

# **Vermilion Housing Authority**

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## **Board of Commissioners**

**August 17, 2023**

**Board Packet**



TO: All Interested Parties

FROM: Jaclyn Vinson, Executive Director

DATE: August 14, 2023

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, August 17, 2023, at 5:00 p.m.** at **Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois.**



TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director

DATE: August 14, 2023

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, September 21, 2023 at 5:00 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.

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
FAIR OAKS ADMINISTRATION BUILDING BOARD ROOM  
THURSDAY, August 17, 2023  
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 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 July 20, 2023 - VHA Board Minutes (pages 6-19)
6. Police Reports (pages 20-21)
7. Department Reports:
  - (a) Public Housing (pages 22-23)
  - (b) HCV (pages 24-25)
  - (c) Finance (pages 26-42)
  - (d) Personnel (page 43)
8. New Business [all the below items – roll call vote]
  - \* (a) MerChe Manor Surveillance System (pages 44-46)
  - \* (b) Update Bylaws (pages 47-55)
9. Other Business
  - (a) Project Updates
10. Closed Session for Real Estate Matters Pursuant to the IL Open Meetings Act:

5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

11. Chairman/Commissioner Comments
12. Adjournment

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

-The next regularly scheduled meeting of the Board of Commissioners is September 21, 2023 at the Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, IL. We will begin at 5:00 p.m.

MINUTES OF  
JULY 20, 2023  
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 July 20, 2023 at 5:02 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois. Upon roll call requested by Chairman O'Shaughnessy, those present and absent were:

PRESENT: Chairman – Pat O'Shaughnessy, Carla Boyd, Vic McFadden, and Deanna Witzel  
ABSENT: Harsha Gurujal, Tim Tutton, and Courtney Watson  
ALSO PRESENT: Executive Director, Jaclyn Vinson; Deputy Director, Amber McCoy; Housing Operations Director, Brittany Savalick

Chairman O'Shaughnessy introduced and welcomed new county appointments, Vic McFadden (Present) and Tim Tutton (Absent).

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. Commissioner Boyd seconded the motion. Chairman O'Shaughnessy called for a roll call vote to approve the agenda which produced the following:

AYES: C. Boyd, V. McFadden, P. O'Shaughnessy, and D. Witzel  
NAYES: None  
ABSENT: H. Gurujal, T. Tutton, and C. Watson

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 May 18, 2023 Regular Board Meeting 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 May 18, 2023 Regular Board Meeting Minutes be approved. Commissioner Boyd seconded the motion. Chairman O'Shaughnessy called for a roll call vote to approve the minutes of the May 18, 2023 Regular Board Meeting Minutes which produced the following:

AYES: C. Boyd, V. McFadden, P. O'Shaughnessy, and D. Witzel  
NAYES: None  
ABSENT: H. Gurujal, T. Tutton, and C. Watson

Chairman O'Shaughnessy asked for item number 6 on the agenda – Police Reports. Mrs. Vinson stated she has most of the police reports for May and June. A question and answer session followed.

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

**(a) Public Housing** – Brittany Savalick went over the June report. She stated they were at 97% occupancy at all AMPs. A question and answer session followed. She also went over the Ross Grant. A question and answer session followed.

**(b) HCV/Section 8** – Brittany Savalick went over the June report. She stated they were at 470 for June. Hired an Assistant HCV Specialist, Meagan Morgan.

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

**(d) Personnel** – Amber McCoy went over the May and June report.

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

Chairman O'Shaughnessy asked for item number 8 on the agenda – Disposition of Vehicle's; Purchase 2022 Chevy Silverado; Banking Services; Fair Oaks Camera Upgrades, Amendment to Chapter 5 of the HCV Administrative Plan, and Election of Vice Chairman.

**(a) Disposition of Vehicle's** – Mrs. Vinson went over the proposal. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner Witzel made a motion to approve the Disposition of Vehicle's. Commissioner McFadden seconded it.

#### **RESOLUTION NO. 2023-18**

RESOLUTION OF THE BOARD OF COMMISSIONERS OF

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS

d/b/a VERMILION HOUSING AUTHORITY

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

**WHEREAS**, in furtherance of its purpose, the Authority to approve the disposition of vehicles; 2007 Chevrolet Cargo Van, 2003 Ford F250 Pickup Truck and 2003 Ford F150 Pickup Truck; and due to the vehicles poor condition the vehicles will be recycled for the price of metal cost; 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 disposition of vehicles; 2007 Chevrolet Cargo Van, 2003 Ford F250 Pickup Truck and 2003 Ford F150 Pickup



Truck and due to the vehicles poor condition the vehicles will be recycled for the price of metal cost.

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 Disposition of Vehicle’s which produced the following:

AYES: C. Boyd, V. McFadden, P. O’Shaughnessy, and D. Witzel  
NAYES: None  
ABSENT: H. Gurujal, T. Tutton, and C. Watson

Chairman O’Shaughnessy thereupon declared said motion carried.

