general information, such as employment dates, name, position held, and gross salary, location of job site and written employment contracts. It is the general policy of VHA not to provide subjective or qualitative references concerning a past employee.

8-17. PAYROLL AND RETIREMENT RECORDS

The Finance Department will maintain payroll records, including time cards, social security numbers, and accrued vacation and sick leave benefits and records necessary for retirement purposes. Payroll and retirement records are private personnel records and shall be disclosed according to Section 8-16.

8-18. RELEASE OF INFORMATION

Except for records and information that the VHA is legally required to provide to government agencies, no information will be released unless there is a signed authorization form from the employee on file, and the request is in writing.

8-19. TELEPHONE/CELL PHONE USE

Personal calls, both incoming and outgoing, are discouraged. Personal calls that must be made or received during business hours are permitted if they are held to a minimum and do not interfere with the employee's work. Such calls should be made during lunchtime. Long "chatty" phone conversations on non-emergency matters and excessive personal phone calls will result in disciplinary action.

Emergency phone calls may be made or received at any time. An emergency is regarded as illness or severe injury to a member of one's family, changed plans regarding an employee's transportation home from work, extreme weather conditions, and so forth.

8-20. COMPANY EQUIPMENT

All company equipment including but not limited to computers, vehicles, fax machines and copy machines are to be used for VHA purposes only and are not to be used for personal use. If employees have any personal errands to complete, they must bring the company vehicle back and use their own personal vehicle.

8-21. PROTECTION OF VHA AND EMPLOYEE PROPERTY

Officers and employees are prohibited from using VHA property directly or indirectly for any purpose unrelated to VHA business or in any manner deviating from the manner authorized by the Executive Director or by Board policy and regulations. This provision does not prohibit the use of VHA property to assist other agencies, such as the City government, other public housing authorities, or public or non-profit entities serving VHA clientele.

Respect and protection of VHA property and employee personal property is everyone's concern. If property is found to be missing or damaged, it should be reported immediately to a supervisor.

8-22. DRESS CODE/UNIFORMS

The success of VHA's business is determined in part by establishing and maintaining a proper business atmosphere, which is determined by the image employee's project as well as business conduct. Employees shall dress in a manner consistent with the nature of the work performed. ~~Shorts, tank tops, muscle shirts, flip-flops, leggings, and T-shirts with vulgar language or pictures are prohibited. If there are questions as to what constitutes proper attire, employees should consult with their direct supervisor supervisory personnel.~~

In keeping with today's business practices, ~~Friday of each week may be designated by the Executive Director as Jean Day~~ agency staff are allowed to wear jeans every day, except for days when business must be conducted with outside agencies. Jean attire must still be in good taste. At home casual attire such as sweat suits, shorts, ~~tank tops, vulgar/inappropriate T-shirts, flip flops, and tennis shoes will not be allowed.~~ suggestive clothing or attire that displays offensive or inappropriate slogans or pictures are not acceptable at any time.

Employees who are provided uniforms are expected to wear the appropriate uniform while working. These uniforms are to be clean and shirts must be tucked in to pants. Maintenance personnel may be reimbursed once per year for actual costs, not to

exceed \$50.00, to purchase one pair of work boots or shoes for use on the job.

Management personnel have an obligation to send employees home if their appearance is not acceptable. Final decisions on what is acceptable dress will be rendered by the Executive Director.

ARTICLE 9 – TRAVEL REGULATIONS

9-1. OVERVIEW

All travel expenses are subject to the provision that travel be approved by the Executive Director. The attendance at any conference, seminar, school, etc., must serve a direct public purpose with relation to the VHA. This policy establishes the procedures to be followed for all business related travel both inside and outside the Danville area. The policy also serves to control expenses.

Travel to destinations for conferences and seminars which require less than two (2) hours driving time or one hundred fifty (150) miles in distance will be made the morning of the conference or seminar. Only where travel time exceeds two (2) hours or when deemed appropriate/necessary by the Executive Director will hotel accommodations be made for lodging the night before the conference or seminar.

