

# **Vermilion Housing Authority**



**Board of Commissioners**

**December 15, 2022**

**Board Packet**



Vermilion Housing Authority

1607 Clyman Lane

Danville, IL 61832

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

Jaclyn Vinson, Executive Director

TO: All Interested Parties

FROM: Jaclyn Vinson, Executive Director 

DATE: December 8, 2022

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 15, 2022 at 4:00 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois.**

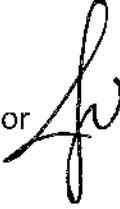
JV:sh



1607 Clyman Lane  
Danville, IL 61832  
P: (217) 443-0621 F: (217) 431-7059  
Jaclyn Vinson, Executive Director

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TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director 

DATE: December 8, 2022

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 15, 2022 at 4:00 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois.**

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  
THURSDAY, DECEMBER 15, 2022  
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 October 20, 2022 - VHA Board Minutes and Closed Session Board Minutes (pages 1-9)
6. Police Reports – October & November (pages 10-13)
7. Department Reports:
  - (a) Public Housing – October & November (pages 14-17)
  - (b) HCV -October & November (pages 18-21)
  - (c) Finance – October & November (pages 22-54)
  - (d) Personnel – October & November (pages 55-56)
8. New Business [all the below items – roll call vote]
  - \* (a) Memorandum of Understanding between the Housing Authority of the City of Danville, d/b/a Vermilion Housing Authority and the Danville Police Department (pages 57-60)
  - \* (b) Emphasys Annual Maintenance Contract (pages 61-64)
  - \* (c) Staff Compensation (pages 65-67)
  - \* (d) 2023 Meeting and Holiday Schedule (pages 68-70)
  - \* (e) AHRMA 2023 Insurance Policy Renewal (pages 71-73)

- \* (f) Staff Health Insurance Renewal Rates (pages 74-76)
  
- 9. Other Business
  - (a) Project Updates
  - (b) Updated By-Laws – First Read (pages 77-83)
  
- 10. Closed Session for Personnel Matters  
Pursuant to the IL Open Meetings Act:  
5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority
  
- 11. Reconvene into open session
  - \* (a) Executive Director’s Contract (pages 84-89)
  
- 12. Chairman/Commissioner Comments
  
- 13. Adjournment

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

-The next regularly scheduled meeting of the Board of Commissioners is January 19, 2023 at the Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, IL. We will begin at 4:00 p.m.

MINUTES OF  
OCTOBER 20, 2022  
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 October 20, 2022 at 4:20 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois. Since the Pledge was just recited during the annual meeting, Chairman O'Shaughnessy moved onto roll call, those present and absent were:

PRESENT: Harsha Gurujal, Vice Chairman Gary Miller, Chairman Pat O'Shaughnessy, Courtney Watson and Deanna Witzel  
ABSENT: Carla Boyd and Lindsay VanFleet  
ALSO PRESENT: Executive Director, Jaclyn Vinson; Intake Specialist, Sue Harden and Chief Financial Officer, Amber McCoy

Chairman O'Shaughnessy asked for a roll call vote to allow Courtney Watson into the meeting via teleconference due to illness. Commissioner Witzel moved to allow Courtney Watson into the meeting via teleconference. Vice Chairman Miller seconded. Chairman O'Shaughnessy called for a roll call vote to allow Courtney Watson into the meeting via teleconference which produced the following:

AYES: H. Gurujal, G. Miller, P. O'Shaughnessy and D. Witzel  
NAYES: None  
ABSENT: C. Boyd and L. VanFleet

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

AYES: G. Miller, P. O'Shaughnessy, C. Watson, D. Witzel and H. Gurujal  
NAYES: None  
ABSENT: L. VanFleet and C. Boyd

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

Chairman O'Shaughnessy asked for any additions or deletions to the minutes from the September 15, 2022 Regular Board Meeting Minutes item number 5 on the agenda. None were presented. Chairman O'Shaughnessy stated that if there were no additions or corrections, he needs a motion to approve the minutes. Commissioner Witzel made a motion that the minutes from the September 15, 2022 Regular Board Meeting Minutes be approved. Vice Chairman Miller seconded the motion. Chairman O'Shaughnessy called for a roll call vote to approve the minutes of the September 15, 2022 Regular Board Meeting Minutes and Closed Session Minutes which produced the following:

AYES: P. O'Shaughnessy, C. Watson, D. Witzel, H. Gurujal and G. Miller  
NAYES: None  
ABSENT: L. VanFleet and C. Boyd

Chairman O'Shaughnessy asked for item number 6 on the agenda – Police Reports. Mrs. Vinson stated there were 6 police calls for September.

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

**(a) Public Housing** – Mrs. Vinson went over the September report. She stated they were at 98% occupancy for August at all AMPs. A question and answer session followed. She also went over the report for the ROSS Grant. A question and answer session followed.

**(b) HCV/Section 8** – Mrs. Vinson went over the September report. She stated they were at 434. A question and answer session followed.

**(c) Finance** – Amber McCoy went over the Finance, TAR's and Expenditures Report for September. A question and answer session followed.

**(d) Personnel** – Amber McCoy went over the September report. A question and answer session followed.

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

Chairman O'Shaughnessy asked for item number 8 on the agenda – County Buildings Siding Replacement Project Award and Destruction of verbatim recordings of the Board of Commissioners meetings from January 2018 to December 2018 and January 2019 to December 2019.

(a) **County Buildings Siding Replacement Project Award** – Mrs. Vinson went over the proposal. Discussion was held followed by a question and answer session. Chairman O’Shaughnessy asked if there were any questions. None were presented. Vice Commissioner Gurujal made a motion to approve the County Building Siding Replacement Project Award. Vice Chairman Miller seconded it.

**RESOLUTION NO. 2022-31**

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 Lipa of Indiana, Inc for the County Buildings Siding Replacement at a cost not to exceed \$450,000.00; 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 Lipa of Indiana, Inc. for the County Buildings Siding Replacement at a cost not to exceed \$450,000.00
- 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 County Buildings Siding Replacement Project Award which produced the following:

AYES: C. Watson, H. Gurujal, G. Miller and P. O'Shaughnessy  
NAYES: D. Witzel  
ABSENT: L. VanFleet and C. Boyd

Chairman O'Shaughnessy thereupon declared said motion carried.

**(b) Destruction of verbatim recordings of Board of Commissioners meetings from January 2018 to December 2018 and January 2019 to December 2019** – Mrs. Vinson went over the resolution. Chairman O'Shaughnessy asked if there were any questions. None were presented. Vice Chairman Miller made a motion to approve the Destruction of verbatim recordings of Board of Commissioners meetings from January 2018 to December 2018 and January 2019 to December 2019. Commissioner Witzel seconded it.

#### **RESOLUTION NO. 2022-32**

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

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

**WHEREAS**, in furtherance of its purpose, to approve the destruction of verbatim Board Minutes from January 2018 to December 2018 and January 2019 to December 2019; and

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

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

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the destruction of verbatim Board Minutes from January 2018 to December 2018 and January 2019 to December 2019.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approve the Destruction of verbatim recordings of Board of Commissioners meetings from January 2018 to December 2018 and January 2019 to December 2019 which produced the following:

AYES: D. Witzel, H. Gurujal, G. Miller, P. O'Shaughnessy and C. Watson  
NAYES: None  
ABSENT: C. Boyd and L. VanFleet

Chairman O'Shaughnessy thereupon declared said motion carried.

Chairman O'Shaughnessy asked for item 9 on the agenda – Other Business – Project Updates and Audit Review.

- (a) **Project Updates** – Mrs. Vinson went over the project updates. A question and answer session followed.
- (b) **Audit Review** – Amber McCoy went over the audit.

Chairman O'Shaughnessy asked for item 10 on the agenda – Closed Session Pursuant to the IL Open Meetings Act:

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

AND

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

Vice Chairman Miller moved to go into closed session to discuss the above-matters. Commissioner Miller seconded the motion. Chairman O'Shaughnessy called for a roll call vote to go into closed session which produced the following:

AYES: H. Gurujal, G. Miller, P. O'Shaughnessy, C. Watson and D. Witzel  
NAYES: None  
ABSENT: L. VanFleet and C. Boyd

Upon roll call vote, Chairman O'Shaughnessy thereupon declared said motion carried and moved into closed session at 4:58 p.m.

Commissioner Gurujal made a motion to come out of closed session. Commissioner Witzel seconded the motion. Chairman O'Shaughnessy called for a roll call vote to reconvened into open session which produced the following:

AYES: G. Miller, P. O'Shaughnessy, C. Watson, D. Witzel and H. Gurujal  
NAYES: None  
ABSENT: L. VanFleet and C. Boyd

Chairman O'Shaughnessy as for item 11 on the agenda - Chairman/Commissioner Comments. Chairman O'Shaughnessy mentioned the possibility of changing the meeting time to 5:00 p.m. to accommodate the Board members who work out of town. He said the Bylaws would need to be changed. Discussion was held.

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

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AYES: P. O'Shaughnessy, C. Watson, D. Witzel and G. Miller  
NAYES: None  
ABSENT: C. Boyd and L. VanFleet

The meeting was adjourned at 5:34 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 2022**

<b>Date</b>	<b>Type</b>	<b>Location</b>	<b>Description</b>
11/3/2022	Police	Fair Oaks	Aggravated domestic battery in the 900 block of Hubbard
11/4/2022	Police	Mer Che	Disorderly conduct at 723 Oak St.
11/4/2022	Police	Mer Che	Criminal damage to State property at 723 Oak St.
11/5/2022	Police	Fair Oaks	Aggravated assault in the 900 block of Lewis Lane
11/8/2022	Police	Mer Che	Aggravated battery at 723 Oak St.
11/12/2022	Police	Mer Che	Domestic battery at 723 Oak St.
11/21/2022	Police	Fair Oaks	Criminal damage in the 1600 block of Redden Ct.
11/25/2022	Police	Fair Oaks	Aggravated domestic battery, unlawful use of a weapon in the 1600 block of Redden Ct.
11/28/2022	Police	Madison Ct.	Domestic battery in the 300 block of N. Washington St.
*Year to Date Comparisons on Next Page			

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Monthly Occupancy October 2022

AMP	End of Month Occupancy	TOTAL UNITS PER	OCCUPIED UNIT %
AMP 101-Fair Oaks	156	158	99%
AMP 102-Beeler, Churchill, Madison Ct.	108	108	100%
AMP 103- Mer Che	93	93	100%
AMP 104- County Sites	175	185	95%
<b>GRAND TOTAL THIS MONTH</b>	<b>532</b>	<b>544</b>	<b>98%</b>
<b>GRAND TOTAL LAST MONTH</b>	<b>534</b>	<b>544</b>	<b>98%</b>

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## OCTOBER 2022 Board Report

### Resident Opportunity & Self Sufficiency (ROSS)

#### Meetings:

- ROSS Brainstorming Sessions
- Housing Operations Weekly 1-1
- Meeting with Survivor Resource Center to discuss program services
- Hope Center Parent Advisory meeting
- Birth to 5 IL Action Council meeting
- Vermilion County Child Abuse Prevention Council meeting
- AJC Roundtable

#### Trainings:

- HUD Webinar "Building and Sustaining Peer Exchange Networks
- ROSS/Communities of Practice Discussion IV
- Prevent Child Abuse Conference, Springfield, IL
- Prevent Child Abuse IL Training "Drug Endangered Children: A Collaborative Approach"
- Connect Home USA Virtual Summit

#### Referrals:

- Referrals made to Community Organizations/Services
  - 1 – Worksource Enterprises
  - 1 – DACC GED

#### Program:

- Submitted ROSS 2<sup>nd</sup> year report
- ROSS assessments/appointments
  - 4 scheduled/ 4 attended
- Transportation (DMT Tickets)
  - 3
- Assisted residents with job search and referrals
  - 1
- Housekeeping Class
  - 17 PH (Public Housing) residents scheduled/ 3 attended

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Monthly Occupancy November 2022

AMP	End of Month Occupancy	TOTAL UNITS PER	OCCUPIED UNIT %
AMP 101-Fair Oaks	155	158	98%
AMP 102-Beeler, Churchill, Madison Ct.	108	108	100%
AMP 103- Mer Che	93	93	100%
AMP 104- County Sites	174	185	94%
<b>GRAND TOTAL THIS MONTH</b>	<b>530</b>	<b>544</b>	<b>97%</b>
<b>GRAND TOTAL LAST MONTH</b>	<b>532</b>	<b>544</b>	<b>98%</b>

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## NOVEMBER 2022 Board Report

### Resident Opportunity & Self Sufficiency (ROSS)

#### Meetings:

- ROSS budget discussion
- Housing Operations Weekly 1-1
- Income/Poverty Workgroup meeting
- Continuum of Care meeting
- Project Success meeting
- Step-Up meeting
- Child Abuse Prevention Coalition

#### Trainings:

- ROSS Grants Management, Subcontracting, and Direct Services webinar
- ROSS/Communities of Practice training V

#### Referrals:

- Referrals made to Community Organizations/Services
  - 2 – DACC Adult Ed/GED
  - 7 – Fair Hope
  - 1 – Head Start
  - 1 – American Job Center

#### Program:

- ROSS assessments/appointments
  - 13 scheduled/ 3 attended
- Transportation (DMT Tickets)
  - 2
- Assisted residents with job search and referrals
  - 1
- Housekeeping Class
  - 15 PH (Public Housing) residents scheduled/ 3 attended

#### Volunteer Events:

Continuum of Care Soup Kitchen  
Dwelling Place Dinner

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**Housing Choice Voucher  
October 2022 Board Report**

**UTILIZATION**

- New Admissions: 3
- Terminations: 6
  - 1-Program Compliance
  - 1-Port-Out Absorbed
  - 4-Deceased

Mon.	2021	2022									Total
	FUP	Reg.	DEMO II	RC DEMO	VASH	VASH 16	CP	Port-Out	PMII		
1	466	6	291	20	3	40	52	6	17	7	442
2	468	5	285	20	3	39	56	7	17	7	439
3	468	5	284	18	3	38	54	8	16	7	433
4	476	5	279	17	3	38	55	9	6	7	419
5	480	5	277	17	3	37	55	9	6	8	417
6	475	5	285	14	3	37	55	9	7	8	423
7	475	5	289	14	3	38	54	9	8	8	428
8	478	5	293	14	3	38	53	8	6	8	428
9	473	5	299	13	3	38	53	9	6	8	434
10	462	4	300	13	3	37	52	9	6	8	432
11	455										0
12	453										0
<b>Grand Total</b>	<b>5629</b>	<b>50</b>	<b>2882</b>	<b>160</b>	<b>30</b>	<b>380</b>	<b>539</b>	<b>83</b>	<b>95</b>	<b>76</b>	<b>4295</b>

\*Numbers reflect retroactive terminations and lease ups and delayed port-outs. \*

**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)

**FUNDING**

Month	UMA	UML	Leasing %
JAN	910	445	49%
FEB	910	442	49%
MAR	910	436	48%
APR	910	422	46%
MAY	910	419	46%
JUNE	910	423	46%
JULY	910	428	47%
AUG	910	428	47%
SEP	910	434	48%
YTD	8,190	3,877	47%

Month	ABA	HAP	BA Utilization	PUC
JAN	\$241,142	\$221,028	92%	\$496.69
FEB	\$241,142	\$217,001	90%	\$490.95
MAR	\$241,142	\$213,130	88%	\$488.83
APR	\$235,416	\$199,065	85%	\$471.72
MAY	\$239,420	\$204,544	85%	\$488.17
JUNE	\$239,420	\$210,172	88%	\$494.52
JULY	\$239,420	\$211,932	89%	\$495.17
AUG	\$239,420	\$212,595	89%	\$496.72
SEP	\$239,420	\$212,548	89%	\$489.74
YTD	\$2,155,942	\$1,902,015	88%	\$490.59

UMA- Unit Months Available

UML- Unit Months Leased

ABA- Annual Budget Authority

HAP- Housing Assistance Payment

PUC- Per Unit Cost (Average)

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## Housing Choice Voucher November 2022 Board Report

### UTILIZATION

- New Admissions: 5
- Terminations: 2  
    2-Program Compliance

### PROGRAM UPDATE:

On November 9 and 10, the HCV waiting list opened for new applicants with all hands-on deck. From 7am-3pm both days, full applications were accepted. We collected 361 applications (202 on 11/9 and 159 on 11/10). 339 of the applicants claimed the Vermilion County residency preference at a rate of 94%.