**(b) Purchase 2022 Chevy Silverado** – Mrs. Vinson went over the proposal. Chairman O’Shaughnessy asked if there were any questions. A question and answer session followed. Chairman O’Shaughnessy asked if there were any other questions. None were presented. Commissioner Witzel made a motion to approve the Purchase of a 2022 Chevy Silverado. Commissioner McFadden seconded it.

### **RESOLUTION NO. 2023-19**

**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 purchase of a 2022 Chevy Silverado 1500 from Miles Chevrolet, Decatur, IL at a cost not to exceed \$37,547.00; 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 purchase of a 2022 Chevy Silverado 1500 from Miles Chevrolet, Decatur IL at a cost not to exceed \$37,547.00.

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 Purchase of 2022 Chevy Silverado:

AYES: C. Boyd, V. McFadden, P. O'Shaughnessy, and D. Witzel  
NAYES: None  
ABSENT: H. Gurujal, T. Tutton, and C. Watson

Chairman O'Shaughnessy thereupon declared said motion carried.

(c) **Banking Services** – Mrs. Vinson went over the proposal. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner Witzel made a motion to approve Banking Services with Iroquois Federal. Commissioner McFadden seconded it.

**RESOLUTION NO. 2023-20**

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 performing banking services with Iroquois Federal for the period of August 1, 2023 to July 31, 2028; 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 to approve performing banking services with Iroquois Federal for the period of August 1, 2023 to July 31, 2028.

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 Banking Services with Iroquois Federal which produced the following:

AYES: C. Boyd, V. McFadden, P. O'Shaughnessy, and D. Witzel  
NAYES: None  
ABSENT: H. Gurujal, T. Tutton, and C. Watson

Chairman O'Shaughnessy thereupon declared said motion carried.

**(d) Fair Oaks Upgrades** – Mrs. Vinson went over the proposal. Chairman O'Shaughnessy asked if there were any questions. A question and answer session followed. Chairman O'Shaughnessy asked if there were any other questions. None were

presented. Commissioner Boyd made a motion to approve the Fair Oaks Camera Upgrades. Commissioner McFadden seconded it.

**RESOLUTION NO. 2023-21**

**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 contract with SEA Group, Inc. for Fair Oaks camera upgrades not to exceed \$29,111.82; 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 SEA Group, Inc. for Fair Oaks camera upgrades not to exceed \$29,111.82.

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 Fair Oaks Camera Upgrades which produced the following:

AYES: C. Boyd, V. McFadden, P. O'Shaughnessy, and D. Witzel

NAYES: None

ABSENT: H. Gurujal, T. Tutton, and C. Watson

Chairman O'Shaughnessy there upon declared said motion carried.

**(e) Amendment to Chapter 5 of the HCV Administrative Plan** – Mrs. Savalick went over the proposal. Chairman O'Shaughnessy asked if there were any questions. A question and answer session followed. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner Witzel made a motion to approve the Purchase of the Amendment to Chapter 4 of the HCV Administrative Plan. Commissioner Boyd seconded it.

## **RESOLUTION NO. 2023-22**

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 Amendment to Chapter 5 of the Section 8/HCV Administrative Plan; and

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

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

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

- Section 2. Approval of the Amendment to Chapter 5 of the Section 8/HCV Administrative Plan.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approve the Amendment to Chapter 5 of the HCV Administrative Plan which produced the following:

AYES: C. Boyd, V. McFadden, P. O'Shaughnessy, and D. Witzel  
NAYES: None  
ABSENT: H. Gurujal, T. Tutton, and C. Watson

Chairman O'Shaughnessy thereupon declared said motion carried.

**(f) Election of Vice Chairman** – Chairman O'Shaughnessy and Mrs. Vinson went over the by laws. A question and answer session followed. Chairman O'Shaughnessy asked if there were any other questions. None were presented. Commissioner Boyd made a motion to approve the Vice Chairman, Deanna Witzel. Vice Chairman McFadden seconded it.

### **RESOLUTION NO. 2023-23**

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 Election of Vice Chairman; 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 Election of Vice Chairman;

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 Election of Vice Chairman, Deanna Witzel which produced the following:

AYES: C. Boyd, V. McFadden, and P. O'Shaughnessy.  
ABSTAIN: D. Witzel  
NAYES: None  
ABSENT: H. Gurujal, T. Tutton, and C. Watson

Chairman O'Shaughnessy thereupon declared said motion carried.

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

**(a) Project Updates** – Mrs. Vinson went over the project updates.

Chairman O'Shaughnessy asked for item 10 on the agenda – Closed Session for Real Estate Matters.

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

None were presented.

Chairman O'Shaughnessy asked for item 11 on the agenda - Chairman/Commissioner Comments. Discussion on changing the time of the board meetings going forward to 5:00pm. Chairman O'Shaughnessy stated we need to update the bylaws to reflect the change permanently next month.