9-2. TRAVEL OR PER DIEM REIMBURSEMENT

The following are the only items which may be claimed for travel or per diem reimbursement:

- a. Fare To Destination
 - (1) Commercial fare utilizing the most direct route available by the carrier used.
 - (2) Mileage for use of personal vehicle will be reimbursed at a rate per mile as determined by the IRS each year for travel to and from the destination and necessary local business trips required while at the destination.

- b. Lodging
 - (1) Reimbursement for lodging shall be at actual cost and must be supported by a receipt or billing form.
 - (2) If lodging is shared with a non-employee, the reimbursement shall

be at the single occupancy rate only. The balance of the double occupancy rate will be the responsibility of the employee.

c. Meals and Incidental Travel Expenses

- (1) Expenses for meals, tips, snacks, and other incidental items are referred to as per diem expense. Per diem reimbursement shall be defined on the basis of the hours spent in travel, generally measured from point of departure to point of return. The per diem allowance shall be per GSA (General Services Administration's Guide) guidelines and will be granted for those trips of one (1) day or exceeding one (1) day. A day is defined as any twenty-four (24) hour period.
- (2) Expenses associated with travel to meetings and conferences which require less than one (1) day of travel time will be prorated based on the number of hours of travel time and the time of the seminar or workshop.
- (3) An exemption to the per diem method of reimbursement may be granted to allow for additional costs associated with traveling to large cities. This exemption must be approved by the Executive Director prior to leaving for the trip. Exception per diem will be based on the most recent General Services Administration's Guide Maximum per diem rates for CONUS (the Continental United States) Appendix A to Chapter 301.

d. Other Travel Expenses

The following expenses may be reimbursable if reported on the travel report and receipts are attached when possible:

- (1) Ferry fares and bridge, road, and tunnel tolls/costs
- (2) Parking fees, fuel purchases, other tolls
- (3) Conference and convention registration fees upon submittal of a receipt
- (4) Taxi, bus and subway fares
- (5) Tips and gratuities, baggage tips not to exceed \$1.00 per bag
- (6) Telephone and fax charges for conducting official business
- (7) One brief (not more than fifteen (15) minutes) telephone call per trip

9-3. AUTHORIZED MODES OF TRAVEL

It is the policy of the VHA that when available, travel will be by the use of air coach operated by a scheduled airline, and will be subject to the following rules:

- a. Accommodations other than air coach will not normally be authorized if air coach service is available.
- b. Transportation allowance shall not exceed the cost of transportation (fare) furnished by the carrier, utilizing the most direct route available.
- c. Travel by bus or train carrier may be approved if the employee has a fear of flying or it is deemed to be the most efficient method of travel.
- d. At the determination of the Executive Director, additional family member's tickets can be initially purchased by the VHA with reimbursement by the employee or director at the time of purchase. If the employee fails to reimburse the VHA, a one-time, lump sum deduction will be made from the next pay due the employee.

9-4. AUTHORITY OWNED VEHICLE

Travel of one hundred fifty (150) miles or less in duration, a VHA owned vehicle will be used. VHA vehicle mileage will not be claimed when a VHA owned vehicles are used. Reimbursement is limited to the IRS mileage rate (see Section 9-2 a (2)) or actual expenditures for gas, oil, tolls, or other travel related expenses which are supported by paid bills or receipts.

9-5. PERSONAL VEHICLES

Travel by personal vehicle may be authorized in lieu of VHA owned vehicle if there is no VHA vehicle available. Payment of travel allowance for this mode of travel is subject to the following rules:

- a. Mileage will be paid at a rate per mile as determined by the IRS each year for miles traveled to and from the destination and necessary local business trips required while at the destination.
- b. Whenever possible, mileage will be computed on the basis of current State maps.
- c. Mileage, necessary for the conduct of official business at the destination, may be allowed but must be shown as separate items on the expense report.
- d. NO transportation allowance will be paid when an employee is gratuitously transported by another person, or another traveler who is

entitled to a transportation allowance.

If the employee chooses to use their personal vehicle when an VHA owned vehicle is available, VHA will only provide reimbursement for gas with the submission of a dated receipt.