On November 22, 2022 we issued 25 vouchers to families from the waiting list. Of those, 8 of those are from the newest wait list opening.

	2021	2022									
Mon.	FUP	Reg.	DEMO II	RC DEMO	VASH	VASH 16	CP	Port-Out	PMII	Total	
1	466	6	291	20	3	40	52	6	17	7	442
2	468	5	285	20	3	39	56	7	17	7	439
3	468	5	284	18	3	38	54	8	16	7	433
4	476	5	279	17	3	38	55	9	6	7	419
5	480	5	277	17	3	37	55	9	6	8	417
6	475	5	285	14	3	37	55	9	7	8	423
7	475	5	289	14	3	38	54	9	8	8	428
8	478	5	293	14	3	38	53	8	6	8	428
9	473	5	299	13	3	38	53	9	6	8	434
10	462	4	299	13	3	37	52	9	6	8	431
11	455	4	299	13	3	34	51	9	6	8	427
12	453	4	300	13	3	35	53	9	6	8	431
<b>Grand Total</b>	<b>5629</b>	<b>58</b>	<b>3480</b>	<b>186</b>	<b>36</b>	<b>499</b>	<b>643</b>	<b>101</b>	<b>107</b>	<b>92</b>	<b>5152</b>

\*Numbers reflect retroactive terminations and lease ups and delayed port-outs. \*

**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	Leasing %
JAN	910	445	49%
FEB	910	442	49%
MAR	910	436	48%
APR	910	422	46%
MAY	910	419	46%
JUNE	910	423	46%
JULY	910	428	47%
AUG	910	428	47%
SEP	910	434	48%
OCT	916	432	47%
YTD	9,106	4,309	47%

Month	ABA	HAP	BA Utilization	PUC
JAN	\$241,142	\$221,028	92%	\$496.69
FEB	\$241,142	\$217,001	90%	\$490.95
MAR	\$241,142	\$213,130	88%	\$488.83
APR	\$235,416	\$199,065	85%	\$471.72
MAY	\$239,420	\$204,544	85%	\$488.17
JUNE	\$239,420	\$210,172	88%	\$494.52
JULY	\$239,420	\$211,932	89%	\$495.17
AUG	\$239,420	\$212,595	89%	\$496.72
SEP	\$239,420	\$212,548	89%	\$489.74
OCT	\$245,789	\$209,306	85%	\$484.5
YTD	\$2,401,731	\$2,111,321	88%	\$489.98

UMA- Unit Months Available

UML- Unit Months Leased

ABA- Annual Budget Authority

HAP- Housing Assistance Payment

PUC- Per Unit Cost (Average)

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To: Jadlyn Vinson, Executive Director  
 From: Amber McCoy, Chief Financial Officer  
 Date: November 4, 2022  
 Re: Finance Report

**Public Housing Operating Fund**

	October 2022	FY 23 YTD
COCC	\$4,579.77	\$134,730.87
AMP 101	\$45,573.18	\$415,204.31
AMP 102	\$(7,387.70)	\$139,730.82
AMP 103	\$(4,404.09)	\$87,708.35
AMP 104	\$11,599.88	\$249,060.57
Total	\$49,961.04	\$1,026,434.92

**Housing Choice Voucher - Section 8**

Section 8 is currently showing a gain of **\$3,771.40** for the month and an overall gain of **\$33,982.23** for the year.

**Public Housing Capital Fund**

Capital Fund 2019, HACD, funds were drawn down in the amount of **\$15,300.85**. Capital Fund 2020, HACD, funds were drawn down in the amount of **\$92,324.88**. Capital Fund 2021, VHA, funds were drawn down in the amount of **\$42,185.98**.

**Notable AP Expenditures**

Farnsworth Group Inc.	\$10,928.15	A&E Fees—unit modernization, signage, and siding
Davis-Houk Mechanical Incorporated	\$12,778.56	Ejector pump - Administration Building
S. Shafer Excavating Incorporated	\$15,200.00	Ramey Court demolition
Gibson Teldata Incorporated	\$26,932.98	\$22,940.13 Beeler Terrace - camera project
		\$412.50 MerChe - move, add, and change lines
		\$3,580.35 Churchill Towers - door system
Owens Excavating & Trucking LLC	\$92,033.43	Fair Oaks demolition

**ROSS Grant Funding**

ROSS funds were drawn down in the amount of \$4,824.60.

**Tenant Receivables Outstanding**

Tenant accounts receivables for the month have decreased in total to \$37,723.96.

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Vermilion Housing Authority  
**Balance Sheet - Detail**  
Reporting for periods as of 10/31/2022

<u>Assets</u>	Total Public Housing	100 COCC	101 Fair Oaks	102 Beeler CH Madison	103 Merche	104 County	800 HCV
111101 Gen Op Fund	4,620,213.80	4,620,213.80	0.00	0.00	0.00	0.00	0.00
111106 HCV Fund	0.00	0.00	0.00	0.00	0.00	0.00	407,153.01
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Interfund	855.65	(4,189,009.75)	2,888,044.25	282,168.45	203,612.12	816,040.58	(665.97)
112200 AR Tenants	37,723.96	0.00	25,829.21	2,869.75	(138.50)	9,163.50	190,736.61
112265 Allow Doubtful	(23,850.49)	0.00	(12,515.47)	(2,203.00)	(3,622.50)	(5,509.52)	(190,736.61)
112500 Acct Rec HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	11,046.26	11,046.26	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	32,114.36	95.70	12,586.32	5,223.75	4,281.06	9,927.53	972.14
121102 Prepaid Soft	0.00	0.00	0.00	0.00	0.00	0.00	873.14
121103 Prepaid HCV	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
140001 Vehicles	301,135.68	0.00	242,714.68	18,772.00	18,492.00	21,157.00	23,073.00
140002 Equipment	1,117,816.57	111,829.56	409,280.70	179,183.60	33,047.71	384,475.00	0.00
140003 Development	17,061,887.86	325,444.90	2,161,339.92	2,543,107.00	1,361,767.00	10,670,229.04	0.00
140004 Structures	24,604,036.92	854,399.97	10,704,077.90	8,695,118.10	3,914,337.91	436,103.04	0.00
140005 Accum Deprec	(39,697,256.77)	(1,262,574.68)	(13,300,548.60)	(11,625,543.35)	(4,815,334.10)	(8,693,256.04)	(11,921.05)
140006 Land	914,591.00	36,160.55	397,766.05	151,874.31	137,410.09	191,380.00	0.00
140100 EPC	4,844,122.24	0.00	1,937,648.90	1,937,648.90	968,824.44	0.00	0.00
<b>Total Assets</b>	<b>\$ 13,824,937.04</b>	<b>\$ 508,106.31</b>	<b>\$ 5,466,223.86</b>	<b>\$ 2,188,219.51</b>	<b>\$ 1,822,677.23</b>	<b>\$ 3,839,710.13</b>	<b>\$ 420,484.27</b>
<b>Liability</b>							
211100 Acct Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211400 Sec Dep	63,619.00	0.00	22,950.00	9,299.00	4,250.00	27,120.00	0.00
211704 Health Ins	(25,834.62)	(25,834.62)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins	(1,837.88)	(1,837.88)	0.00	0.00	0.00	0.00	0.00
211716 Unemployment	(2,107.60)	(2,107.60)	0.00	0.00	0.00	0.00	0.00
211717 Garnishments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211725 Vision	(98.86)	(98.86)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	(179.89)	(179.89)	0.00	0.00	0.00	0.00	0.00
211906 Res Training	19,745.03	0.00	778.51	3,979.63	2,880.51	12,106.38	0.00
211913 Scrap	1,049.42	1,049.42	0.00	0.00	0.00	0.00	0.00
212000 Accrued PR	18,851.77	4,514.46	5,639.96	2,502.02	1,701.99	4,493.34	2,627.32
212001 Accrued Tax	1,442.16	345.36	431.46	191.40	130.20	343.74	200.99
213301 EPC M V	15,495.84	0.00	6,973.04	4,648.80	3,874.00	0.00	0.00
213302 EPC Replace	2,369.08	0.00	930.83	169.96	1,268.29	0.00	0.00
213700 PILOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224000 Prepaid Rents	14,955.99	0.00	2,267.42	2,352.72	703.25	9,632.60	0.00
230000 Loan EPC	1,590,662.68	0.00	714,616.31	477,789.75	398,256.62	0.00	0.00
<b>Total Liability</b>	<b>\$ 1,698,132.12</b>	<b>\$ (24,149.61)</b>	<b>\$ 754,587.53</b>	<b>\$ 500,933.28</b>	<b>\$ 413,064.86</b>	<b>\$ 53,696.06</b>	<b>\$ 2,828.31</b>
<b>Equity</b>							
280200 Net Fix Assets	7,546,384.81	52,481.98	1,769,688.97	1,066,349.27	1,388,031.64	3,269,832.95	18,458.40
280600 Unrestricted	5,021,984.77	345,043.07	3,497,536.68	876,151.41	36,133.06	267,120.55	225,049.46
281000 Unreserved	(1,467,999.58)	0.00	(970,793.63)	(394,945.27)	(102,260.68)	0.00	0.00
282602 Restrict HAP	0.00	0.00	0.00	0.00	0.00	0.00	109,878.87
<b>Total</b>	<b>\$ 11,100,370.00</b>	<b>\$ 397,525.05</b>	<b>\$ 4,296,432.02</b>	<b>\$ 1,547,555.41</b>	<b>\$ 1,321,904.02</b>	<b>\$ 3,536,953.50</b>	<b>\$ 353,386.73</b>
Current Year HAP +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,287.00
Current Year Oper +/-	\$ 1,026,434.92	\$ 134,730.87	\$ 415,204.31	\$ 139,730.82	\$ 87,708.35	\$ 249,060.57	\$ 33,982.23
<b>Current Year Net Assets</b>	<b>\$ 1,026,434.92</b>	<b>\$ 134,730.87</b>	<b>\$ 415,204.31</b>	<b>\$ 139,730.82</b>	<b>\$ 87,708.35</b>	<b>\$ 249,060.57</b>	<b>\$ 64,269.23</b>
<b>Total Equity</b>	<b>\$ 12,126,804.92</b>	<b>\$ 532,255.92</b>	<b>\$ 4,711,636.33</b>	<b>\$ 1,687,286.23</b>	<b>\$ 1,409,612.37</b>	<b>\$ 3,786,014.07</b>	<b>\$ 417,655.96</b>
<b>Liabilities &amp; Net Assets</b>	<b>\$ 13,824,937.04</b>	<b>\$ 508,106.31</b>	<b>\$ 5,466,223.86</b>	<b>\$ 2,188,219.51</b>	<b>\$ 1,822,677.23</b>	<b>\$ 3,839,710.13</b>	<b>\$ 420,484.27</b>

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**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Public Housing Combined**  
**October 2022**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 885,288.00	\$ 76,191.31	\$ 534,260.13	60%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 7,226.00	\$ 4,410.27	\$ 14,628.47	202%
Other Income	\$ 906,327.00	\$ 9,570.80	\$ 665,666.39	73%
Subsidy	\$ 2,916,028.00	\$ 266,376.00	\$ 2,027,484.00	70%
<b>Total Revenue</b>	<b>\$ 4,714,869.00</b>	<b>\$ 356,548.38</b>	<b>\$ 3,242,038.99</b>	<b>69%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 627,152.00	\$ 42,335.33	\$ 331,134.43	53%
Legal	\$ 14,952.00	\$ 4,855.00	\$ 26,250.95	176%
PBA Mngt. Exp.	\$ -	\$ (8,424.00)	\$ (58,110.00)	0%
Mileage/Travel/Training	\$ 9,626.00	\$ 1,261.75	\$ 7,616.66	79%
Other Administrative Exp	\$ 83,385.00	\$ 12,981.32	\$ 58,439.74	70%
<i>Total Administrative Expense</i>	<i>\$ 735,115.00</i>	<i>\$ 53,009.40</i>	<i>\$ 365,331.78</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 12,635.00	\$ 1,155.88	\$ 7,984.91	63%
<i>Total Tenant Services Expenses</i>	<i>\$ 12,635.00</i>	<i>\$ 1,155.88</i>	<i>\$ 7,984.91</i>	
<i>Total Utility Expenses</i>	<i>\$ 616,444.00</i>	<i>\$ 61,134.78</i>	<i>\$ 340,750.64</i>	<i>55%</i>
<i>Maintenance</i>				
Salaries	\$ 765,845.00	\$ 40,576.27	\$ 345,831.20	45%
Materials	\$ 232,851.00	\$ 22,217.30	\$ 135,234.43	58%
Contracts	\$ 384,779.00	\$ 35,743.78	\$ 255,361.74	66%
<i>Total Maintenance Expenses</i>	<i>\$ 1,383,475.00</i>	<i>\$ 98,537.35</i>	<i>\$ 736,427.37</i>	
<i>General Expenses</i>				
Insurance	\$ 192,687.00	\$ 16,057.17	\$ 99,279.19	52%
Employee Benefits	\$ 677,091.00	\$ 40,943.70	\$ 322,741.59	48%
Depreciation Expense	\$ 323,639.00	\$ 24,347.19	\$ 170,430.33	53%
PILOT	\$ 29,742.00	\$ -	\$ -	0%
Casualty Losses	\$ 16,000.00	\$ (450.00)	\$ 33,153.53	0%
Collection Losses	\$ 100,414.00	\$ 6,771.53	\$ 78,683.90	78%
Energy Perf Cont Expense	\$ 145,563.00	\$ 5,080.34	\$ 60,820.83	42%
<i>Total General Expenses</i>	<i>\$ 1,485,136.00</i>	<i>\$ 92,749.93</i>	<i>\$ 765,109.37</i>	
<b>Total Expenses</b>	<b>\$ 4,232,805.00</b>	<b>\$ 306,587.34</b>	<b>\$ 2,215,604.07</b>	<b>52%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 482,064.00</b>	<b>\$ 49,961.04</b>	<b>\$ 1,026,434.92</b>	