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

AYES: C. Boyd, V. McFadden, P. O'Shaughnessy, and D. Witzel  
NAYES: None  
ABSENT: H. Gurujal, T. Tutton, and C. Watson

The meeting was adjourned at 5:56 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

VHA - Police Reports in Commercial News - July 2023

Date	Type	Location	Description
7/5/2023	Police	Churchill	Domestic battery at 101 E. Seminary, apartment 302.
7/6/2023	Police	MerChe	Theft in the 700 block of Oak Street.
7/6/2023	Police	Fair Oaks	Death investigation in the 1000 block of Belton Drive.
7/8/2023	Police	Fair Oaks	Criminal trespass pass land at 1018 Campbell Lane.
7/20/2023	Police	Fair Oaks	Criminal Trespass in the 900 block of Redden Court.
7/20/2023	Police	Fair Oaks	Assault at the 1000 block of Campbell Lane.

\*Year to Date Comparisons on Next Page

	FY 2024	FY 2023	FY 2024	FY 2023	2024	2023
<b>Total Police Calls</b>			<b>YTD Police:</b>	35	56	
March:	9					FO-7/BT-2
February:	10					FO-7/BT-2/MC-1
January:	6					FO-4/MC-2
December:	9					FO-5/BT-2/CH-1/CM-1
November:	9					FO-4/MC-4/MCT-1
October:	11					FO-4/BT-1/MC-5/CH-1
September:	6					FO-6
August:	15					FO-13/BT-1/MC-1
July:	6					FO-9/BT-2/PVC-1
June:	10					FO-13/BT-1/CM-1
May:	11					FO-11/BT-4/MC-1
April:	8					FO-10/BT-1/MCT-1/PVC-1
						FO-4/MC-1/CH-1
						FO-4/BT-3/MC-2/MCT-1
						FO-6/BT-2/MC-2/CH-1
						FO-4/CM-2/BT-2
<b>Total Calls for the Month:</b>	6		<b>YTD Calls:</b>	35	56	

- FO - Fair Oaks
- BT - Beeler Terrace
- MC - Mer Cha
- CH - Churchill
- MCT - Madson Court
- CM - Centennial Manor
- PVC - Parkview Court
- KC - Kennedy Court

\*Includes County Properties as well

Monthly Occupancy July 2023

AMP	End of Month Occupany	TOTAL UNITS PER	OCCUPIED UNIT %
AMP 101-Fair Oaks	156	158	99%
AMP 102-Beeler, Churchill, Madison Ct.	106	108	98%
AMP 103- Mer Che	93	93	100%
AMP 104- County Sites	169	185	91%
<b>GRAND TOTAL THIS MONTH</b>	<b>524</b>	<b>544</b>	<b>96%</b>
<b>GRAND TOTAL LAST MONTH</b>	<b>524</b>	<b>544</b>	<b>96%</b>

## July 2023 Board Report

### Resident Opportunity & Self Sufficiency (ROSS)

#### Meetings:

- Salvation Army Advisory Board
- DEC Alliance (Drug Endangered Child)
- Violence Prevention Task Force
- Project Success
- Step Up
- AED (Access, Equity, Diversity)
- American Jobs Center Roundtable

#### Trainings:

- HUD/Strong Families (Health, Education and Financial Empowerment)
- The Family Journey: From Chaos to Recovery
- Leadership Tomorrow
- American Association of Service Coordinators Service Coordinator Foundations Course

#### Referrals:

- Referrals made to Community Organizations/Services
  - DACC – Enrollment
  - American Jobs Center
  - Social Security

#### Program:

- ROSS Assessments/Appointments
  - Fair Oaks 4 scheduled/4 attended
  - Mer Che 1 scheduled/1 attended
  - 5 participants provided with bus passes
    - **There are 72 participants enrolled in our program**

#### Other:

- Balloons Over Vermilion
- AMBUCS
- Violence Prevention Task Force W.A.V.E. Event

## Housing Choice Voucher July 2023 Board Report

### UTILIZATION

- New Admissions: 5
- Terminations: 7
  - 2- Voluntary
  - 3- Program Compliance
  - 1- Over Income – 180 Days
  - 1- Deceased

### PROGRAM UPDATE:

The HCV Department is working hard at onboarding new staff and working within HUD budget to house as many families as possible.