9-6. ADVANCE TRAVEL ALLOWANCE

Travel advances are intended to allow employees the convenience of receiving funds to cover expected travel expense prior to the actual expense. However, only reasonable travel advances will be granted. Typically, the travel advance will be equal to the per diem times the expected number of travel days plus any lodging costs which are anticipated. The amount of all travel advances will be approved by the Executive Director.

Any employee accepting an advance for travel expenses will be required to sign a release allowing for full payroll deduction of the amount of the advance if a properly completed Request for Travel Reimbursement form, along with receipts and excess advance funds are not completed within one (1) week of return from the trip.

9-7. REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSE

Upon return from any conference, convention, or other authorized travel, a Travel Expense Report must be completed. The report must be accompanied by receipts for all expenses except for per diem costs and should reflect any travel advance received. This form must be submitted to the Executive Director's Office - Finance Department within one (1) week of return from the trip. At the request of the Director, a Conference and Seminar Reporting form may also be required to be completed and returned with the Travel Expense Report.

9-8. COMPENSATION DURING ATTENDANCE AT SEMINARS, OUTSIDE MEETINGS AND TRAVEL

Employee attendance and/or travel time at approved seminars, lectures, conferences, business related meetings, and training programs will be considered hours worked for all employees when in attendance and/or travel during normal business hours of the VHA. Days and/or hours, other than normal Agency business hours in attendance and/or in travel will not be compensable to any Agency employee(s) except when required by FLSA.

RESOLUTION NO. 2021-46

**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 updates to the Personnel Policies and Procedures Manual for the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority; 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 updates to the Personnel Policies and Procedures Manual for the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority.
- 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.

00000100

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 16th day of December, 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

00000101



2211 West Bradley Avenue
Campain, Illinois 62641
p 217.347.7409 f 217.352.7409
www.fw.com

December 13, 2021

Ms. Jaclyn Vinson
Executive Director
Vermilion Housing Authority
1607 Clyman Lane
Danville, IL 61832

Re: Fair Oaks Demolition – Phase 2

Dear Jackie:

The purpose of this memo is to provide you with a recommendation based upon the bids that were received for the Fair Oaks Demolition – Phase 2 project.

VHA received bids on December 10, 2021 for the Fair Oaks Demolition – Phase 2 project. We had great interest in the project and received 6 bids. Attached is a bid tabulation sheet with the results of the bid opening for your reference.

The apparent low bidder at the time of the bid opening was Bob Brown Construction, Inc. I spoke to Bob Brown (Owner) via phone after bids were collected. After reviewing his information over the weekend, Bob Brown indicated that he was lower than the next bidder because he figured concrete recycling into his bid. This is contrary to the direction in Addendum #1 indicating that all refuse shall be taken to Republic Services. I have confirmed that they are still willing to stand by their bid for Bid Package #2 (Site) and are prepared to begin work after execution of a contract. I confirmed that they have bid the project utilizing prevailing wages. He was hoping that the Housing Authority would be willing to allow him to withdraw his bid for Bid Package #1 (Buildings) given this error. It is my recommendation that we honor his request and proceed with negotiations for the next lowest bidder for Bid Package #1 (Buildings).

After review of all submitted documents, we found their bid in order and are recommending award to Bob Brown Construction, Inc. for Bid Package #2 (Site) the following amount: \$85,083.00.

The second apparent lowest bidder for Bid Package #1 (Building) is Owens Excavating and Trucking, LLC. I spoke to Darren Owen (Owner) via phone after receiving the information above from Bob Brown Construction, Inc. I have confirmed that they are willing to stand by their bid for Bid Package #1 (Building) and are prepared to begin work after execution of a contract. I confirmed that they have bid the project utilizing prevailing wages.

After review of all submitted documents, we found their bid in order and are recommending award to Owens Excavating and Trucking, LLC for Bid Package #1 (Building) the following amount: 5396,592.00.

If the Board agrees with this recommendation, the next step is to issue a Notice of Intent to Award a Construction Contract so that Bob Brown Construction, Inc. and Owens Excavating and Trucking, LLC can begin preparing the required bonding and insurance coverage. Farnsworth Group will then prepare a construction contract on behalf of VHA and will submit to VHA for review and approval. Once VHA accepts the contract, it is sent to Bob Brown Construction, Inc. and Owens Excavating and Trucking, LLC for their review and approval. After VHA and Bob Brown Construction, Inc. and Owens Excavating and Trucking, LLC agree to the contract and sign accordingly, the contract is fully executed, and construction can begin.