Percent of Budget Month 7 of 12

58%

00000024

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - COCC Fund 100**  
**October 2022**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ -		\$ -	0%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ -	\$ -	\$ -	0%
Other Income	\$ 320,590.00	\$ -	\$ 128,263.40	40%
Subsidy	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 320,590.00</b>	<b>\$ -</b>	<b>\$ 128,263.40</b>	<b>40%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 374,515.00	\$ 20,600.69	\$ 167,605.44	45%
Legal	\$ 3,874.00	\$ 4,745.00	\$ 22,445.95	579%
PBA Mngt. Exp.	\$ (502,200.00)	\$ (49,654.00)	\$ (345,945.00)	69%
Mileage/Travel/Training	\$ 9,626.00	\$ 1,192.50	\$ 7,438.92	77%
Other Administrative Exp	\$ 19,638.00	\$ 3,110.57	\$ 12,047.14	61%
<b>Total Administrative Expense</b>	<b>\$ (94,547.00)</b>	<b>\$ (20,005.24)</b>	<b>\$ (136,407.55)</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ -	\$ -	\$ -	0%
<b>Total Tenant Services Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total Utility Expenses</b>	<b>\$ 16,310.00</b>	<b>\$ 1,579.14</b>	<b>\$ 13,245.58</b>	<b>81%</b>
<i>Maintenance</i>				
Salaries	\$ -	\$ -	\$ -	0%
Materials	\$ 2,327.00	\$ -	\$ 300.43	13%
Contracts	\$ 12,191.00	\$ 3,607.67	\$ 45,227.83	371%
<b>Total Maintenance Expenses</b>	<b>\$ 14,518.00</b>	<b>\$ 3,607.67</b>	<b>\$ 45,528.26</b>	
<i>General Expenses</i>				
Insurance	\$ 574.00	\$ 47.81	\$ 334.67	58%
Employee Benefits	\$ 185,871.00	\$ 10,190.85	\$ 70,831.57	38%
Depreciation Expense	\$ -	\$ -	\$ -	0%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ 1,000.00	\$ -	\$ -	0%
Collection Losses	\$ -	\$ -	\$ -	0%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<b>Total General Expenses</b>	<b>\$ 187,445.00</b>	<b>\$ 10,238.66</b>	<b>\$ 71,166.24</b>	
<b>Total Expenses</b>	<b>\$ 123,726.00</b>	<b>\$ (4,579.77)</b>	<b>\$ (6,467.47)</b>	<b>-5%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 196,864.00</b>	<b>\$ 4,579.77</b>	<b>\$ 134,730.87</b>	<b>68%</b>

Vermilion Housing Authority  
 Operating Statement - Public Housing - Fair Oaks AMP 101  
 October 2022

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 210,336.00	\$ 13,277.20	\$ 111,531.45	53%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 2,818.00	\$ 1,323.08	\$ 4,388.53	156%
Other Income	\$ 52,947.00	\$ 5,879.55	\$ 27,785.67	52%
Subsidy	\$ 1,542,567.00	\$ 140,915.00	\$ 1,113,247.00	72%
<b>Total Revenue</b>	<b>\$ 1,808,668.00</b>	<b>\$ 161,394.83</b>	<b>\$ 1,256,952.65</b>	<b>69%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 84,298.00	\$ 8,171.65	\$ 61,501.12	73%
Legal	\$ 4,000.00	\$ 110.00	\$ 4,365.00	109%
PBA Mngt. Exp.	\$ 143,220.00	\$ 12,090.00	\$ 84,087.50	59%
Mileage/Travel/Training	\$ -	\$ -	\$ -	0%
Other Administrative Exp	\$ 28,420.00	\$ 1,392.24	\$ 10,175.77	36%
<i>Total Administrative Expense</i>	<i>\$ 259,938.00</i>	<i>\$ 21,763.89</i>	<i>\$ 160,129.39</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,610.00	\$ 330.25	\$ 2,281.41	63%
<i>Total Tenant Services Expenses</i>	<i>\$ 3,610.00</i>	<i>\$ 330.25</i>	<i>\$ 2,281.41</i>	
<i>Total Utility Expenses</i>	<i>\$ 234,794.00</i>	<i>\$ 18,088.00</i>	<i>\$ 93,076.77</i>	<i>40%</i>
<i>Maintenance</i>				
Salaries	\$ 324,632.00	\$ 16,198.32	\$ 135,081.24	42%
Materials	\$ 104,713.00	\$ 13,023.62	\$ 71,754.66	69%
Contracts	\$ 182,959.00	\$ 13,807.09	\$ 81,844.17	45%
<i>Total Maintenance Expenses</i>	<i>\$ 612,304.00</i>	<i>\$ 43,029.03</i>	<i>\$ 288,680.07</i>	
<i>General Expenses</i>				
Insurance	\$ 75,518.00	\$ 6,293.16	\$ 32,735.47	43%
Employee Benefits	\$ 151,254.00	\$ 9,970.03	\$ 83,278.95	55%
Depreciation Expense	\$ 131,454.00	\$ 9,008.99	\$ 63,062.93	48%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ 10,000.00	\$ (450.00)	\$ 33,153.53	0%
Collection Losses	\$ 47,670.00	\$ 5,502.15	\$ 57,475.08	121%
Energy Perf Cont Expense	\$ 65,503.00	\$ 2,286.15	\$ 27,874.74	43%
<i>Total General Expenses</i>	<i>\$ 481,399.00</i>	<i>\$ 32,610.48</i>	<i>\$ 297,580.70</i>	
<b>Total Expenses</b>	<b>\$ 1,592,045.00</b>	<b>\$ 115,821.65</b>	<b>\$ 841,748.34</b>	<b>53%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 216,623.00</b>	<b>\$ 45,573.18</b>	<b>\$ 415,204.31</b>	

Percent of Budget Month 7 of 12

58%

00000026

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Beeler/Madison/Churchill AMP 102**  
**October 2022**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 198,924.00	\$ 18,451.11	\$ 122,990.41	62%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 1,156.00	\$ 882.05	\$ 2,925.69	253%
Other Income	\$ 166,904.00	\$ 1,253.00	\$ 166,468.90	100%
Subsidy	\$ 428,673.00	\$ 39,162.00	\$ 286,302.00	67%
<b>Total Revenue</b>	<b>\$ 795,657.00</b>	<b>\$ 59,748.16</b>	<b>\$ 578,687.00</b>	<b>73%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 43,784.00	\$ 3,704.59	\$ 27,879.93	64%
Legal	\$ 480.00	\$ -	\$ (250.00)	0%
PBA Mngt. Exp.	\$ 100,440.00	\$ 8,370.00	\$ 58,435.00	58%
Mileage/Travel/Training	\$ -	\$ -	\$ 5.07	0%
Other Administrative Exp	\$ 9,514.00	\$ 4,189.97	\$ 16,216.85	170%
<b>Total Administrative Expense</b>	<b>\$ 154,218.00</b>	<b>\$ 16,264.56</b>	<b>\$ 102,286.85</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,565.00	\$ 234.65	\$ 1,620.98	63%
<b>Total Tenant Services Expenses</b>	<b>\$ 2,565.00</b>	<b>\$ 234.65</b>	<b>\$ 1,620.98</b>	
<b>Total Utility Expenses</b>	<b>\$ 101,020.00</b>	<b>\$ 15,128.88</b>	<b>\$ 70,913.94</b>	<b>70%</b>
<i>Maintenance</i>				
Salaries	\$ 123,825.00	\$ 7,882.21	\$ 62,714.06	51%
Materials	\$ 35,447.00	\$ 2,876.92	\$ 17,849.92	50%
Contracts	\$ 64,761.00	\$ 5,565.91	\$ 36,831.92	57%
<b>Total Maintenance Expenses</b>	<b>\$ 224,033.00</b>	<b>\$ 16,325.04</b>	<b>\$ 117,395.90</b>	
<i>General Expenses</i>				
Insurance	\$ 31,343.00	\$ 2,611.90	\$ 18,283.30	58%
Employee Benefits	\$ 86,324.00	\$ 6,609.80	\$ 49,116.31	57%
Depreciation Expense	\$ 103,487.00	\$ 8,073.54	\$ 56,514.78	55%
PILOT	\$ 7,436.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 10,669.00	\$ 363.38	\$ 4,830.86	45%
Energy Perf Cont Expense	\$ 43,669.00	\$ 1,524.11	\$ 17,993.26	41%
<b>Total General Expenses</b>	<b>\$ 282,928.00</b>	<b>\$ 19,182.73</b>	<b>\$ 146,738.51</b>	
<b>Total Expenses</b>	<b>\$ 764,764.00</b>	<b>\$ 67,135.86</b>	<b>\$ 438,956.18</b>	<b>57%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 30,893.00</b>	<b>\$ (7,387.70)</b>	<b>\$ 139,730.82</b>	

Percent of Budget Month 7 of 12

58%

00000027

Vermilion Housing Authority  
 Operating Statement - Public Housing - Merche AMP 103  
 October 2022

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 164,988.00	\$ 15,617.00	\$ 105,227.27	64%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 1,012.00	\$ 749.75	\$ 2,486.85	246%
Other Income	\$ 126,680.00	\$ 450.75	\$ 116,057.02	92%
Subsidy	\$ 296,410.00	\$ 27,075.00	\$ 192,833.00	65%
<b>Total Revenue</b>	<b>\$ 589,090.00</b>	<b>\$ 43,892.50</b>	<b>\$ 416,604.14</b>	<b>71%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 41,497.00	\$ 3,389.46	\$ 25,497.53	61%
Legal	\$ 880.00		\$ 120.00	14%
PBA Mngt. Exp.	\$ 86,490.00	\$ 7,207.50	\$ 49,910.00	58%
Mileage/Travel/Training	\$ -	\$ 3.00	\$ 10.50	0%
Other Administrative Exp	\$ 9,022.00	\$ 2,995.48	\$ 9,691.92	107%
<b>Total Administrative Expense</b>	<b>\$ 137,889.00</b>	<b>\$ 13,595.44</b>	<b>\$ 85,229.95</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,185.00	\$ 199.89	\$ 1,380.86	63%
<b>Total Tenant Services Expenses</b>	<b>\$ 2,185.00</b>	<b>\$ 199.89</b>	<b>\$ 1,380.86</b>	
<b>Total Utility Expenses</b>	<b>\$ 87,332.00</b>	<b>\$ 13,536.68</b>	<b>\$ 68,052.68</b>	<b>78%</b>
<i>Maintenance</i>				
Salaries	\$ 78,982.00	\$ 4,694.60	\$ 38,360.97	49%
Materials	\$ 18,471.00	\$ 1,853.27	\$ 15,476.32	84%
Contracts	\$ 39,261.00	\$ 3,954.21	\$ 27,975.63	71%
<b>Total Maintenance Expenses</b>	<b>\$ 136,714.00</b>	<b>\$ 10,502.08</b>	<b>\$ 81,812.92</b>	
<i>General Expenses</i>				
Insurance	\$ 25,687.00	\$ 2,140.55	\$ 14,983.85	58%
Employee Benefits	\$ 67,163.00	\$ 3,079.10	\$ 26,413.42	39%
Depreciation Expense	\$ 49,037.00	\$ 4,036.77	\$ 28,257.39	58%
PILOT	\$ 8,030.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 11,187.00	\$ (64.00)	\$ 7,811.89	70%
Energy Perf Cont Expense	\$ 36,391.00	\$ 1,270.08	\$ 14,952.83	41%
<b>Total General Expenses</b>	<b>\$ 197,495.00</b>	<b>\$ 10,462.50</b>	<b>\$ 92,419.38</b>	
<b>Total Expenses</b>	<b>\$ 561,615.00</b>	<b>\$ 48,296.59</b>	<b>\$ 328,895.79</b>	<b>59%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 27,475.00</b>	<b>\$ (4,404.09)</b>	<b>\$ 87,708.35</b>	

Percent of Budget Month 7 of 12

58%

00000028

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - County Properties AMP 104**  
**October 2022**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 311,040.00	\$ 28,846.00	\$ 194,511.00	63%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 2,240.00	\$ 1,455.39	\$ 4,827.40	216%
Other Income	\$ 239,206.00	\$ 1,987.50	\$ 227,091.40	95%
Subsidy	\$ 648,378.00	\$ 59,224.00	\$ 435,102.00	67%
<b>Total Revenue</b>	<b>\$ 1,200,864.00</b>	<b>\$ 91,512.89</b>	<b>\$ 861,531.80</b>	<b>72%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 83,058.00	\$ 6,468.94	\$ 48,650.41	59%
Legal	\$ 5,718.00	\$ -	\$ (430.00)	-8%
PBA Mngt. Exp.	\$ 172,050.00	\$ 13,562.50	\$ 95,402.50	55%
Mileage/Travel/Training	\$ -	\$ 66.25	\$ 162.17	0%
Other Administrative Exp	\$ 16,791.00	\$ 1,293.06	\$ 10,308.06	61%
<b>Total Administrative Expense</b>	<b>\$ 277,617.00</b>	<b>\$ 21,390.75</b>	<b>\$ 154,093.14</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 4,275.00	\$ 391.09	\$ 2,701.66	63%
<b>Total Tenant Services Expenses</b>	<b>\$ 4,275.00</b>	<b>\$ 391.09</b>	<b>\$ 2,701.66</b>	
<b>Total Utility Expenses</b>	<b>\$ 176,988.00</b>	<b>\$ 12,802.08</b>	<b>\$ 95,461.67</b>	<b>54%</b>
<i>Maintenance</i>				
Salaries	\$ 238,406.00	\$ 11,801.14	\$ 109,674.93	46%
Materials	\$ 71,893.00	\$ 4,463.49	\$ 29,853.10	42%
Contracts	\$ 85,607.00	\$ 8,808.90	\$ 63,482.19	74%
<b>Total Maintenance Expenses</b>	<b>\$ 395,906.00</b>	<b>\$ 25,073.53</b>	<b>\$ 203,010.22</b>	
<i>General Expenses</i>				
Insurance	\$ 59,565.00	\$ 4,963.75	\$ 32,941.90	55%
Employee Benefits	\$ 186,479.00	\$ 11,093.92	\$ 93,101.34	50%
Depreciation Expense	\$ 39,661.00	\$ 3,227.89	\$ 22,595.23	57%
PILOT	\$ 14,276.00	\$ -	\$ -	0%
Casualty Losses	\$ 5,000.00	\$ -	\$ -	0%
Collection Losses	\$ 30,888.00	\$ 970.00	\$ 8,566.07	28%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<b>Total General Expenses</b>	<b>\$ 335,869.00</b>	<b>\$ 20,255.56</b>	<b>\$ 157,204.54</b>	
<b>Total Expenses</b>	<b>\$ 1,190,655.00</b>	<b>\$ 79,913.01</b>	<b>\$ 612,471.23</b>	<b>51%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 10,209.00</b>	<b>\$ 11,599.88</b>	<b>\$ 249,060.57</b>	

Percent of Budget Month 7 of 12

58%

00000029



Vermilion Housing Authority  
 Operating Statement - HCV - Section 8  
 October 2022