Mon.	2022	2023									Total
	FUP	Reg.	DEMO II	RC DEMO	VASH	VASH 16	CP	Port-Out	PMII		
1	442	4	298	13	3	38	54	9	4	8	431
2	439	5	309	13	3	37	57	9	4	7	444
3	433	5	319	12	3	39	56	9	3	6	452
4	419	6	330	10	3	38	56	9	3	6	461
5	417	6	337	10	3	38	55	9	3	6	467
6	423	6	335	10	3	38	56	9	2	6	465
7	428	7	337	10	3	40	56	9	2	6	470
8	428	7	337	10	3	40	57	9	2	6	471
9	434										
10	431										
11	427										
12	431										
<b>Grand Total</b>	<b>5152</b>	<b>46</b>	<b>2602</b>	<b>88</b>	<b>24</b>	<b>308</b>	<b>447</b>	<b>72</b>	<b>23</b>	<b>51</b>	<b>3661</b>

\*Totals reflect retroactive terminations and lease ups as of 1<sup>st</sup> of month, delayed port-outs, and pending move-ins \*

#### 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	916	433	47%
FEB	916	443	48%
MAR	916	451	49%
APR	916	460	50%
MAY	916	465	51%
JUNE	916	468	51%
YTD	5,496	2,720	49%

Month	ABA	HAP	BA Utilization	PUC
JAN	\$239,468	\$217,138	91%	\$501.47
FEB	\$239,468	\$226,522	95%	\$511.34
MAR	\$239,056	\$238,159	100%	\$528.07
APR	\$234,210	\$242,895	104%	\$528.03
MAY	\$234,210	\$247,430	106%	\$532.11
JUNE	\$234,210	\$248,743	106%	\$531.5
YTD	\$1,420,622	\$1,420,887	100%	\$522.38

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





To: Amber McCoy, Deputy Director  
 From: Tamra Hartman, Finance Manager  
 Date: August 8, 2023  
 Re: Finance Report

**Public Housing Operating Fund**

	July 2023	FY 24 YTD
COCC	\$5,079.27	\$16,761.91
AMP 101	\$12,535.45	\$242,517.35
AMP 102	(\$18,764.06)	(\$10,904.01)
AMP 103	(\$11,694.82)	(\$3,478.61)
AMP 104	(\$626.10)	\$35,237.52
Total	(\$13,470.26)	\$280,134.16

**Housing Choice Voucher - Section 8**

Section 8 is currently showing a loss of **\$1,879.78** for the month and an overall loss of **\$2,748.32** for the year.

**Public Housing Capital Fund**

Capital Fund 2021, VHA, funds were drawn down in the amount of **\$7,179.80**.

**Notable AP Expenditures**

First Financial Bank	\$102,979.00	EPC loan payment.
Miles Chevrolet LLC	\$37,547.00	2022 Chevrolet Silverado 1500.
Willie Hall and Son's Tree Service	\$14,650.00	\$10,400.00 – Emergency storm tree removal at Churchill & Fair Oaks. \$4,250.00 – Trimmed trees at Fair Oaks.
Caveman's Tree Service	\$5,600.00	Emergency storm tree removal at Churchill & Mer Che Manor.

**ROSS Grant Funding**

ROSS funds were drawn down in the amount of **\$6,179.78**.

**Tenant Receivables Outstanding**

Tenant accounts receivables for the month have increased in total to **\$36,063.76**.



Vermilion Housing Authority  
**Balance Sheet - Detail**  
 Reporting for periods as of 7/31/2023