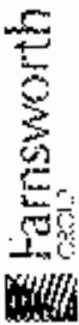
If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

FARNSWORTH GROUP, INC.



Scott Burge, AIA, NCARB, LEED AP
Architectural Manager



RFD TAB

PROJECT: VWA Family Court Phase 2	PROJECT NO: 03122003	BIOSKID	SAVY RUN
LETTER DATE: 06/01/2011	TIME: 2:05 PM	PACKAGE #1 (BUILDINGS)	PACKAGE #2 (MUT)
Miscellaneous Co	\$710,000.00	\$250,000.00	\$460,000.00
Johnson & Johnson Building	\$150,000.00	\$150,000.00	
On-site Electrical & Insulation	\$50,000.00	\$50,000.00	
Utility Connections	\$50,000.00	\$50,000.00	
Tablet Installation & Packaging	\$50,000.00	\$50,000.00	
Storage Building	\$50,000.00	\$50,000.00	

PROJECT: VWA Family Court Debit	PROJECT NO: 03122003	BIOSKID	SAVY RUN
LETTER DATE: 06/01/2011	TIME: 2:05 PM	PACKAGE #1 (BUILDINGS)	PACKAGE #2 (MUT)
Miscellaneous Co	\$710,000.00	\$250,000.00	\$460,000.00
Johnson & Johnson Building	\$150,000.00	\$150,000.00	
On-site Electrical & Insulation	\$50,000.00	\$50,000.00	
Utility Connections	\$50,000.00	\$50,000.00	
Tablet Installation & Packaging	\$50,000.00	\$50,000.00	
Storage Building	\$50,000.00	\$50,000.00	

00000104

RESOLUTION NO. 2021-47

**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 the Fair Oaks Demolition Bid Award to Owens Excavating and Trucking, LLC not to exceed \$396,592.00; 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 Fair Oaks Demolition Bid Award to Owens Excavating and Trucking, LLC not to exceed \$396,592.00.
- 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.

00000105

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 16th day of
December, 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

00000108



2211 West Bradley Avenue
Champaign, Illinois 61821
(217) 552-7408 | (217) 552-7405
www.fw.com

December 13, 2021

Ms. Jaclyn Vinson
Executive Director
Vermillion Housing Authority
1607 Clyman Lane
Danville, IL 61832

Re: Fair Oaks Demolition – Phase 2

Dear Jackie:

The purpose of this memo is to provide you with a recommendation based upon the bids that were received for the Fair Oaks Demolition – Phase 2 project.

VHA received bids on December 10, 2021 for the Fair Oaks Demolition -- Phase 2 project. We had great interest in the project and received 6 bids. Attached is a bid tabulation sheet with the results of the bid opening for your reference.

The apparent low bidder at the time of the bid opening was Bob Brown Construction, Inc. I spoke to Bob Brown (Owner) via phone after bids were collected. After reviewing his information over the weekend, Bob Brown indicated that he was lower than the next bidder because he figured concrete recycling into his bid. This is contrary to the direction in Addendum #1 indicating that all refuse shall be taken to Republic Services. I have confirmed that they are still willing to stand by their bid for Bid Package #2 (Site) and are prepared to begin work after execution of a contract. I confirmed that they have bid the project utilizing prevailing wages. He was hoping that the Housing Authority would be willing to allow him to withdraw his bid for Bid Package #1 (Buildings) given this error. It is my recommendation that we honor his request and proceed with negotiations for the next lowest bidder for Bid Package #1 (Buildings).

After review of all submitted documents, we found their bid in order and are recommending award to Bob Brown Construction, Inc. for Bid Package #2 (Site) the following amount: \$85,083.00.

The second apparent lowest bidder for Bid Package #1 (Building) is Owens Excavating and Trucking, LLC. I spoke to Darren Owen (Owner) via phone after receiving the information above from Bob Brown Construction, Inc. I have confirmed that they are willing to stand by their bid for Bid Package #1 (Building) and are prepared to begin work after execution of a contract. I confirmed that they have bid the project utilizing prevailing wages.