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Fraud Recovery	\$ 25,000.00	\$ 1,649.88	\$ 13,172.07	53%
Interest Income	\$ 500.00	\$ 371.65	\$ 1,290.98	258%
Administrative Fees	\$ 290,685.00	\$ 32,563.00	\$ 214,661.00	74%
<b>Total Revenue</b>	<b>\$ 316,185.00</b>	<b>\$ 34,584.53</b>	<b>\$ 229,124.05</b>	<b>72%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 138,763.00	\$ 12,730.02	\$ 81,820.95	59%
Legal	\$ 2,500.00	\$ -	\$ 700.00	28%
Mileage/Travel/Training	\$ 1,640.00	\$ -	\$ 898.25	55%
Other Administrative Exp	\$ 44,453.00	\$ 4,593.46	\$ 22,399.73	50%
Book-Keeping/Program Management Fee	\$ 66,528.00	\$ 8,424.00	\$ 58,110.00	87%
<i>Total Administrative Expense</i>	<i>\$ 253,884.00</i>	<i>\$ 25,747.48</i>	<i>\$ 163,928.93</i>	
<i>General Expenses</i>				
Insurance	\$ 5,833.00	\$ 486.08	\$ 3,402.56	58%
Employee Benefits	\$ 42,201.00	\$ 4,195.02	\$ 25,118.48	60%
Depreciation Expense	\$ 4,615.00	\$ 384.55	\$ 2,691.85	58%
<i>Total General Expenses</i>	<i>\$ 52,649.00</i>	<i>\$ 5,065.65</i>	<i>\$ 31,212.89</i>	
<b>Total Expenses</b>	<b>\$ 306,533.00</b>	<b>\$ 30,813.13</b>	<b>\$ 195,141.82</b>	<b>64%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 9,652.00</b>	<b>\$ 3,771.40</b>	<b>\$ 33,982.23</b>	

Percent of Budget Month 7 of 12

58%

00000030

October 31, 2022

**CAPITAL FUND 2019 - DANVILLE**

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

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	10/31/2022 Obligation
<b>Operations 1406</b>	\$ 239,749.00	\$ -	\$ 239,749.00	\$ -	0.0%	\$ 239,749.00
<b>Mgmt. Improvements 1408</b>						
IT Improvements	\$ 59,441.31	\$ -	\$ 59,441.31	\$ -		
Cameras	\$ 32,737.12	\$ 7,547.12	\$ 32,737.12	\$ -		
Marketing and Advertising	\$ -	\$ -	\$ -	\$ -		
Staff/Resident Council/Board Training	\$ 13,206.15	\$ -	\$ 13,206.15	\$ -		
Background Check Information	\$ 9,553.02	\$ -	\$ 9,553.02	\$ -		
	\$ 114,937.60	\$ 7,547.12	\$ 114,937.60	\$ -	0.0%	\$ 114,937.60
<b>Administration 1410</b>						
Administration Costs-PHA Wide	\$ 119,874.00	\$ -	\$ 119,874.00	\$ -	0.0%	\$ 119,874.00
<b>Contract Administration 1480</b>						
Architecture and Engineering Fees	\$ 88,148.15	\$ 5,901.88	\$ 88,148.15	\$ -		\$ 88,148.15
	\$ 88,148.15	\$ 5,901.88	\$ 88,148.15	\$ -	0.0%	\$ 88,148.15
<b>Non-Dwelling Construction - Mechanical 1480</b>						
Door Replacement	\$ 10,490.00	\$ -	\$ 10,490.00	\$ -		
	\$ 10,490.00	\$ -	\$ 10,490.00	\$ -	0.0%	\$ 10,490.00
<b>Dwelling Unit - Site Work 1480</b>						
Sewer and Water Line Repairs	\$ 305,674.21	\$ -	\$ 305,674.21	\$ -		
Security Fencing - Fair Oaks	\$ -	\$ -	\$ -	\$ -		
Landscape Upgrades	\$ 106,796.49	\$ 1,851.85	\$ 106,796.49	\$ -		
	\$ 412,470.70	\$ 1,851.85	\$ 412,470.70	\$ -	0.0%	\$ 412,470.70
<b>Dwelling Unit - Demolition 1480</b>						
Demolition - Fair Oaks	\$ 213,078.55	\$ -	\$ 213,078.55	\$ -		
	\$ 213,078.55	\$ -	\$ 213,078.55	\$ -	0.0%	\$ 213,078.55
<b>Total</b>	\$ 1,198,748.00	\$ 15,300.85	\$ 1,198,748.00	\$ -	0.0%	\$ 1,198,748.00

Percent Obligated 100.0%

00000031

October 31, 2022

**CAPITAL FUND 2020 - DANVILLE**

Obligation Date: 3/25/2024  
 Close Out Date: 3/25/2026

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	10/31/2022 Obligation
<b>Operations 1405</b>	\$ 256,526.80	\$ -	\$ 256,526.80	\$ -	0.0%	\$ 256,526.80
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ 3,000.00	\$ -	\$ 163.24	\$ 2,835.76		
Background Check Information	\$ 8,000.00	\$ 291.45	\$ 2,757.30	\$ 5,242.70		
	\$ 11,000.00	\$ 291.45	\$ 2,920.54	\$ 8,079.46	73.4%	\$ 8,163.24
<b>Administration 1410</b>						
Administration Costs	\$ 128,263.40	\$ -	\$ 128,263.40	\$ -	0.0%	\$ 128,263.40
<b>Non-Dwelling Interior 1480</b>						
Replace Ceiling Tiles and Flooring - Merche Manor Hallways	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -		
	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -	0.0%	\$ 146,890.99
<b>Dwelling Unit - Exterior 1480</b>						
Window Replacement - Churchill Tower	\$ -	\$ -	\$ -	\$ -		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -		
<b>Dwelling Unit - Site Work 1480</b>						
Sewer and Water Line Repairs	\$ 8,318.53	\$ -	\$ 8,318.53	\$ -		
Roadway Patching	\$ 189,940.01	\$ -	\$ 10,105.00	\$ 179,835.01		
	\$ 198,258.54	\$ -	\$ 18,423.53	\$ 179,835.01	90.7%	\$ 120,423.53
<b>Dwelling Unit - Demolition 1480</b>						
Demolition and Relocation - Fair Oaks	\$ 548,843.27	\$ 92,033.43	\$ 459,790.98	\$ 89,052.29		
	\$ 548,843.27	\$ 92,033.43	\$ 459,790.98	\$ 89,052.29	16.2%	\$ 546,843.27
<b>Total</b>	<b>\$ 1,289,783.00</b>	<b>\$ 92,324.88</b>	<b>\$ 1,012,816.24</b>	<b>\$ 276,966.76</b>	<b>21.5%</b>	<b>\$ 1,207,111.23</b>

Percent Obligated 93.6%

00000032

October 31, 2022

**CAPITAL FUND 2021 - Vermilion Housing Authority**

Obligation Date: 2/22/2023  
Close Out Date: 2/22/2025

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	10/31/2022 Obligation
<b>Operations 1406</b>	\$ 392,598.60	\$ -	\$ 392,598.60	\$ -	0.0%	\$ 392,598.60
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ 32,037.17	\$ -	\$ -	\$ 32,037.17		
Serveillance System - Beeler, Fair Oaks	\$ 120,000.00	\$ 15,393.01	\$ 67,581.81	\$ 52,418.19		\$ 99,396.21
Staff Training	\$ 2,625.77	\$ -	\$ 2,625.77	\$ -		\$ 2,625.77
IT Improvements	\$ 30,337.06	\$ -	\$ 30,337.06	\$ -		\$ 30,337.06
Background Check Information	\$ 5,000.00	\$ 143.55	\$ 1,352.70	\$ 3,647.30		\$ 5,000.00
	\$ 190,000.00	\$ 15,536.56	\$ 101,897.34	\$ 88,102.66	46.4%	\$ 137,359.04
<b>Administration 1410</b>						
Administration Costs	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	100.0%	\$ -
<b>Contract Administration 1480</b>						
A/E Services	\$ 76,668.76	\$ 5,026.27	\$ 27,859.39	\$ 48,809.37		\$ 76,668.76
	\$ 76,668.76	\$ 5,026.27	\$ 27,859.39	\$ 48,809.37	63.7%	\$ 76,668.76
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Unit Modernization - Fair Oaks	\$ -	\$ -	\$ -	\$ -		
Replace Lock Sets - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Replace Siding - Kennedy, Richle, Hubbard Trail, Hillcrest	\$ 450,000.00	\$ -	\$ -	\$ 450,000.00		\$ 450,000.00
Appliances - Boiler, Furnaces	\$ 146,688.82	\$ -	\$ 146,688.82	\$ -		\$ 146,688.82
Roof Replacement - Beeler	\$ 81,364.61	\$ -	\$ -	\$ 81,364.61		\$ 81,364.61
Roof Painting - Centennial Manor	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ 728,053.43	\$ -	\$ 146,688.82	\$ 581,364.61	79.9%	\$ 678,053.43
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Sewer and Water Line Repairs	\$ 12,909.85	\$ -	\$ 12,909.85	\$ -		\$ 12,909.85
Roadway Paving	\$ 65,900.00	\$ -	\$ -	\$ 65,900.00		\$ -
Infrastructure Investment - Fair Oaks, Ramey	\$ -	\$ -	\$ -	\$ -		\$ -
Landscape Upgrades	\$ 36,155.22	\$ 6,423.15	\$ 29,253.37	\$ 6,901.85		\$ 29,253.37
	\$ 114,965.07	\$ 6,423.15	\$ 42,163.22	\$ 72,801.85	63.3%	\$ 42,163.22
<b>Dwelling Unit - Demolition 1480</b>						
Demolition - Fair Oaks, Ramey	\$ 420,707.14	\$ 15,200.00	\$ 420,707.14	\$ -		\$ -
	\$ 420,707.14	\$ 15,200.00	\$ 420,707.14	\$ -	0.0%	\$ 420,707.14
<b>Total</b>	<b>\$ 1,962,993.00</b>	<b>\$ 42,185.98</b>	<b>\$ 1,131,914.51</b>	<b>\$ 831,078.49</b>	<b>42.3%</b>	<b>\$ 1,747,550.19</b>

Percent Obligated 89.0%

00000033

**ROSS Grant - Vermilion Housing Authority**  
**ROSS211574**  
**October 2022**

Start Date: 6/1/2021  
 Close Out Date: 5/31/2024

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available
<b>Project Coordinator 1168</b>					
Project Coordinator	\$ 137,616.00	\$ 4,270.40	\$ 67,843.20	\$ 69,772.80	50.7%
<b>Training Costs 1268</b>					
Training Costs	\$ 6,000.00	\$ 337.90	\$ 2,061.90	\$ 3,938.10	
	\$ 6,000.00	\$ 337.90	\$ 2,061.90	\$ 3,938.10	65.6%
<b>Administrative Costs 1868</b>					
Administrative Costs	\$ 14,340.00	\$ 216.30	\$ 1,971.10	\$ 12,368.90	
	\$ 14,340.00	\$ 216.30	\$ 1,971.10	\$ 12,368.90	86.3%
<b>Total</b>	<b>\$ 157,956.00</b>	<b>\$ 4,824.60</b>	<b>\$ 71,876.20</b>	<b>\$ 86,079.80</b>	<b>54.5%</b>

00000034

**Vermillion Housing Authority**  
**First Financial Bank - Authority Account**  
**October 2022**

**Balance Sheet**

**Assets**

111105 Cash	320,684.21
<b>Total Assets</b>	<b>320,684.21</b>

**Liabilities**

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

**Equity**

2820 Operating Reserves - Retained Earnings	320,627.80
Current Year Operating - Gain/(Loss)	56.41
<b>Total Liabilities &amp; Equity</b>	<b>320,684.21</b>

**Income Statement**

	Current Month	Year to Date
<b>Operating Revenue</b>		
Interest Income	8.17	56.41
Other Income	0.00	0.00
<b>Total Revenue</b>	<b>8.17</b>	<b>56.41</b>
<b>Operating Expenses</b>		
Other Administrative Expenses	0.00	0.00
<b>Total Expenses</b>	<b>0.00</b>	<b>0.00</b>
 Surplus - (Deficit)	 8.17	 56.41

00000035



Vermilion Housing Authority  
1607 Clyman Lane  
Danville, IL 61832  
P: (217) 443-0621 F: (217) 431-7059

To: Jaclyn Vinson, Executive Director  
From: Amber McCoy, Chief Financial Officer  
Date: December 6, 2022  
Re: Finance Report

**Public Housing Operating Fund**

	November 2022	FY 23 YTD
COCC	\$8,881.29	\$143,612.16
AMP 101	\$35,712.69	\$450,917.00
AMP 102	\$(2,589.62)	\$137,141.20
AMP 103	\$5,226.81	\$92,935.16
AMP 104	\$11,964.45	\$261,025.02
Total	\$59,195.62	\$1,085,630.54

**Housing Choice Voucher - Section 8**

Section 8 is currently showing a loss of **\$2,263.05** for the month and an overall gain of **\$31,719.18** for the year.

**Public Housing Capital Fund**

Capital Fund 2020, HACD, funds were drawn down in the amount of **\$281.40**. Capital Fund 2021, VHA, funds were drawn down in the amount of **\$88,900.01**

**Notable AP Expenditures**

SK Exteriors \$81,364.61 Beeler Terrace Roofs

**ROSS Grant Funding**

ROSS funds were drawn down in the amount of \$5,658.55.

**Tenant Receivables Outstanding**

Tenant accounts receivables for the month have decreased in total to \$30,368.70.