<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	4,604,511.42	4,604,511.42	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	270,807.85
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Interfund	861.86	(4,209,863.96)	3,053,778.63	189,445.30	143,855.23	823,646.66	(622.64)
112200 AR Tenants	36,063.76	0.00	10,676.60	3,547.25	7,717.75	14,122.16	176,906.83
112265 Allow Doubtful A	(2,263.25)	0.00	(656.00)	(796.25)	(645.00)	(166.00)	(176,906.83)
112500 Acct Rec HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	38,868.56	38,868.56	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	72,618.41	227.50	23,868.90	13,665.03	11,689.07	23,167.91	1,428.21
121102 Prepaid Soft	11,946.73	0.00	4,809.21	1,867.04	1,778.13	3,492.35	1,389.15
121103 Prepaid HCV	0.00	0.00	0.00	0.00	0.00	0.00	2,041.65
140001 Vehicles	371,167.68	0.00	275,199.68	56,319.00	18,492.00	21,157.00	23,073.00
140002 Equipment	1,144,554.69	111,829.56	434,470.70	180,731.72	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	25,026,997.62	854,399.97	11,010,588.29	8,811,268.41	3,914,637.91	436,103.04	0.00
140005 Accum Deprec	(40,606,973.86)	(1,269,246.54)	(13,566,424.52)	(11,827,610.77)	(4,990,006.08)	(8,953,685.95)	(15,382.00)
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>\$ 13,519,454.72</b>	<b>\$ 492,831.96</b>	<b>\$ 5,743,066.36</b>	<b>\$ 2,061,066.94</b>	<b>\$ 1,608,568.25</b>	<b>\$ 3,613,921.21</b>	<b>\$ 282,735.22</b>
<b>Liability</b>							
211100 Acct Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211400 Sec Dep	62,599.00	0.00	23,300.00	9,149.00	4,950.00	25,200.00	0.00
211704 Health Ins	(30,641.31)	(30,641.31)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins.	(2,995.60)	(2,995.60)	0.00	0.00	0.00	0.00	0.00
211714 Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211716 Unemployment	(1,675.29)	(1,675.29)	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
211719 Mercer Life	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211720 Mercer Vol Life	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211725 Vision	(380.69)	(380.69)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	(333.99)	(333.99)	0.00	0.00	0.00	0.00	0.00
211906 Res Training	10,868.20	0.00	452.48	1,058.62	2,959.48	6,397.62	0.00
211913 Scrap	786.53	786.53	0.00	0.00	0.00	0.00	0.00
212000 Accrued PR	24,102.00	6,368.39	6,088.84	3,936.11	2,827.58	4,881.08	2,757.47
212001 Accrued Tax	1,843.80	487.18	401.54	301.11	216.31	437.66	210.95
213301 EPC M V	28,059.38	0.00	12,626.66	8,417.86	7,014.86	0.00	0.00
213302 EPC Replace	1,717.80	0.00	748.59	405.87	563.34	0.00	0.00
213402 Accrued Vac	0.00	0.00	0.00	0.00	0.00	0.00	0.00
213700 PILOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224000 Prepaid Rents	18,157.13	0.00	2,928.40	3,396.20	553.52	11,279.01	0.00
999900 Unposted Susper	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230000 Loan EPC	1,464,868.86	0.00	659,190.98	439,460.67	366,217.21	0.00	0.00
<b>Total Liability</b>	<b>\$ 1,576,975.82</b>	<b>\$ (28,384.78)</b>	<b>\$ 705,737.49</b>	<b>\$ 466,125.44</b>	<b>\$ 385,302.30</b>	<b>\$ 48,195.37</b>	<b>\$ 2,968.42</b>
<b>Equity</b>							
280200 Net Fix Assets	7,263,684.99	49,217.75	1,871,489.93	1,054,642.11	1,249,990.57	3,038,344.63	18,458.40
280600 Unrestricted	5,866,659.33	455,237.08	3,894,115.22	946,148.67	79,014.67	492,143.69	250,246.42
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	10,017.30
<b>Total</b>	<b>\$ 11,662,344.74</b>	<b>\$ 504,454.83</b>	<b>\$ 4,794,811.52</b>	<b>\$ 1,605,845.51</b>	<b>\$ 1,226,744.56</b>	<b>\$ 3,530,488.32</b>	<b>\$ 278,722.12</b>
Current Year HAP +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,793.00
Current Year Oper +/-	\$ 280,134.16	\$ 16,761.91	\$ 242,517.35	\$ (10,904.01)	\$ (3,478.61)	\$ 35,237.52	\$ (2,748.32)
<b>Current Year Net Assets</b>	<b>\$ 280,134.16</b>	<b>\$ 16,761.91</b>	<b>\$ 242,517.35</b>	<b>\$ (10,904.01)</b>	<b>\$ (3,478.61)</b>	<b>\$ 35,237.52</b>	<b>\$ 1,044.68</b>
<b>Total Equity</b>	<b>\$ 11,942,478.90</b>	<b>\$ 521,216.74</b>	<b>\$ 5,037,328.87</b>	<b>\$ 1,594,941.50</b>	<b>\$ 1,223,265.95</b>	<b>\$ 3,565,725.84</b>	<b>\$ 279,766.80</b>
<b>Liabilities &amp; Net Assets</b>	<b>\$ 13,519,454.72</b>	<b>\$ 492,831.96</b>	<b>\$ 5,743,066.36</b>	<b>\$ 2,061,066.94</b>	<b>\$ 1,608,568.25</b>	<b>\$ 3,613,921.21</b>	<b>\$ 282,735.22</b>