After review of all submitted documents, we found their bid in order and are recommending award to Owens Excavating and Trucking, LLC for Bid Package #1 (Building) the following amount: \$396,592.00.

If the Board agrees with this recommendation, the next step is to issue a Notice of Intent to Award a Construction Contract so that Bob Brown Construction, Inc. and Owens Excavating and Trucking, LLC can begin preparing the required bonding and insurance coverage. Farnsworth Group will then prepare a construction contract on behalf of VHA and will submit to VHA for review and approval. Once VHA accepts the contract, it is sent to Bob Brown Construction, Inc. and Owens Excavating and Trucking, LLC for their review and approval. After VHA and Bob Brown Construction, Inc. and Owens Excavating and Trucking, LLC agree to the contract and sign accordingly, the contract is fully executed, and construction can begin.

If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

FARNSWORTH GROUP, INC.



Scott Burge, AIA, NCARB, LEED AP
Architectural Manager

00000108

RESOLUTION NO. 2021-48

**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 the Fair Oaks Infrastructure Removal Bid Award to Bob Brown Construction, Inc. not to exceed \$85,083.00; 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 Fair Oaks Infrastructure Removal Bid Award to Bob Brown Construction, Inc. not to exceed \$85,083.00.
- 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.

00000116

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 16th day of December, 2021.

Ayes _____

Nays _____

Absent _____

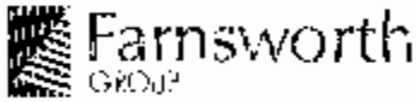
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

00000111



2211 West Bradley Avenue
Champaign, Illinois 61821
P 217.242.7428 F 217.557.3400
www.f-g.com

December 13, 2021

Ms. Jaclyn Vinson
Executive Director
Vermilion Housing Authority
1607 Clyman Lane
Danville, IL 61832

Re: Ramey Court Demolition

Dear Jackie:

The purpose of this memo is to provide you with a recommendation based upon the bids that were received for the Ramey Court Demolition project.

VHA received bids on December 10, 2021 for the Ramey Court Demolition project. We had great interest in the project and received 6 bids. Attached is a bid tabulation sheet with the results of the bid opening for your reference.

The apparent low bidder at the time of the bid opening was Bob Brown Construction, Inc. I spoke to Bob Brown (Owner) via phone after bids were collected. I have confirmed that they are still willing to stand by their bid and are prepared to begin work as soon as possible. I confirmed that they have bid the project utilizing prevailing wages.

After receiving the bid tabulation, they reviewed their bid a second time due to the bid spread. After double-checking their numbers, they still are comfortable proceeding forward. Thus, I do not see a reason not to move forward with the low bidder.

After review of all submitted documents, we found their bid in order and are recommending award to Bob Brown Construction, Inc. for the following amount: \$94,649.00.

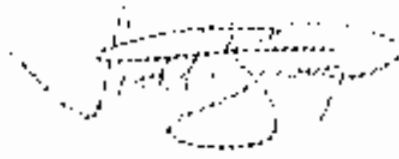
If the Board agrees with this recommendation, the next step is to issue a Notice of Intent to Award a Construction Contract so that Bob Brown Construction, Inc. can begin preparing the required bonding and insurance coverage. Farnsworth Group will then prepare a construction contract on behalf of VHA and will submit to VHA for review and approval. Once VHA accepts the contract, it is sent to Bob Brown Construction, Inc. for their review and approval. After VHA and Bob Brown Construction, Inc. agree to the contract and sign accordingly, the contract is fully executed, and construction can begin.

Farnsworth Group, Inc.
April 2, 2021
Page 2 of 2

If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

FARNSWORTH GROUP, INC.

A handwritten signature in black ink, appearing to read "Scott Burge", written over a faint, dotted-line signature strip.