00000036

**Vermillion Housing Authority**  
**Balance Sheet - Detail**  
Reporting for periods as of 11/30/2022

<b>Assets</b>	<b>Total Public Housing</b>	<b>100 COCC</b>	<b>101 Fair Oaks</b>	<b>102 Beeler CH Madison</b>	<b>103 Merche</b>	<b>104 County</b>	<b>800 HCV</b>
111101 Gen Op Fund	4,731,920.16	4,731,920.16	0.00	0.00	0.00	0.00	0.00
111106 HCV Fund	0.00	0.00	0.00	0.00	0.00	0.00	274,445.36
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Interfund	701.60	(4,288,615.11)	2,950,500.89	291,246.75	212,537.93	835,031.14	(501.92)
112200 AR Tenants	30,368.70	0.00	15,825.30	2,733.75	2,146.00	9,663.65	188,032.04
112265 Allow Doubtful /	(23,850.49)	0.00	(12,515.47)	(2,203.00)	(3,622.50)	(5,509.52)	(188,032.04)
112500 Acct Rec HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	6,897.83	6,897.83	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	16,057.16	47.87	6,293.16	2,611.85	2,140.51	4,963.77	486.09
121102 Prepaid Soft	0.00	0.00	0.00	0.00	0.00	0.00	436.58
121103 Prepaid HCV	0.00	0.00	0.00	0.00	0.00	0.00	750.00
140001 Vehicles	301,135.68	0.00	242,714.68	18,772.00	18,492.00	21,157.00	23,073.00
140002 Equipment	1,117,816.57	111,829.56	409,280.70	179,183.60	33,047.71	384,475.00	0.00
140003 Development	17,061,887.86	325,444.90	2,161,339.92	2,543,107.00	1,361,767.00	10,670,229.04	0.00
140004 Structures	24,604,036.92	854,399.97	10,704,077.90	8,695,118.10	3,914,337.91	436,103.04	0.00
140005 Accum Deprec	(39,721,603.96)	(1,262,574.68)	(13,309,557.59)	(11,633,616.89)	(4,819,370.87)	(8,696,483.93)	(12,305.60)
140006 Land	914,591.00	36,160.55	397,766.05	151,874.31	137,410.09	191,380.00	0.00
140100 EPC	4,844,122.24	0.00	1,937,648.90	1,937,648.90	968,824.44	0.00	0.00
<b>Total Assets</b>	<b>\$ 13,884,581.27</b>	<b>\$ 516,011.05</b>	<b>\$ 5,503,374.44</b>	<b>\$ 2,186,476.37</b>	<b>\$ 1,827,710.22</b>	<b>\$ 3,851,009.19</b>	<b>\$ 286,383.51</b>
<b>Liability</b>							
211100 Acct Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211400 Sec Dep	62,869.00	0.00	22,750.00	9,249.00	4,250.00	26,620.00	0.00
211704 Health Ins	(26,484.80)	(26,484.80)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins	(1,968.47)	(1,968.47)	0.00	0.00	0.00	0.00	0.00
211716 Unemployment	(1,988.59)	(1,988.59)	0.00	0.00	0.00	0.00	0.00
211717 Garnishments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211725 Vision	(122.03)	(122.03)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	(194.66)	(194.66)	0.00	0.00	0.00	0.00	0.00
211906 Res Training	19,482.43	0.00	701.76	3,350.28	3,080.40	12,349.99	0.00
211913 Scrap	772.57	772.57	0.00	0.00	0.00	0.00	0.00
212000 Accrued PR	18,851.77	4,514.46	5,639.96	2,502.02	1,701.99	4,493.34	2,627.32
212001 Accrued Tax	1,442.16	345.36	431.46	191.40	130.20	343.74	200.99
213301 EPC M V	19,207.43	0.00	8,643.25	5,762.28	4,801.90	0.00	0.00
213302 EPC Replace	1,368.75	0.00	920.26	106.31	342.18	0.00	0.00
213700 PILOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224000 Prepaid Rents	14,682.49	0.00	2,322.42	2,828.72	307.75	9,223.60	0.00
230000 Loan EPC	1,590,662.68	0.00	714,616.31	477,789.75	398,256.62	0.00	0.00
<b>Total Liability</b>	<b>\$ 1,698,580.73</b>	<b>\$ (25,126.16)</b>	<b>\$ 756,025.42</b>	<b>\$ 501,779.76</b>	<b>\$ 412,871.04</b>	<b>\$ 53,030.67</b>	<b>\$ 2,828.31</b>
<b>Equity</b>							
280200 Net Fix Assets	7,546,384.81	52,481.98	1,769,688.97	1,066,349.27	1,388,031.64	3,269,832.95	18,458.40
280600 Unrestricted	5,021,984.77	345,043.07	3,497,536.68	876,151.41	36,133.06	267,120.55	225,043.46
281000 Unreserved	(1,467,999.58)	0.00	(970,793.63)	(394,945.27)	(102,260.68)	0.00	0.00
282602 Restrict HAP	0.00	0.00	0.00	0.00	0.00	0.00	111,231.16
<b>Total</b>	<b>\$ 11,100,370.00</b>	<b>\$ 397,525.05</b>	<b>\$ 4,296,432.02</b>	<b>\$ 1,547,555.41</b>	<b>\$ 1,321,904.02</b>	<b>\$ 3,536,953.50</b>	<b>\$ 354,739.02</b>
Current Year HAP +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (102,903.00)
Current Year Oper +/-	\$ 1,085,630.54	\$ 143,612.16	\$ 450,917.00	\$ 137,141.20	\$ 92,935.16	\$ 261,025.02	\$ 31,719.18
<b>Current Year Net Assets</b>	<b>\$ 1,085,630.54</b>	<b>\$ 143,612.16</b>	<b>\$ 450,917.00</b>	<b>\$ 137,141.20</b>	<b>\$ 92,935.16</b>	<b>\$ 261,025.02</b>	<b>\$ (71,183.82)</b>
<b>Total Equity</b>	<b>\$ 12,186,000.54</b>	<b>\$ 541,137.21</b>	<b>\$ 4,747,349.02</b>	<b>\$ 1,684,696.61</b>	<b>\$ 1,414,839.18</b>	<b>\$ 3,797,978.52</b>	<b>\$ 283,555.20</b>
<b>Liabilities &amp; Net Assets</b>	<b>\$ 13,884,581.27</b>	<b>\$ 516,011.05</b>	<b>\$ 5,503,374.44</b>	<b>\$ 2,186,476.37</b>	<b>\$ 1,827,710.22</b>	<b>\$ 3,851,009.19</b>	<b>\$ 286,383.51</b>

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Vermilion Housing Authority  
 Operating Statement - Public Housing - Public Housing Combined  
 November 2022

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 885,288.00	\$ 76,283.00	\$ 610,543.13	69%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 7,226.00	\$ 5,250.75	\$ 19,879.22	275%
Other Income	\$ 906,327.00	\$ 9,491.38	\$ 675,157.77	74%
Subsidy	\$ 2,916,028.00	\$ 266,379.00	\$ 2,293,863.00	79%
<b>Total Revenue</b>	<b>\$ 4,714,869.00</b>	<b>\$ 357,404.13</b>	<b>\$ 3,599,443.12</b>	<b>76%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 627,152.00	\$ 43,812.71	\$ 374,947.14	60%
Legal	\$ 14,952.00	\$ 4,225.00	\$ 30,475.95	204%
PBA Mngt. Exp.	\$ -	\$ (8,326.50)	\$ (66,436.50)	0%
Mileage/Travel/Training	\$ 9,626.00	\$ 206.98	\$ 7,823.64	81%
Other Administrative Exp	\$ 83,385.00	\$ 6,275.70	\$ 64,715.44	78%
<i>Total Administrative Expense</i>	<i>\$ 735,115.00</i>	<i>\$ 46,193.89</i>	<i>\$ 411,525.67</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 12,635.00	\$ 1,155.88	\$ 9,140.79	72%
<i>Total Tenant Services Expenses</i>	<i>\$ 12,635.00</i>	<i>\$ 1,155.88</i>	<i>\$ 9,140.79</i>	
<i>Total Utility Expenses</i>	<i>\$ 616,444.00</i>	<i>\$ 40,776.63</i>	<i>\$ 381,527.27</i>	<i>62%</i>
<i>Maintenance</i>				
Salaries	\$ 765,845.00	\$ 40,779.54	\$ 386,610.74	50%
Materials	\$ 232,851.00	\$ 29,183.89	\$ 164,418.32	71%
Contracts	\$ 384,779.00	\$ 27,773.98	\$ 283,135.72	74%
<i>Total Maintenance Expenses</i>	<i>\$ 1,383,475.00</i>	<i>\$ 97,737.41</i>	<i>\$ 834,164.78</i>	
<i>General Expenses</i>				
Insurance	\$ 192,687.00	\$ 16,057.17	\$ 115,336.36	60%
Employee Benefits	\$ 677,091.00	\$ 41,811.48	\$ 364,553.07	54%
Depreciation Expense	\$ 323,639.00	\$ 24,347.19	\$ 194,777.52	60%
PILOT	\$ 29,742.00	\$ -	\$ -	0%
Casualty Losses	\$ 16,000.00	\$ -	\$ 33,153.53	0%
Collection Losses	\$ 100,414.00	\$ 25,048.52	\$ 103,732.42	103%
Energy Perf Cont Expense	\$ 145,563.00	\$ 5,080.34	\$ 65,901.17	45%
<i>Total General Expenses</i>	<i>\$ 1,485,136.00</i>	<i>\$ 112,344.70</i>	<i>\$ 877,454.07</i>	
<b>Total Expenses</b>	<b>\$ 4,232,805.00</b>	<b>\$ 298,208.51</b>	<b>\$ 2,513,812.58</b>	<b>59%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 482,064.00</b>	<b>\$ 59,195.62</b>	<b>\$ 1,085,630.54</b>	

Vermillion Housing Authority  
 Operating Statement - Public Housing - COCC Fund 100  
 November 2022

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ -	\$ -	\$ -	0%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ -	\$ -	\$ -	0%
Other Income	\$ 320,590.00	\$ -	\$ 128,263.40	40%
Subsidy	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 320,590.00</b>	<b>\$ -</b>	<b>\$ 128,263.40</b>	<b>40%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 374,515.00	\$ 21,860.35	\$ 189,465.79	51%
Legal	\$ 3,874.00	\$ 5,225.00	\$ 27,670.95	714%
PBA Mngt. Exp.	\$ (502,200.00)	\$ (49,401.50)	\$ (395,346.50)	79%
Mileage/Travel/Training	\$ 9,626.00	\$ 206.98	\$ 7,645.90	79%
Other Administrative Exp	\$ 19,638.00	\$ (377.69)	\$ 11,669.45	59%
<b>Total Administrative Expense</b>	<b>\$ (94,547.00)</b>	<b>\$ (22,486.86)</b>	<b>\$ (158,894.41)</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ -	\$ -	\$ -	0%
<b>Total Tenant Services Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total Utility Expenses</b>	<b>\$ 16,310.00</b>	<b>\$ 1,214.01</b>	<b>\$ 14,459.59</b>	<b>89%</b>
<i>Maintenance</i>				
Salaries	\$ -	\$ -	\$ -	0%
Materials	\$ 2,327.00	\$ -	\$ 300.43	13%
Contracts	\$ 12,191.00	\$ 1,821.68	\$ 47,049.51	386%
<b>Total Maintenance Expenses</b>	<b>\$ 14,518.00</b>	<b>\$ 1,821.68</b>	<b>\$ 47,349.94</b>	
<i>General Expenses</i>				
Insurance	\$ 574.00	\$ 47.81	\$ 382.48	67%
Employee Benefits	\$ 185,871.00	\$ 10,522.07	\$ 81,353.64	44%
Depreciation Expense	\$ -	\$ -	\$ -	0%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ 1,000.00	\$ -	\$ -	0%
Collection Losses	\$ -	\$ -	\$ -	0%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<b>Total General Expenses</b>	<b>\$ 187,445.00</b>	<b>\$ 10,569.88</b>	<b>\$ 81,736.12</b>	
<b>Total Expenses</b>	<b>\$ 123,726.00</b>	<b>\$ (8,881.29)</b>	<b>\$ (15,348.76)</b>	<b>-12%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 196,864.00</b>	<b>\$ 8,881.29</b>	<b>\$ 143,612.16</b>	<b>73%</b>

Percent of Budget Month 8 of 12

67%

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Vermilion Housing Authority  
**Operating Statement - Public Housing - Fair Oaks AMP 101**  
**November 2022**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 210,336.00	\$ 15,745.00	\$ 127,276.45	61%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 2,818.00	\$ 1,575.23	\$ 5,963.76	212%
Other Income	\$ 52,947.00	\$ 5,827.13	\$ 33,612.80	63%
Subsidy	\$ 1,542,567.00	\$ 140,916.00	\$ 1,254,163.00	81%
<b>Total Revenue</b>	<b>\$ 1,808,668.00</b>	<b>\$ 164,063.36</b>	<b>\$ 1,421,016.01</b>	<b>79%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 84,298.00	\$ 8,329.38	\$ 69,830.50	83%
Legal	\$ 4,000.00	\$ (1,000.00)	\$ 3,365.00	84%
PBA Mngt. Exp.	\$ 143,220.00	\$ 12,012.50	\$ 96,100.00	67%
Mileage/Travel/Training	\$ -	\$ -	\$ -	0%
Other Administrative Exp	\$ 28,420.00	\$ 1,133.24	\$ 11,309.01	40%
<i>Total Administrative Expense</i>	<i>\$ 259,938.00</i>	<i>\$ 20,475.12</i>	<i>\$ 180,604.51</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,610.00	\$ 330.25	\$ 2,611.66	72%
<i>Total Tenant Services Expenses</i>	<i>\$ 3,610.00</i>	<i>\$ 330.25</i>	<i>\$ 2,611.66</i>	
<i>Total Utility Expenses</i>	<i>\$ 234,794.00</i>	<i>\$ 12,681.10</i>	<i>\$ 105,757.87</i>	<i>45%</i>
<i>Maintenance</i>				
Salaries	\$ 324,632.00	\$ 16,343.76	\$ 151,425.00	47%
Materials	\$ 104,713.00	\$ 20,411.97	\$ 92,166.63	88%
Contracts	\$ 182,959.00	\$ 7,050.29	\$ 88,894.46	49%
<i>Total Maintenance Expenses</i>	<i>\$ 612,304.00</i>	<i>\$ 43,806.02</i>	<i>\$ 332,486.09</i>	
<i>General Expenses</i>				
Insurance	\$ 75,518.00	\$ 6,293.16	\$ 39,028.63	52%
Employee Benefits	\$ 151,254.00	\$ 10,480.06	\$ 93,759.01	62%
Depreciation Expense	\$ 131,454.00	\$ 9,008.99	\$ 72,071.92	55%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ 10,000.00	\$ -	\$ 33,153.53	0%
Collection Losses	\$ 47,670.00	\$ 22,989.82	\$ 80,464.90	169%
Energy Perf Cont Expense	\$ 65,503.00	\$ 2,286.15	\$ 30,160.89	46%
<i>Total General Expenses</i>	<i>\$ 481,399.00</i>	<i>\$ 51,058.18</i>	<i>\$ 348,638.88</i>	
<b>Total Expenses</b>	<b>\$ 1,592,045.00</b>	<b>\$ 128,350.67</b>	<b>\$ 970,099.01</b>	<b>61%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 216,623.00</b>	<b>\$ 35,712.69</b>	<b>\$ 450,917.00</b>	