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**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Public Housing Combined**  
**July 2023**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 867,356.00	\$ 75,061.80	\$ 289,677.87	33%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 68,896.00	\$ 6,200.12	\$ 27,066.92	39%
Other Income	\$ 826,361.00	\$ 8,133.25	\$ 26,289.65	3%
Subsidy	\$ 2,731,681.00	\$ 268,633.00	\$ 1,275,005.00	47%
<b>Total Revenue</b>	<b>\$ 4,494,294.00</b>	<b>\$ 358,028.17</b>	<b>\$ 1,618,039.44</b>	<b>36%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 714,839.00	\$ 50,692.36	\$ 216,547.90	30%
Legal	\$ 51,988.00	\$ 675.00	\$ 2,576.50	5%
PBA Mngt. Exp.	\$ -	\$ (9,145.50)	\$ (36,387.00)	0%
Mileage/Travel/Training	\$ 11,737.00	\$ (112.72)	\$ 6,978.39	59%
Other Administrative Exp	\$ 108,017.00	\$ 7,195.40	\$ 28,901.64	27%
<i>Total Administrative Expense</i>	<i>\$ 886,581.00</i>	<i>\$ 49,304.54</i>	<i>\$ 218,617.43</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 12,635.00	\$ 1,029.01	\$ 4,239.40	34%
<i>Total Tenant Services Expenses</i>	<i>\$ 12,635.00</i>	<i>\$ 1,029.01</i>	<i>\$ 4,239.40</i>	
<i>Total Utility Expenses</i>	<i>\$ 605,824.00</i>	<i>\$ 55,546.08</i>	<i>\$ 211,160.86</i>	<i>35%</i>
<i>Maintenance</i>				
Salaries	\$ 700,990.00	\$ 52,173.62	\$ 192,988.13	28%
Materials	\$ 240,190.00	\$ 25,879.60	\$ 95,165.30	40%
Contracts	\$ 487,026.00	\$ 51,577.37	\$ 181,999.18	37%
<i>Total Maintenance Expenses</i>	<i>\$ 1,428,206.00</i>	<i>\$ 129,630.59</i>	<i>\$ 470,152.61</i>	
<i>General Expenses</i>				
Insurance	\$ 174,284.00	\$ 14,523.70	\$ 58,632.80	34%
Employee Benefits	\$ 709,587.00	\$ 48,447.21	\$ 197,474.89	28%
Depreciation Expense	\$ 292,166.00	\$ 25,838.69	\$ 101,488.14	35%
PILOT	\$ 28,083.00	\$ -	\$ -	0%
Casualty Losses	\$ 10,000.00	\$ -	\$ -	0%
Collection Losses	\$ 143,836.00	\$ 1,746.51	\$ 15,008.77	10%
Energy Perf Cont Expense	\$ 140,974.00	\$ 45,432.10	\$ 61,130.38	43%
<i>Total General Expenses</i>	<i>\$ 1,498,930.00</i>	<i>\$ 135,988.21</i>	<i>\$ 433,734.98</i>	
<b>Total Expenses</b>	<b>\$ 4,432,176.00</b>	<b>\$ 371,498.43</b>	<b>\$ 1,337,905.28</b>	<b>30%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 62,118.00</b>	<b>\$ (13,470.26)</b>	<b>\$ 280,134.16</b>	

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - COCC Fund 100**  
**July 2023**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ -			0%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ -			0%
Other Income	\$ 196,431.00			0%
Subsidy	\$ -			0%
<b>Total Revenue</b>	<b>\$ 196,431.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 335,156.00	\$ 27,078.04	\$ 104,621.08	31%
Legal	\$ 40,523.00	\$ 675.00	\$ 1,896.50	5%
PBA Mngt. Exp.	\$ (466,318.00)	\$ (49,368.00)	\$ (196,269.50)	42%
Mileage/Travel/Training	\$ 11,497.00	\$ (189.42)	\$ 6,694.83	58%
Other Administrative Exp	\$ 19,504.00	\$ 2,453.71	\$ 5,587.38	29%
<b>Total Administrative Expense</b>	<b>\$ (59,638.00)</b>	<b>\$ (19,350.67)</b>	<b>\$ (77,469.71)</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>\$ 22,622.00</b>	<b>\$ 1,603.21</b>	<b>\$ 7,213.79</b>	<b>32%</b>
<i>Maintenance</i>				
Salaries	\$ -			0%
Materials	\$ 600.00			0%
Contracts	\$ 56,595.00	\$ 64.59	\$ 3,155.86	6%
<b>Total Maintenance Expenses</b>	<b>\$ 57,195.00</b>	<b>\$ 64.59</b>	<b>\$ 3,155.86</b>	
<i>General Expenses</i>				
Insurance	\$ 546.00	\$ 45.50	\$ 182.00	33%
Employee Benefits	\$ 155,872.00	\$ 12,558.10	\$ 50,156.15	32%
Depreciation Expense	\$ -			0%
PILOT	\$ -			0%
Casualty Losses				0%
Collection Losses	\$ -			0%
Energy Perf Cont Expense	\$ -			0%
<b>Total General Expenses</b>	<b>\$ 156,418.00</b>	<b>\$ 12,603.60</b>	<b>\$ 50,338.15</b>	
<b>Total Expenses</b>	<b>\$ 176,597.00</b>	<b>\$ (5,079.27)</b>	<b>\$ (16,761.91)</b>	<b>-9%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 19,834.00</b>	<b>\$ 5,079.27</b>	<b>\$ 16,761.91</b>	<b>85%</b>

Percent of Budget Month 4 of 12

33%



029

Vermilion Housing Authority  
 Operating Statement - Public Housing - Fair Oaks AMP 101  
 July 2023