Scott Burge, AIA, NCARB, LEED AP
Architectural Manager

00000113

RESOLUTION NO. 2021-49

**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 a project agreement with Bob Brown Construction, Inc. for Ramey Court Demolition Bid Award not to exceed \$94,649.00; 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 a project agreement with Bob Brown Construction, Inc. for Ramey Court Demolition Bid Award not to exceed \$94,649.00.
- 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 16th day of December, 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

00000116

BY-LAWS OF
THE HOUSING AUTHORITY
OF THE CITY OF DANVILLE, ILLINOIS,
d/b/a VERMILION HOUSING AUTHORITY

(As Amended by the Board of Commissioners ~~January 16, 2020~~)

ARTICLE I

THE AUTHORITY

SECTION 1. NAME OF THE AUTHORITY. The name of the Authority shall be the "Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority".

SECTION 2. SEAL OF THE AUTHORITY. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

SECTION 3. OFFICE OF THE AUTHORITY. The office of the Authority shall be at 1607 Clyman Lane in the City of Danville, Illinois, but the Authority may hold its meetings at such other place as it may designate by resolution. (As amended August 9, 1943, Resolution No. 43-340; November 15, 1990, Resolution No. 90-96; May 21, 1992, Resolution No. 92-35.)

ARTICLE II

SECTION 1. OFFICERS. The officers of the Authority shall be a Chairman, a Vice-Chairman, and a Secretary-Treasurer.

SECTION 2. CHAIRMAN. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority. At each meeting the Chairman shall submit such recommendations and information, as he/she may consider proper concerning the business affairs and policies of the Authority. The Chairman shall designate the spokesperson with media and that person shall be the Executive Director or himself/herself. (As amended November 15, 1990, Resolution No. 90-96; January 16, 2020, Resolution No. 2020-1).

SECTION 3. VICE CHAIRMAN. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

SECTION 4. SECRETARY-TREASURER. The Executive Director, acting as Secretary-Treasurer for the Board of Commissioners, shall have general supervision over the administration of its business and affairs subject to the direction of the Authority. (As amended February 6, 1940, Resolution No. 40-12).

He/she shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority at such bank or banks as the Authority may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disperse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairman or his/her designee. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for faithful performance of his/her duties as the Authority may designate.

The compensation of the Secretary-Treasurer shall be determined by the Authority, provided

BY-LAWS

that a temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses). (As amended August 20, 2009, Resolution No. 09-18).

SECTION 5. ADDITIONAL DUTIES. The officers of the Authority shall perform such other duties and functions as may, from time to time, be required by the Authority of the By-Laws or rules and regulations of the Authority.

SECTION 6. ELECTION OR APPOINTMENT. The Chairman and Vice Chairman shall be elected at the Annual Meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Secretary-Treasurer shall be appointed by the Authority. Any person appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as a temporary appointee.

Commissioner appointments will be made by the City of Danville City Council and the Vermilion County Board. The City of Danville Council will hold five (5) seats to appoint, while the Vermilion County Board will hold two (2) seats to appoint. A resident commissioner can be appointed, if a candidate is presented, and will be made by either the County Board or the City of Danville, depending on the location in which that resident resides. (As amended January 16, 2020, Resolution No. 2020-1).

SECTION 7. VACANCIES. Should the office of Chairman or Vice Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Authority shall appoint a successor, as aforesaid.

BY-LAWS

SECTION 8. ADDITIONAL PERSONNEL. The Authority may, from time to time, employ such personnel, as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Act of Illinois and other laws of the State of Illinois applicable thereto. The selection and compensation of such personnel (including the Secretary-Treasurer) shall be determined by the Authority subject to the laws of the State of Illinois.

SECTION 9. TRAINING. All newly appointed Commissioners must attend an orientation with the Executive Director to discuss the positions responsibilities, By-laws and policies of the Housing Authority prior to being seated on the Board of Commissioners. All newly appointed Commissioners, upon being seated, must participate in monthly Commissioner-oriented training topics as presented as part of the monthly Board meetings (As amended August 20, 2009, Resolution No. 09-18; December 19, 2013, Resolution No. 13-23; January 16, 2020, Resolution No. 2020-1).