Percent of Budget Month 8 of 12

67%

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**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Beeler/Madison/Churchill AMP 102**  
**November 2022**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 198,924.00	\$ 17,274.00	\$ 140,264.41	71%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 1,156.00	\$ 1,050.15	\$ 3,975.84	344%
Other Income	\$ 166,904.00	\$ 410.00	\$ 166,878.90	100%
Subsidy	\$ 428,673.00	\$ 39,163.00	\$ 325,465.00	76%
<b>Total Revenue</b>	<b>\$ 795,657.00</b>	<b>\$ 57,897.15</b>	<b>\$ 636,584.15</b>	<b>80%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 43,784.00	\$ 3,731.80	\$ 31,611.73	72%
Legal	\$ 480.00	\$ -	\$ (250.00)	0%
PBA Mngt. Exp.	\$ 100,440.00	\$ 8,370.00	\$ 66,805.00	67%
Mileage/Travel/Training	\$ -	\$ -	\$ 5.07	0%
Other Administrative Exp	\$ 9,514.00	\$ 3,167.34	\$ 19,384.19	204%
<i>Total Administrative Expense</i>	<i>\$ 154,218.00</i>	<i>\$ 15,269.14</i>	<i>\$ 117,555.99</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,565.00	\$ 234.65	\$ 1,855.63	72%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,565.00</i>	<i>\$ 234.65</i>	<i>\$ 1,855.63</i>	
<i>Total Utility Expenses</i>	<i>\$ 101,020.00</i>	<i>\$ 7,817.81</i>	<i>\$ 78,731.75</i>	<i>78%</i>
<i>Maintenance</i>				
Salaries	\$ 123,825.00	\$ 7,705.74	\$ 70,419.80	57%
Materials	\$ 35,447.00	\$ 3,922.49	\$ 21,772.41	61%
Contracts	\$ 64,761.00	\$ 6,923.63	\$ 43,755.55	68%
<i>Total Maintenance Expenses</i>	<i>\$ 224,033.00</i>	<i>\$ 18,551.86</i>	<i>\$ 135,947.76</i>	
<i>General Expenses</i>				
Insurance	\$ 31,343.00	\$ 2,611.90	\$ 20,895.20	67%
Employee Benefits	\$ 86,324.00	\$ 6,609.06	\$ 55,725.37	65%
Depreciation Expense	\$ 103,487.00	\$ 8,073.54	\$ 64,588.32	62%
PILOT	\$ 7,436.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 10,669.00	\$ (205.30)	\$ 4,625.56	43%
Energy Perf Cont Expense	\$ 43,669.00	\$ 1,524.11	\$ 19,517.37	45%
<i>Total General Expenses</i>	<i>\$ 282,928.00</i>	<i>\$ 18,613.31</i>	<i>\$ 165,351.82</i>	
<b>Total Expenses</b>	<b>\$ 764,764.00</b>	<b>\$ 60,486.77</b>	<b>\$ 499,442.95</b>	<b>65%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 30,893.00</b>	<b>\$ (2,589.62)</b>	<b>\$ 137,141.20</b>	

Percent of Budget Month 8 of 12

67%

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**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Merche AMP 103**  
**November 2022**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 164,988.00	\$ 15,767.00	\$ 120,994.27	73%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 1,012.00	\$ 892.63	\$ 3,379.48	334%
Other Income	\$ 126,680.00	\$ 780.50	\$ 116,837.52	92%
Subsidy	\$ 296,410.00	\$ 27,075.00	\$ 219,908.00	74%
<b>Total Revenue</b>	<b>\$ 589,090.00</b>	<b>\$ 44,515.13</b>	<b>\$ 461,119.27</b>	<b>78%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 41,497.00	\$ 3,407.05	\$ 28,904.58	70%
Legal	\$ 880.00	-	\$ 120.00	14%
PBA Mngt. Exp.	\$ 86,490.00	\$ 7,207.50	\$ 57,117.50	66%
Mileage/Travel/Training	\$ -	\$ -	\$ 10.50	0%
Other Administrative Exp	\$ 9,022.00	\$ 1,172.77	\$ 10,864.69	120%
<i>Total Administrative Expense</i>	<i>\$ 137,889.00</i>	<i>\$ 11,787.32</i>	<i>\$ 97,017.27</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,185.00	\$ 199.89	\$ 1,580.75	72%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,185.00</i>	<i>\$ 199.89</i>	<i>\$ 1,580.75</i>	
<i>Total Utility Expenses</i>	<i>\$ 87,332.00</i>	<i>\$ 5,090.70</i>	<i>\$ 73,143.38</i>	<i>84%</i>
<i>Maintenance</i>				
Salaries	\$ 78,982.00	\$ 5,135.78	\$ 43,496.75	55%
Materials	\$ 18,471.00	\$ 2,777.72	\$ 18,254.04	99%
Contracts	\$ 39,261.00	\$ 3,780.03	\$ 31,755.66	81%
<i>Total Maintenance Expenses</i>	<i>\$ 136,714.00</i>	<i>\$ 11,693.53</i>	<i>\$ 93,506.45</i>	
<i>General Expenses</i>				
Insurance	\$ 25,687.00	\$ 2,140.55	\$ 17,124.40	67%
Employee Benefits	\$ 67,163.00	\$ 3,119.48	\$ 29,532.90	44%
Depreciation Expense	\$ 49,037.00	\$ 4,036.77	\$ 32,294.16	66%
PILOT	\$ 8,030.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 11,187.00	\$ (50.00)	\$ 7,761.89	69%
Energy Perf Cont Expense	\$ 36,391.00	\$ 1,270.08	\$ 16,222.91	45%
<i>Total General Expenses</i>	<i>\$ 197,495.00</i>	<i>\$ 10,516.88</i>	<i>\$ 102,936.26</i>	
<b>Total Expenses</b>	<b>\$ 561,615.00</b>	<b>\$ 39,288.32</b>	<b>\$ 368,184.11</b>	<b>66%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 27,475.00</b>	<b>\$ 5,226.81</b>	<b>\$ 92,935.16</b>	

Percent of Budget Month 8 of 12

67%

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**Vermilion Housing Authority**  
**Operating Statement - Public Housing - County Properties AMP 104**  
**November 2022**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 311,040.00	\$ 27,497.00	\$ 222,008.00	71%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 2,240.00	\$ 1,732.74	\$ 6,560.14	293%
Other Income	\$ 239,206.00	\$ 2,473.75	\$ 229,565.15	96%
Subsidy	\$ 648,378.00	\$ 59,225.00	\$ 494,327.00	76%
<b>Total Revenue</b>	<b>\$ 1,200,864.00</b>	<b>\$ 90,928.49</b>	<b>\$ 952,460.29</b>	<b>79%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 83,058.00	\$ 6,484.13	\$ 55,134.54	66%
Legal	\$ 5,718.00	\$ -	\$ (430.00)	-8%
PBA Mngt. Exp.	\$ 172,050.00	\$ 13,485.00	\$ 108,887.50	63%
Mileage/Travel/Training	\$ -	\$ -	\$ 162.17	0%
Other Administrative Exp	\$ 16,791.00	\$ 1,180.04	\$ 11,488.10	68%
<b>Total Administrative Expense</b>	<b>\$ 277,617.00</b>	<b>\$ 21,149.17</b>	<b>\$ 175,242.31</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 4,275.00	\$ 391.09	\$ 3,092.75	72%
<b>Total Tenant Services Expenses</b>	<b>\$ 4,275.00</b>	<b>\$ 391.09</b>	<b>\$ 3,092.75</b>	
<b>Total Utility Expenses</b>	<b>\$ 176,988.00</b>	<b>\$ 13,973.01</b>	<b>\$ 109,434.68</b>	<b>62%</b>
<i>Maintenance</i>				
Salaries	\$ 238,406.00	\$ 11,594.26	\$ 121,269.19	51%
Materials	\$ 71,893.00	\$ 2,071.71	\$ 31,924.81	44%
Contracts	\$ 85,607.00	\$ 8,198.35	\$ 71,680.54	84%
<b>Total Maintenance Expenses</b>	<b>\$ 395,906.00</b>	<b>\$ 21,864.32</b>	<b>\$ 224,874.54</b>	
<i>General Expenses</i>				
Insurance	\$ 59,565.00	\$ 4,963.75	\$ 37,905.65	64%
Employee Benefits	\$ 186,479.00	\$ 11,080.81	\$ 104,182.15	56%
Depreciation Expense	\$ 39,661.00	\$ 3,227.89	\$ 25,823.12	65%
PILOT	\$ 14,276.00	\$ -	\$ -	0%
Casualty Losses	\$ 5,000.00	\$ -	\$ -	0%
Collection Losses	\$ 30,888.00	\$ 2,314.00	\$ 10,880.07	35%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<b>Total General Expenses</b>	<b>\$ 335,869.00</b>	<b>\$ 21,586.45</b>	<b>\$ 178,790.99</b>	
<b>Total Expenses</b>	<b>\$ 1,190,655.00</b>	<b>\$ 78,964.04</b>	<b>\$ 691,435.27</b>	<b>58%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 10,209.00</b>	<b>\$ 11,964.45</b>	<b>\$ 261,025.02</b>	

Percent of Budget Month 8 of 12

67%

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Vermilion Housing Authority  
 Operating Statement - HCV - Section 8  
 November 2022

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Fraud Recovery	\$ 25,000.00	\$ 1,352.28	\$ 14,524.35	58%
Interest Income	\$ 500.00	\$ 293.81	\$ 1,584.79	317%
Administrative Fees	\$ 290,685.00	\$ 27,384.00	\$ 242,045.00	83%
<b>Total Revenue</b>	<b>\$ 316,185.00</b>	<b>\$ 29,030.09</b>	<b>\$ 258,154.14</b>	<b>82%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 138,763.00	\$ 12,941.05	\$ 94,762.00	68%
Legal	\$ 2,500.00	\$ -	\$ 700.00	28%
Mileage/Travel/Training	\$ 1,640.00	\$ 975.00	\$ 1,873.25	114%
Other Administrative Exp	\$ 44,453.00	\$ 3,939.38	\$ 26,339.11	59%
Book-Keeping/Program Management Fee	\$ 66,528.00	\$ 8,326.50	\$ 66,436.50	100%
<i>Total Administrative Expense</i>	<i>\$ 253,884.00</i>	<i>\$ 26,181.93</i>	<i>\$ 190,110.86</i>	
<i>General Expenses</i>				
Insurance	\$ 5,833.00	\$ 486.08	\$ 3,888.64	67%
Employee Benefits	\$ 42,201.00	\$ 4,240.58	\$ 29,359.06	70%
Depreciation Expense	\$ 4,615.00	\$ 384.55	\$ 3,076.40	67%
<i>Total General Expenses</i>	<i>\$ 52,649.00</i>	<i>\$ 5,111.21</i>	<i>\$ 36,324.10</i>	
<b>Total Expenses</b>	<b>\$ 306,533.00</b>	<b>\$ 31,293.14</b>	<b>\$ 226,434.96</b>	<b>74%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 9,652.00</b>	<b>\$ (2,263.05)</b>	<b>\$ 31,719.18</b>	

Percent of Budget Month 8 of 12

67%

000000 44

**CAPITAL FUND 2020 - DANVILLE**

Obligation Date: 3/25/2024  
 Close Out Date: 3/25/2026

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	11/30/2022 Obligation
<b>Operations 1406</b>	\$ 256,526.80	\$ -	\$ 256,526.80	\$ -	0.0%	\$ 256,526.80
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ 3,000.00	\$ -	\$ 163.24	\$ 2,836.76		
Background Check Information	\$ 8,000.00	\$ 281.40	\$ 3,038.70	\$ 4,961.30		
	\$ 11,000.00	\$ 281.40	\$ 3,201.94	\$ 7,798.06	70.9%	\$ 8,163.24
<b>Administration 1410</b>						
Administration Costs	\$ 128,263.40	\$ -	\$ 128,263.40	\$ -	0.0%	\$ 128,263.40
<b>Non-Dwelling Interior 1480</b>						
Replace Ceiling Tiles and Flooring - Marche Manor Hallways	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -		
	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -	0.0%	\$ 146,890.99
<b>Dwelling Unit - Exterior 1480</b>						
Window Replacement - Churchill Tower	\$ -	\$ -	\$ -	\$ -		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Dwelling Unit - Site Work 1480</b>						
Sewer and Water Line Repairs	\$ 8,318.53	\$ -	\$ 8,318.53	\$ -		
Roadway Patching	\$ 189,940.01	\$ -	\$ 10,105.00	\$ 179,835.01		
	\$ 198,258.54	\$ -	\$ 18,423.53	\$ 179,835.01	90.7%	\$ 120,423.53
<b>Dwelling Unit - Demolition 1480</b>						
Demolition and Relocation - Fair Oaks	\$ 548,843.27	\$ -	\$ 459,790.98	\$ 89,052.29		
	\$ 548,843.27	\$ -	\$ 459,790.98	\$ 89,052.29	16.2%	\$ 546,843.27
<b>Total</b>	<b>\$ 1,289,783.00</b>	<b>\$ 281.40</b>	<b>\$ 1,013,097.64</b>	<b>\$ 276,685.36</b>	<b>21.5%</b>	<b>\$ 1,207,111.23</b>

Percent Obligated 93.6%

00000045



**CAPITAL FUND 2021 - Vermilion Housing Authority**

Obligation Date: 2/22/2023  
 Close Out Date: 2/22/2025

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	11/30/2022 Obligation
<b>Operations 1406</b>	\$ 392,598.60	\$ -	\$ 392,598.60	\$ -	0.0%	\$ 392,598.60
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ 32,037.17	\$ -	\$ -	\$ 32,037.17		
Serveillance System - Beeler, Fair Oaks	\$ 119,565.00	\$ -	\$ 67,581.81	\$ 51,983.19		\$ 98,961.21
Staff Training	\$ 2,625.77	\$ -	\$ 2,625.77	\$ -		\$ 2,625.77
IT Improvements	\$ 30,772.06	\$ 435.00	\$ 30,772.06	\$ -		\$ 30,772.06
Background Check Information	\$ 5,000.00	\$ 138.60	\$ 1,491.30	\$ 3,508.70		\$ 5,000.00
	\$ 190,000.00	\$ 573.60	\$ 102,470.94	\$ 87,529.06	46.1%	\$ 137,359.04
<b>Administration 1410</b>						
Administration Costs	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	100.0%	\$ -
<b>Contract Administration 1480</b>						
A/E Services	\$ 76,668.76	\$ 5,882.62	\$ 33,742.01	\$ 42,926.75		\$ 76,668.76
	\$ 76,668.76	\$ 5,882.62	\$ 33,742.01	\$ 42,926.75	56.0%	\$ 76,668.76
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Unit Modernization - Fair Oaks	\$ -	\$ -	\$ -	\$ -		
Replace Lock Sets - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Replace Siding - Kennedy, Richie, Hubbard Trail, Hillcrest	\$ 450,000.00	\$ -	\$ -	\$ 450,000.00		\$ 450,000.00
Appliances - Boiler, Furnaces	\$ 146,688.82	\$ -	\$ 146,688.82	\$ -		\$ 146,688.82
Roof Replacement - Beeler, Fair Oaks	\$ 83,522.97	\$ 82,443.79	\$ 82,443.79	\$ 1,079.18		\$ 83,522.97
Roof Painting - Centennial Manor	\$ 47,841.64	\$ -	\$ -	\$ 47,841.64		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ 728,053.43	\$ 82,443.79	\$ 229,132.61	\$ 498,920.82	68.5%	\$ 680,211.79
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Sewer and Water Line Repairs	\$ 12,909.85	\$ -	\$ 12,909.85	\$ -		\$ 12,909.85
Roadway Paving	\$ 65,900.00	\$ -	\$ -	\$ 65,900.00		\$ -
Infrastructure Investment - Fair Oaks, Ramey	\$ -	\$ -	\$ -	\$ -		\$ -
Landscape Upgrades	\$ 36,155.22	\$ -	\$ 29,253.37	\$ 6,901.85		\$ 29,253.37
	\$ 114,965.07	\$ -	\$ 42,163.22	\$ 72,801.85	63.3%	\$ 42,163.22
<b>Dwelling Unit - Demolition 1480</b>						
Demolition - Fair Oaks, Ramey	\$ 420,707.14	\$ -	\$ 420,707.14	\$ -		
	\$ 420,707.14	\$ -	\$ 420,707.14	\$ -	0.0%	\$ 420,707.14
<b>Total</b>	<b>\$ 1,962,993.00</b>	<b>\$ 88,900.01</b>	<b>\$ 1,220,814.52</b>	<b>\$ 742,178.43</b>	<b>37.8%</b>	<b>\$ 1,749,708.55</b>