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 127,552.00	\$ 10,240.00	\$ 41,172.00	32%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 20,669.00	\$ 1,860.04	\$ 10,073.61	49%
Other Income	\$ 63,471.00	\$ 4,316.50	\$ 8,814.75	14%
Subsidy	\$ 1,381,522.00	\$ 135,461.00	\$ 680,255.00	49%
<b>Total Revenue</b>	<b>\$ 1,593,214.00</b>	<b>\$ 151,877.54</b>	<b>\$ 740,315.36</b>	<b>46%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 108,080.00	\$ 6,572.50	\$ 34,851.86	32%
Legal	\$ 9,229.00	\$ -	\$ 818.00	9%
PBA Mngt. Exp.	\$ 144,460.00	\$ 12,012.50	\$ 47,972.50	33%
Mileage/Travel/Training	\$ -	\$ -	\$ 15.00	0%
Other Administrative Exp	\$ 25,005.00	\$ 1,089.87	\$ 4,419.17	18%
<b>Total Administrative Expense</b>	<b>\$ 286,774.00</b>	<b>\$ 19,674.87</b>	<b>\$ 88,076.53</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,610.00	\$ 297.57	\$ 1,211.62	34%
<b>Total Tenant Services Expenses</b>	<b>\$ 3,610.00</b>	<b>\$ 297.57</b>	<b>\$ 1,211.62</b>	
<b>Total Utility Expenses</b>	<b>\$ 166,369.00</b>	<b>\$ 17,390.94</b>	<b>\$ 56,499.36</b>	<b>34%</b>
<i>Maintenance</i>				
Salaries	\$ 298,272.00	\$ 20,957.54	\$ 75,953.42	25%
Materials	\$ 134,830.00	\$ 14,635.35	\$ 53,200.11	39%
Contracts	\$ 164,002.00	\$ 17,617.00	\$ 81,393.06	50%
<b>Total Maintenance Expenses</b>	<b>\$ 597,104.00</b>	<b>\$ 53,209.89</b>	<b>\$ 210,546.59</b>	
<i>General Expenses</i>				
Insurance	\$ 57,285.00	\$ 4,773.78	\$ 19,364.12	34%
Employee Benefits	\$ 194,223.00	\$ 12,028.85	\$ 49,732.55	26%
Depreciation Expense	\$ 108,108.00	\$ 10,527.85	\$ 40,244.78	37%
PILOT	\$ -			0%
Casualty Losses	\$ 10,000.00			0%
Collection Losses	\$ 93,572.00	\$ 993.91	\$ 4,613.81	5%
Energy Perf Cont Expense	\$ 65,002.00	\$ 20,444.43	\$ 27,508.65	42%
<b>Total General Expenses</b>	<b>\$ 528,190.00</b>	<b>\$ 48,768.82</b>	<b>\$ 141,463.91</b>	
<b>Total Expenses</b>	<b>\$ 1,582,047.00</b>	<b>\$ 139,342.09</b>	<b>\$ 497,798.01</b>	<b>31%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 11,167.00</b>	<b>\$ 12,535.45</b>	<b>\$ 242,517.35</b>	

Vermilion Housing Authority  
**Operating Statement - Public Housing - Beeler/Madison/Churchill AMP 102**  
 July 2023

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 218,508.00	\$ 19,509.80	\$ 73,746.05	34%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 13,779.00	\$ 1,240.02	\$ 4,855.22	35%
Other Income	\$ 199,222.00	\$ 800.75	\$ 6,714.13	3%
Subsidy	\$ 428,742.00	\$ 42,711.00	\$ 198,911.00	46%
<b>Total Revenue</b>	<b>\$ 860,251.00</b>	<b>\$ 64,261.57</b>	<b>\$ 284,226.40</b>	<b>33%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 88,048.00	\$ 5,604.48	\$ 25,658.59	29%
Legal	\$ 436.00	\$ -	\$ 222.00	0%
PBA Mngt. Exp.	\$ 100,285.00	\$ 8,215.00	\$ 32,627.50	33%
Mileage/Travel/Training	\$ 20.00	\$ 5.33	\$ 23.55	0%
Other Administrative Exp	\$ 18,483.00	\$ 1,084.63	\$ 5,917.17	32%
<b>Total Administrative Expense</b>	<b>\$ 207,272.00</b>	<b>\$ 14,909.44</b>	<b>\$ 64,448.81</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,565.00	\$ 205.42	\$ 885.96	35%
<b>Total Tenant Services Expenses</b>	<b>\$ 2,565.00</b>	<b>\$ 205.42</b>	<b>\$ 885.96</b>	
<b>Total Utility Expenses</b>	<b>\$ 128,065.00</b>	<b>\$ 13,325.94</b>	<b>\$ 50,429.93</b>	<b>39%</b>
<i>Maintenance</i>				
Salaries	\$ 107,119.00	\$ 7,961.01	\$ 32,038.41	30%
Materials	\$ 30,030.00	\$ 1,263.81	\$ 8,129.96	27%
Contracts	\$ 75,432.00	\$ 12,389.69	\$ 36,236.11	48%
<b>Total Maintenance Expenses</b>	<b>\$ 212,581.00</b>	<b>\$ 21,614.51</b>	<b>\$ 76,404.48</b>	
<i>General Expenses</i>				
Insurance	\$ 32,796.00	\$ 2,733.02	\$ 11,201.08	34%
Employee Benefits	\$ 110,438.00	\$ 8,146.13	\$ 33,677.87	30%
Depreciation Expense	\$ 96,882.00	\$ 8,073.54	\$ 32,294.16	33%
PILOT	\$ 7,582.00			0%
Casualty Losses	\$ -			0%
Collection Losses	\$ 10,932.00	\$ 388.00	\$ 7,449.00	68%
Energy Perf Cont Expense	\$ 41,510.00	\$ 13,629.63	\$ 18,339.12	44%
<b>Total General Expenses</b>	<b>\$ 300,140.00</b>	<b>\$ 32,970.32</b>	<b>\$ 102,961.23</b>	
<b>Total Expenses</b>	<b>\$ 850,623.00</b>	<b>\$ 83,025.63</b>	<b>\$ 295,130.41</b>	<b>35%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 9,628.00</b>	<b>\$ (18,764.06)</b>	<b>\$ (10,904.01)</b>	