ARTICLE III

MEETINGS

SECTION 1. ANNUAL MEETING. The Annual Meeting for the Authority shall be at 4 5 o'clock p.m., immediately prior to the regular meeting of the Authority in the month of October at the regular meeting place of the Authority. In the event such date shall fall on a Sunday or a legal holiday, the Annual Meeting shall be held on the next succeeding secular day. (As amended October 3, 1951, Resolution 51-484; November 15, 1990, Resolution No. 90-96; March 23, 1995, Resolution No. 95-24; November 18, 1999 Resolution No. 99-91).

SECTION 2. REGULAR MEETINGS. Regular meetings shall be held, with notice, alternately, in the Administration Building, 1607 Clyman Lane, in the Community Rooms at Mer Che Manor, 723 N. Oak Street, Danville, IL, Churchill Towers, 101 E. Seminary Street, Danville, IL, Centennial

BY-LAWS

Manor, 426 E. Honeywell Avenue, Hoopston, Il. and at 407 Kennedy Drive, Georgetown, IL, on the third Thursday of every month at 4 5 o'clock p.m. or on such day as the Commissioners shall by resolution determine. (As amended October 3, 1951, Resolution No. 51-483; January 7, 1954, Resolution No. 54-611; December 2, 1954, Resolution No. 54-654; December 15, 1987, Resolution No. 87-64; November 15, 1990, Resolution No. 90-96; June 18, 1992, Resolution No. 92-44; March 23, 1995, Resolution No. 95-24; January 16, 2020, Resolution No. 2020-1).

SECTION 3. SPECIAL MEETINGS. The Chairman of the Authority may, when he/she deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority, plus any media requesting such notice, to arrive forty-eight (48) hours prior to the date of such meeting. At such special meeting no business shall be considered other than designated in the call. (As amended February 16, 1995, Resolution No. 95-10).

SECTION 4. QUORUM. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its power and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present. (As amended October 21, 1993, Resolution No. 93-68).

SECTION 5. ORDER OF BUSINESS. At the regular meeting of the Authority the following example may be the written order of business, or by a majority aye vote may be amended as needed:

1. Pledge of Allegiance
2. Roll Call
3. **Approval** of Agenda
4. **Public** and Resident Comments
5. **Approval** of the Minutes
6. Police Reports
7. Department Reports:
 - (a) Public Housing
 - (b) HCV
 - ~~(c) Family Services~~
 - (c) Finance
 - (d) Personnel
8. New **Business**
9. Other Business
10. Closed Session, if needed
11. Chairman/Commissioner's Comments
12. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority. (As amended November 15, 1990, Resolution No. 90-96; March 18, 1993, Resolution No. 93-20; February 16, 1995, Resolution No. 95-10; August 20, 2009, Resolution No. 09-18; January 16, 2020, Resolution No. 2020-1).

SECTION 6. MANNER OF VOTING. The voting on all questions coming before the Authority relating to finance, personnel, and policy shall be made by roll call and the ayes and nays shall be entered upon the minutes of such meetings. All other questions or actions coming before

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the Authority can be taken by voice vote with a majority rule. (As amended June 16, 1988, Resolution No. 88-52).

SECTION 7. ATTENDANCE. The Commissioners of the Authority are expected to attend all monthly meetings, special board meetings and the annual meeting. Should a board member be absent from two (2) or more consecutive board meetings of any nature, or be absent from three (3) of all regular, special or annual board meetings within a twelve (12) month period, the Chairman of the Board, or anyone he/she may designate, shall, in writing, inform the Mayor of the City of Danville or the Vermilion County Board Chairman, whichever is responsible for the appointment, that the board member is in violation of the attendance requirement as set forth in the By-Laws of the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority and is in neglect of his/her duties, and shall recommend removal of the board member by the presiding officer, pursuant to Illinois law. (As amended October 21, 1999, Resolution No. 99-81; August 20, 2009, Resolution No. 09-18; January 15, 2020, Resolution No. 2020-1).

SECTION 8. AMENDMENTS. Any proposed amendment to this agreement must be submitted in writing to the Board of Commissioners for discussion at a regular Board Meeting. Action on the proposed amendment may not take place prior to the following regularly scheduled Board Meeting. The amendment will be ratified by a three-fifths vote of the members of the Board. The amendment itself provides otherwise. (As amended November 15, 1990, Resolution No. 90-96; October 21, 1999, Resolution No. 99-81).