Percent Obligated 89.1%

00000046

**ROSS Grant - Vermilion Housing Authority**  
**ROSS211574**  
**November 2022**

Start Date: 6/1/2021  
Close Out Date: 5/31/2024

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available
<b>Project Coordinator 1168</b>					
Project Coordinator	\$ 137,616.00	\$ 4,323.78	\$ 72,166.98	\$ 65,449.02	47.6%
<b>Training Costs 1268</b>					
Training Costs	\$ 6,000.00	\$ -	\$ 2,061.90	\$ 3,938.10	
	\$ 6,000.00	\$ -	\$ 2,061.90	\$ 3,938.10	65.6%
<b>Administrative Costs 1868</b>					
Administrative Costs	\$ 14,340.00	\$ 1,334.77	\$ 3,305.87	\$ 11,034.13	
	\$ 14,340.00	\$ 1,334.77	\$ 3,305.87	\$ 11,034.13	76.9%
<b>Total</b>	<b>\$ 157,956.00</b>	<b>\$ 5,658.55</b>	<b>\$ 77,534.75</b>	<b>\$ 80,421.25</b>	<b>50.9%</b>

00000047

**Vermilion Housing Authority**  
**First Financial Bank - Authority Account**  
**November 2022**

**Balance Sheet**

**Assets**

111105 Cash	320,692.12
<b>Total Assets</b>	<b>320,692.12</b>

**Liabilities**

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

**Equity**

2820 Operating Reserves - Retained Earnings	320,627.80
Current Year Operating - Gain/(Loss)	64.32
<b>Total Liabilities &amp; Equity</b>	<b>320,692.12</b>

**Income Statement**

	Current Month	Year to Date
<b>Operating Revenue</b>		
Interest Income	7.91	64.32
Other Income	0.00	0.00
<b>Total Revenue</b>	<b>7.91</b>	<b>64.32</b>
<b>Operating Expenses</b>		
Other Administrative Expenses	0.00	0.00
<b>Total Expenses</b>	<b>0.00</b>	<b>0.00</b>
 Surplus - (Deficit)	 7.91	 64.32

00000048

**Vermillion Housing Authority**  
**Tenant Receivables Outstanding**  
**PHAS Financial Indicator**  
**October 2022**

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-22	\$	58,507.92	6.60%
April-22	\$	59,163.96	6.69%
May-22	\$	51,297.12	5.80%
June-22	\$	46,463.14	5.25%
July-22	\$	52,814.65	5.97%
August-22	\$	32,357.35	3.66%
September-22	\$	39,397.11	4.45%
October-22	\$	37,723.96	4.26%
November-22			0.00%
December-22			0.00%
January-23			0.00%
February-23			0.00%
March-23			0.00%

00000049

**Vermilion Housing Authority**  
**Tenant Receivables Outstanding**  
**PHAS Financial Indicator**  
**November 2022**

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.

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

March-22	\$	58,507.92	6.60%
April-22	\$	59,163.96	6.69%
May-22	\$	51,297.12	5.80%
June-22	\$	46,463.14	5.25%
July-22	\$	52,814.65	5.97%
August-22	\$	32,357.35	3.66%
September-22	\$	39,397.11	4.45%
October-22	\$	37,723.96	4.26%
November-22	\$	30,368.70	3.43%
December-22			0.00%
January-23			0.00%
February-23			0.00%
March-23			0.00%

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Vermilion Housing Authority

AP Expenditures

October 2022

Adonis D. Woods	\$200.00
Ameren Ip	\$22,831.74
Aqua Illinois Inc	\$14,846.25
Bacon & Van Buskirk	\$1,110.00
Better NOI	\$465.00
Botts Locksmith	\$167.00
Bowers Tree Experts	\$3,500.00
Brittany Savalick	\$69.25
Canady Laboratories, Inc.	\$398.40
Central Illinois Bank	\$649.57
City of Danville	\$7,003.47
City of Hoopston	\$2,805.12
Com Tec Systems Inc dba CTS Computer Center	\$6,539.00
Comcast Cable	\$706.40
Connor Company	\$21.42
Constellation NewEnergy, Inc.	\$431.93
Country Carpentry	\$2,720.00
Danville Sanitary District	\$9,132.75
Davis-Houk Mechanical Inc.	\$12,778.56
Doyle Thompson	\$50.00
Evans, Froehlich, Beth & Chamley	\$4,625.00
Farnsworth Group Inc.	\$10,928.15
Fastenal	\$337.68
First Nonprofit Unemployment Program	\$2,228.75
Georgetown Waterworks	\$2,670.63
Gibson Teldata, Inc.	\$26,932.98
Good n Wright	\$1,300.00
Grainger, Inc	\$3,158.95
Hd Supply Facilities Maintenance	\$8,247.20
Health Alliance	\$25,184.44
Housing-Renewal & Local Agency Retirement	\$12,072.74
Huber & Mudd LLC	\$1,480.00
Illini FS	\$2,084.80
Illinois Association of Housing Authorities	\$275.00
Illinois Notary "Discount" Bonding Co.	\$61.00
Illinois Office of the State Fire Marshal	\$370.00
Indiana Media Group	\$176.04
Jaclyn Vinson	\$51.75
Jorgenson Electric Inc.	\$2,672.00
Kelly Printing Company Inc.	\$238.00
Kone Inc.	\$891.91
Lahne Lawncare	\$805.00
Lowe's	\$5,875.19
Metropolitan Life Insurance Company	\$1,817.93
Municipal Water Utility	\$124.00
Murry L. Jefferson	\$948.00
Nakeisha R Roan	\$219.00
Nan Mckay & Associates Inc.	\$1,850.50

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Napa Auto Parts	\$22.48
NUSO, LLC	\$351.72
OSF Health Care Foundation - SHMC	\$150.00
Owens Excavating & Trucking LLC	\$92,033.43
PDQ Supply Inc.	\$838.08
Peerless Network	\$1,924.44
Quadient Finance USA, Inc	\$3,000.00
Quicklube Hoopeston	\$129.32
Quicklube South	\$291.00
Quill	\$2,616.84
Republic Services	\$8,547.56
Rogers Supply Company Inc.	\$1,790.68
S. Shafer Excavating Incorporated	\$15,200.00
Santanna Energy Services	\$502.06
Sparklight Business	\$613.19
Tamera Forthenberry	\$241.00
Terminix Company	\$5,414.00
The Lincoln National Life Insurance Co.	\$185.65
Thyssenkrupp Elevator Corporation	\$1,697.74
Verizon Wireless	\$267.25
Village of Fairmount	\$223.25
Village of Rossville	\$599.58
Vision Service Plan	\$151.99
Wagner Communications Inc.	\$879.22
Watson Tire & Automotive Inc.	\$2,025.95
Watts Copy System	\$462.97
Willie Hall and Son's Tree Service	\$4,775.00
<b>Total for all Vendors</b>	<b>348,986.90</b>

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Vermilion Housing Authority

AP Expenditures

Novmeber 2022

Adonis D. Woods	\$200.00
AHW LLC.	\$294.92
Ameren Ip	\$10,917.67
Aqua Illinois Inc	\$14,801.18
Berry's Garden Center	\$2,130.00
Better NOI	\$585.00
Botts Locksmith	\$448.00
Brickyard Disposal & Recycling Inc	\$1,011.52
Canady Laboratories, Inc.	\$1,532.80
Central Illinois Bank	\$2,101.23
Central Illinois Council of Housing Officals	\$75.00
City of Danville	\$7,003.47
City of Hoopeston	\$3,050.06
Classique Sash & Door	\$308.66
Com Tec Systems Inc dba CTS Computer Center	\$435.00
Comcast Cable	\$746.40
Constellation NewEnergy, Inc.	\$454.57
Danville Area Community College	\$341.50
DI Fire & Safety Inc.	\$3,175.75
Evans, Froehlich, Beth & Chamley	\$5,225.00
Farnsworth Group Inc.	\$5,882.62
Fastenal	\$631.32
Freeman Exteriors	\$1,079.18
General Electric Co	\$8,370.00
Georgetown Waterworks	\$2,896.02
Gibson Teldata, Inc.	\$604.41
Grainger, Inc	\$209.72
Hd Supply Facilities Maintenance	\$8,258.87
Health Alliance	\$25,184.44
Housing-Renewal & Local Agency Retirement	\$12,699.02
Illini FS	\$846.09
Illinois Landfill	\$1,108.80
Johnson Controls Security Solutions	\$1,658.09
Kelly Printing Company Inc.	\$1,070.00
Kone Inc.	\$1,402.26
Lahne Lawncare	\$770.00
Lansing Housing Products Inc	\$338.50
Lowe's	\$2,900.56
Menards - Menards Of Danville	\$82.32
Metropolitan Life Insurance Company	\$1,817.93
Municipal Water Utility	\$73.00
Murry L. Jefferson	\$864.00
Nakeisha R Roan	\$207.00
Nan Mckay & Associates Inc.	\$975.00
Napa Auto Parts	\$179.99
Owens Excavating & Trucking LLC	\$2,052.44
PDQ Supply Inc.	\$3,494.51
Peerless Network	\$2,452.03

00000053



Quill	\$3,488.94
Rahn Equipment Company	\$706.00
Republic Services	\$8,919.71
Rogers Supply Company Inc.	\$238.50
Samantha Bruens	\$34.04
Santanna Energy Services	\$1,079.38
Securitas Electronic Security Inc.	\$719.92
SK Exteriors	\$81,364.61
Sparklight Business	\$641.37
Tamra Hartman	\$198.00
Terminix Company	\$3,738.00
The Lincoln National Life Insurance Co.	\$192.85
Verizon Wireless	\$267.25
Village of Rossville	\$617.28
Vision Service Plan	\$151.99
Wagner Communications Inc.	\$167.48
Watts Copy System	\$997.98
Total for all Vendors	246,469.15

00000054



## Memorandum

**TO:** Board of Commissioners  
**FROM:** Amber McCoy, Chief Financial Officer  
**DATE:** November 2, 2022  
**RE:** Personnel Monthly Report for the Month of October 2022

**1. The following personnel action was taken in October 2022:**

Doyle Thompson – Maintenance Supervisor promoted to Director of Maintenance

**2. Staff/Commissioners attended the following training through the Executive Office in October 2022:**

Prevent Child Abuse Illinois Statewide Conference  
Springfield, IL

Tamera Forthenberry  
ROSS Coordinator

00000055



## Memorandum

**TO:** Board of Commissioners  
**FROM:** Amber McCoy, Chief Financial Officer  
**DATE:** December 5, 2022  
**RE:** Personnel Monthly Report for the Month of November 2022

**1. The following personnel action was taken in November 2022:**

Ethan Thompson – Grounds Technician – Terminated - Seasonal

William Athey – Grounds Technician – Terminated – Seasonal

**2. Staff/Commissioners attended the following training through the Executive Office in November 2022:**

The Great Resignation Burnout VS. Balance  
Danville, IL

Jaclyn Vinson  
Executive Director

The Great Resignation Burnout VS. Balance  
Danville, IL

Amber McCoy  
Chief Financial Officer

Operating Subsidy Boot Camp 2023  
Danville, IL

Tamra Hartman  
Assistant Director of Finance

00000056

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
HOUSING AUTHORITY OF THE CITY OF DANVILLE (DBA  
VERMILION HOUSING AUTHORITY)  
AND  
THE DANVILLE POLICE DEPARTMENT**

WHEREAS, the Housing Authority of the City of Danville (DBA Vermillion Housing Authority), hereinafter referred to as VHA, desires to provide for the safety and protection of the residents of the VHA housing complexes and to create a drug and crime free environment; and the Danville Police Department, hereinafter referred to as the DPD, desires to assist in these efforts, the VHA and DPD hereby agree to the following:

- A. The DPD agree to provide the services delineated below in addition to the normal baseline police services which include but are not limited to patrols, foot patrols, security checks of office buildings and residences, common hallways, and outdoor common areas.
- B. VHA shall provide DPD with its desired policing schedule each month. The DPD agree to make a good faith effort to fill VHA policing schedules with the understanding that staffing levels and other DPD requirements may preempt VHA schedules from time-to-time.
- C. The DPD agree to provide additional patrols on VHA properties, in a mutually agreed upon manner and at time periods mutually determined by VHA and the DPD on a monthly basis. The DPD reserve the right to reassign Police officers from these patrols in the event the officers are needed for priority calls for service when other officers are not available or the DPD require additional officers for an emergency.
- D. The DPD officers assigned to the VHA properties will provide police patrols and appropriate activity reports concerning the patrols. The officers will enforce all appropriate laws, ordinances, and regulations including those promulgated by the VHA.
- E. The DPD will bill the VHA by invoice at an adjusted time rate of \$55.00 per hour for the patrol hours on VHA properties above and beyond normal baseline services. The DPD agree to bill VHA on a monthly basis and the VHA agrees to reimburse the DPD on a monthly basis. The invoice submitted by the DPD will include the name of the officers working each detail, date of the detail, number of hours worked, agreed upon rate per hour, and the total due for the billed periods. The rate per hour may be increased by mutual written agreement, should reasonable changes occur within the DPD which would increase the costs for the assigned officers.

- F. VHA's desired monthly policing schedules are consistent with their budget constraints. The DPD agree to schedule officers so as to operate within the VHA monthly policing schedule and budget constraints for the time period. DPD shall not schedule officers beyond VHA's monthly policing schedule or bill for any additional services without the prior written approval and agreement of VHA.
- G. The DPD agree to provide the assigned officer with all necessary police equipment. The VHA agrees to provide a unit in the VHA Fair Oaks complex for use by the officers, if desired by the DPD, as a police office. The VHA agrees to provide on a temporary basis, when feasible, VHA vacant units for surveillance.
- H. The DPD will at all times be responsible for assigned officers and will provide all supervision, control, and direction of work for its officers. The DPD will designate a command officer who will act as the liaison between the DPD and VHA.

This Memorandum of Understanding will be effective December 1, 2022, for both the VHA and the DPD. This agreement supersedes the previous MOU's between the DPD and the VHA. This agreement shall continue in effect in one year increments, from its effective date. This agreement will automatically renew for subsequent annual periods. Either the VHA or the DPD may cancel this agreement at any time following the provision of a fifteen (15) day written notice to the other party with such notice delivered by certified mail with a return service requested.

Housing Authority of the City of Danville, IL (VHA)

City of Danville

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

00000058

**RESOLUTION NO. 2022-33**

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 Memorandum of Understanding between the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority and Danville Police Department; 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 Memorandum of Understanding between the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority and Danville Police Department.
- 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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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 15<sup>th</sup> day of December, 2022.

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

00000060



## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Jaclyn Vinson, Executive Director 

**DATE:** October 26, 2022

**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 \$32,006.00. This compares to \$34,925.00 from last year.

We are recommending approval.

00000061





October 24, 2022

Accounts Payable,  
Vermilion Housing Authority  
1607 Clyman Lane  
jvinson@vermilionhousing.com; amccoy@vermilionhousing.com;  
Danville, IL 61832

Dear Customer:

Emphasys is pleased to have been servicing your business for many years, providing the industry's most reliable and feature rich public housing agency software. For the past 46 years we have been investing into the PHA industry and working diligently to provide the best PHA software solutions. We optimistically head into 2023 with a firm commitment for continued growth to the benefit of our valued customers.

Over the past five years, we have made over four-hundred notable updates and completed tens of thousands of support ticket requests. Additionally, we have invested in creating several new features to the Elite Software that have added significant value to our software product. Some of these features include:

- Structured and timely response to the Emergency Housing Voucher (EHV) Program
- Federally mandated upgrades to VMS reporting and 1099 MISC and NEC documentation
- Continuous releases of Elite versioning that replace the pre-existing Borland Database Engine (BDE) with the more stable ActiveX Data Objects (ADO)
- Improved response times with Elite calls by replacing .NET code with Delphi

In addition to continuing to build new products, Emphasys will not sunset or slow down our pace on developing and improving the Elite, MyHousing, and other software systems that our clients enjoy today. The Elite system is the foundational piece of our organization, and we remain committed to ensuring that it runs efficiently and affordably for years to come.

In light of the current economic environment with inflation rising to historic levels, and in order to continue to invest in our suite of products while providing the services you deserve, we are implementing price increases at the renewal dates of our agreement. Our renewal with you, the Vermilion Housing Authority is due soon. Your Agency's new renewal amount effective from January 1, 2023 is \$32,006, which includes Annual SMA Fee. The increases will support the continued improvements of our offering to you and your community.

We would like to take this opportunity to thank you for your continued support and partnership and look forward to continuing to serve you.

Sincerely,  
The Emphasys PHA Management Team

Josh Beaver  
Director of Sales and Marketing  
JBeaver@emphasys-software.com

*Please advise us of any information we should update. Your Accounting Contact is Qazi Asad Sami,  
PHA-Billing@emphasys-software.com. Please send any necessary Purchase Orders directly to Asad.*

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**RESOLUTION NO. 2022-34**

**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 \$32,006.00 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 \$32,006.00 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.

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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 15<sup>th</sup> day of December, 2022.

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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## BOARD COMMUNICATION

**DATE:** October 28, 2022  
**TO:** Board of Commissioners  
**FROM:** Executive Director, Jaclyn Vinson  
**SUBJECT:** Staff Compensation Adjustment

This recommendation is to make a one-time compensation adjustment for the VHA staff at the end of calendar year 2022. The framework we are recommending is as follows:

- |   |
|---|
| <ul style="list-style-type: none"><li>• If employee worked all 4 quarters, they will receive \$1,200.00.</li></ul>  |
| <ul style="list-style-type: none"><li>• If employee was employed for some quarters, but not all, they will be entitled to compensation according to the business days which they were employed in that quarter.</li></ul> |
| <ul style="list-style-type: none"><li>• Part time employees will be compensated at a prorated rate based on hours worked.</li></ul>   |

The estimated amount of the adjustment would be \$27,061.08 and with taxes would total approximately \$30,607.98. This would be paid out of the traditional salary accounts.

We are recommending approval of this compensation adjustment as we believe that our staff is truly deserving of this bonus. From handling a tumultuous year through the second year of the pandemic, to new additions to the team, to hitting benchmarks and maintaining performance measures, the current VHA staff truly embodies the mission of the Housing Authority and works to ensure our organization remains an active community partner.

**RESOLUTION NO. 2022-35**

**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 \$30,607.98; 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 \$30,607.98.
- 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.

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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 15<sup>th</sup> day of December, 2022.

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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**2023 HOLIDAYS****DATE**

New Year's Day	Monday, January 2 <sup>nd</sup>
Martin Luther King, Jr. Birthday	Monday, January 16 <sup>th</sup>
President's Day	Monday, February 20 <sup>th</sup>
Good Friday	Friday, April 7 <sup>th</sup>
Memorial Day	Monday, May 29 <sup>th</sup>
Juneteenth	Monday, June 19 <sup>th</sup>
Independence Day	Tuesday, July 4 <sup>th</sup>
Labor Day	Monday, September 4 <sup>th</sup>
Veteran's Day (Observed)	Friday, November 10 <sup>th</sup>
Thanksgiving Day	Thursday, November 23 <sup>rd</sup>
Day after Thanksgiving Day	Friday, November 24 <sup>th</sup>
Christmas Day	Monday, December 25 <sup>th</sup>
Discretionary Holiday (1)	Monday, July 3 <sup>rd</sup>
Discretionary Holiday (2)	Tuesday, December 26 <sup>th</sup>

Board of Commissioners 2023 Meeting Schedule (3<sup>rd</sup> Thursday of the month)

"Out of abundance of caution as it relates to COVID-19, we are suggesting that all 2023 VHA Board of Commissioners Meetings be held at the VHA Administration Building"

**2023 DATE****TIME****LOCATION**

January 19	4:00 p.m.	Administration Bldg., 1607 Clyman Lane
February 16	4:00 p.m.	Administration Bldg., 1607 Clyman Lane
March 16	4:00 p.m.	Administration Bldg., 1607 Clyman Lane
April 20	4:00 p.m.	Administration Bldg., 1607 Clyman Lane
May 18	4:00 p.m.	Administration Bldg., 1607 Clyman Lane
June 15	4:00 p.m.	Administration Bldg., 1607 Clyman Lane
July 20	4:00 p.m.	Administration Bldg., 1607 Clyman Lane
August 17	4:00 p.m.	Administration Bldg., 1607 Clyman Lane
September 21	4:00 p.m.	Administration Bldg., 1607 Clyman Lane
October 19	4:00 p.m.	Administration Bldg., 1607 Clyman Lane
November 16	4:00 p.m.	Administration Bldg., 1607 Clyman Lane
December 21	4:00 p.m.	Administration Bldg., 1607 Clyman Lane

**RESOLUTION NO. 2022-36**

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 2023 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 2023 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.

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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 15<sup>th</sup> day of December, 2022.

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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## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Jaclyn Vinson, Executive Director

**DATE:** November 15, 2022

**RE:** Insurance Policy Renewal



We received our renewal rates from AHRMA and they are as follows:

### AHRMA Renewal Rates

	CY23 Rate	CY 22 Rate	CY 23 Ann. Contribution	CY 22 Ann. Contribution	Difference
Property @ 100% Replacement Cost	\$ 0.174	\$ 0.182	\$ 133,375.00	\$ 147,263.00	\$(13,888.00)
Equipment Breakdown	\$ 0.070	\$ 0.067	\$ 5,354.00	\$ 5,413.00	\$ (59.00)
Business Income and Extra Expense			included	included	
Commercial Crime			\$ 546.00	\$ 574.00	\$ (28.00)
General Liability	\$ 27.00	\$ 27.00	\$ 14,877.00	\$ 18,333.00	\$ (3,456.00)
Public Officials Liability	\$ 26.00	\$ 26.00	\$ 14,326.00	\$ 17,654.00	\$ (3,328.00)
Workers Compensation	\$ 5.12	\$ 4.72	\$ 67,330.00	\$ 59,843.00	\$ 7,487.00
Auto	24 vehicl	19 vehicl	\$ 9,234.00	\$ 8,262.00	\$ 972.00
<b>Annual Contribution</b>			<b>\$ 245,042.00</b>	<b>\$ 257,342.00</b>	<b>\$(12,300.00)</b>

Based on the information AHRMA provided us, we are recommending approval.

**RESOLUTION NO. 2022-37**

**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 Assisted Housing Risk Management Association (AHRMA) in the amount of \$245,042.00; 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 contract with AHRMA for \$245,042.00.
- 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 15<sup>th</sup> day of December, 2022.

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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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## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Jaclyn Vinson, Executive Director

**DATE:** December 6, 2022

**RE:** Health Insurance Policy Renewal

Based on the information Health Alliance provided us, our overall premium is anticipated to increase by 7.7 % for this renewal year (CY 2022 Total Monthly Premium- \$25,762.20; CY 2023 Total Monthly Premium- \$27,763.84). We are recommending approval.

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**RESOLUTION NO. 2022-38**

**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 2023 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 2023 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 15<sup>th</sup> day of December, 2022.

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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**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).



**BY-LAWS**

**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.

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## 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, Hoopeston, 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:

**BY-LAWS**

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

**BY-LAWS**

**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 16, 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).

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**HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS**

**EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

This Employment Agreement is made and entered into as of the 1st Day of January, 2023 by and between the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority (hereinafter referred to as ("VHA") and Jaclyn Vinson, as Executive Director of VHA (hereinafter referred to as ("Employee").

VHA and Employee, for the consideration herein specified, agree as follows:

1. **Term:** VHA, in consideration of the promises herein contained of Employee, hereby employs, and Employee hereby accepts, employment as the Executive Director of VHA, for a term commencing January 1, 2023 and terminating midnight central standard time, December 31, 2024.
2. **Duties:**
  - (a) Employee agrees that she shall be the Chief Executive Officer of VHA, a full-time position, and shall be responsible to the Board of Commissioners of VHA (hereinafter referred to as the "Board").
  - (b) Employee is to be responsible for the overall management of VHA, including, but not limited to, all those duties incident to the Office of the Executive Director as set forth in the job description of VHA for this position and those obligations imposed by local, state and federal laws, rules and regulations.
  - (c) Employee further agrees to perform such other duties as from time to time may be assigned to her by the Board. Any disagreement or misunderstanding regarding additional duties or responsibilities of Employee shall be resolved by the Board Chairman, or by discussion and majority vote of the Board.
3. **Salary:**
  - (a) The Employee's annual base salary commencing January 1, 2023 through December 31, 2023 shall be \$114,700.00. The Employee's annual base salary commencing January 1, 2024 through December 31, 2024 shall be \$121,600.00
  - (b) Employee shall not accept any outside employment, except honoraria without the prior permission of the Board.
4. **Other Expenses:** The Board agrees to provide Employee reimbursement of all reasonable expenses incurred in the interest of VHA upon presentation of such documentation as the Board may require. The Board shall also pay the cost of Employees' dues in professional and service organizations.
5. **Vacation and Sick Leave:** The Board agrees to authorize Employee to take paid time off in accordance with the provisions of the VHA Personnel Policy.
6. **Holidays:** Employee shall be entitled paid Holiday Leave according to the holiday schedule approved and distributed each year to employees of VHA and as described in the VHA Employee Personnel Policy.

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7. **Insurance:** VHA shall provide for Employee and her immediate family the maximum coverage allowed under its group insurance plan, including disability, hospitalization, vision, dental and major medical coverage. VHA shall also provide the basic coverage, term life insurance for Employee, in the amount of 100% of the premium due.
8. **Termination:**
  - (a) This Agreement may be terminated by VHA prior to the end of the employment term in accordance with the following terms:
  - (b) If VHA terminates this Agreement prior to December 31, 2024 for a reason specified herein as being "for cause", said termination shall be effective as of the date specified in the termination notice. VHA may terminate "for cause" upon the Employee's commission of a felony; Employee's failure to perform her assigned duties after a prior written notice to cure any specified written deficiencies in her performance or Employee's action or inaction which constitutes a substantial and material breach of this Agreement. The notice of termination by VHA for any "for cause" termination shall state the basis for such termination, and a hearing before the Board may be requested by Employee.
  - (c) If Employee becomes unable or fails to perform her duties for a period of Twenty (20) working days, VHA may terminate this Agreement and upon termination by VHA for such reason, VHA shall pay to Employee an amount equal to Six (6) month's salary, plus amounts due to continue her medical and life insurance coverage for a period of Twelve (12) months after such termination.
  - (d) Except as provided above, if VHA terminates this Agreement prior to the end of the contract date for a reason that is not "for cause" as set forth supra, VHA shall pay to Employee, in addition to all amounts accrued and due to Employee as of the date of such termination, an amount equal to six (6) month's salary. Said amount shall constitute a severance allowance, and no additional amounts shall be due Employee by reason of such termination.
9. **Personal Automobile:** Employee, when requested to travel by vehicle to fulfill and perform her duties as Executive Director of VHA, will be provided a VHA owned vehicle for use of the Employee, however, if VHA does not have a vehicle for use of the Employee, then the Employee shall use her personal vehicle for those same purposes and shall be entitled to reimbursement by VHA at the current IRS mileage rate.
10. **Dues and Subscriptions:** VHA agrees to budget and pay for the professional dues and subscriptions of the Employee as may be necessary and as approved by VHA for her continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for her continued professional participation, growth, community involvement and advancement and for the benefit of VHA.
11. **Professional Development:** VHA hereby agrees to budget for and pay the travel and subsistence expenses of the Employee for professional and official travel, meetings and occasions adequate to continue the professional development of the Employee and to adequately pursue necessary and, as approved by VHA, official and other functions of VHA, including but not limited to, the annual conference of NAHRO, Illinois NAHRO, PHADA and such other national, regional, state and local governmental groups and committees thereof which the Employee serves as a member of.

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12. **Indemnification:** For acts performed in good faith, and in the furtherance of VHA's business and without negligence, or improper willful intent, and in the belief that the Employee is acting in the interest of VHA, VHA hereby agrees to provide insurance as is provided to other administrative personnel and to indemnify the Employee on the same terms and conditions as are other administrative personnel.
13. **Retirement:** VHA shall contribute on behalf of Employee an amount equal to 12.75% of Employee's annual salary to the Retirement Plan of VHA employee's
14. **General:**

This Agreement and obligation hereunder, may be modified at any time by the mutual agreement of VHA and Employee and upon such terms and conditions as may be mutually agreeable in writing and signed by VHA and Employee.

The VHA Personnel Policy as the same applies to Employee is modified by this Employment Agreement. IT IS EXPRESSLY AGREED THAT SAID PERSONNEL POLICY IS NOT A CONTRACT OF EMPLOYMENT.

This Agreement shall constitute the entire Agreement between the parties and may not be modified by any oral agreements made prior to, during, or after the execution of this agreement.

If any provisions, or any portions of this Agreement as contained herein are held unconstitutional, invalid or unenforceable for any reason, then the remainder of the Agreement, or any portion thereof, shall be deemed severable and shall be in effect and remain in full force.

In Witness Whereof, the parties have caused this Agreement to be executed in their respective names and in the case of VHA, by its Chairman, on the day and year first written above.

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Jaclyn Vinson, Executive Director

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

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**ADDENDUM TO THE EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

This addendum serves to detail the changes, made effective by Board Resolution on April 21, 2022. The Personnel Policy of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority changes from time to time. As such, the Executive Director's contract shall mimic the benefit provided by the Personnel Policy if the Policy benefits are greater than the benefits outlined in the Executive Director's Employment Agreement.

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**RESOLUTION NO. 2022-39**  
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, the Authority to approve the Executive Director's contract with conditions set forth therein for the period of January 1, 2023 to December 31, 2024; 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 Executive Director's contract with conditions set forth therein for the period of January 1, 2023 to December 31, 2024.
- 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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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 15<sup>th</sup> day of December, 2022.

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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