Percent of Budget Month 4 of 12

33%

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Vermillion Housing Authority  
 Operating Statement - Public Housing - Merche AMP 103  
 July 2023

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 191,852.00	\$ 16,916.00	\$ 61,912.82	32%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 11,712.00	\$ 1,054.02	\$ 4,126.95	35%
Other Income	\$ 189,745.00	\$ 1,017.50	\$ 4,775.77	3%
Subsidy	\$ 296,410.00	\$ 29,044.00	\$ 132,488.00	45%
<b>Total Revenue</b>	<b>\$ 689,719.00</b>	<b>\$ 48,031.52</b>	<b>\$ 203,303.54</b>	<b>29%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 74,606.00	\$ 3,390.77	\$ 19,306.27	26%
Legal	\$ 665.00	\$ 250.00	\$ (162.80)	-24%
PBA Mngt. Exp.	\$ 86,413.00	\$ 7,052.50	\$ 28,132.50	33%
Mileage/Travel/Training	\$ 20.00	\$ 1.94	\$ 25.47	0%
Other Administrative Exp	\$ 18,477.00	\$ 1,161.47	\$ 5,050.17	27%
<b>Total Administrative Expense</b>	<b>\$ 180,181.00</b>	<b>\$ 11,856.68</b>	<b>\$ 52,351.61</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,185.00	\$ 178.54	\$ 726.97	33%
<b>Total Tenant Services Expenses</b>	<b>\$ 2,185.00</b>	<b>\$ 178.54</b>	<b>\$ 726.97</b>	
<b>Total Utility Expenses</b>	<b>\$ 116,019.00</b>	<b>\$ 9,324.39</b>	<b>\$ 38,408.63</b>	<b>33%</b>
<i>Maintenance</i>				
Salaries	\$ 85,741.00	\$ 6,134.47	\$ 22,109.90	26%
Materials	\$ 29,298.00	\$ 458.16	\$ 5,783.20	20%
Contracts	\$ 54,468.00	\$ 10,035.54	\$ 24,165.39	44%
<b>Total Maintenance Expenses</b>	<b>\$ 169,507.00</b>	<b>\$ 16,628.17</b>	<b>\$ 52,058.49</b>	
<i>General Expenses</i>				
Insurance	\$ 28,054.00	\$ 2,337.82	\$ 9,351.28	33%
Employee Benefits	\$ 81,636.00	\$ 3,514.93	\$ 18,177.34	22%
Depreciation Expense	\$ 48,441.00	\$ 4,036.77	\$ 16,147.08	33%
PILOT	\$ 6,459.00			0%
Casualty Losses	\$ -			0%
Collection Losses	\$ 12,817.00	\$ 491.00	\$ 4,278.14	33%
Energy Perf Cont Expense	\$ 34,462.00	\$ 11,358.04	\$ 15,282.61	44%
<b>Total General Expenses</b>	<b>\$ 211,869.00</b>	<b>\$ 21,738.56</b>	<b>\$ 63,236.45</b>	
<b>Total Expenses</b>	<b>\$ 679,761.00</b>	<b>\$ 59,726.34</b>	<b>\$ 206,782.15</b>	<b>30%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 9,958.00</b>	<b>\$ (11,694.82)</b>	<b>\$ (3,478.61)</b>	



Vermilion Housing Authority  
 Operating Statement - Public Housing - County Properties AMP 104  
 July 2023

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 329,444.00	\$ 28,396.00	\$ 112,847.00	34%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 22,736.00	\$ 2,046.04	\$ 8,011.14	35%
Other Income	\$ 177,492.00	\$ 1,998.50	\$ 5,985.00	3%
Subsidy	\$ 625,007.00	\$ 61,417.00	\$ 263,351.00	42%
<b>Total Revenue</b>	<b>\$ 1,154,679.00</b>	<b>\$ 93,857.54</b>	<b>\$ 390,194.14</b>	<b>34%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 108,949.00	\$ 8,046.57	\$ 32,110.10	29%
Legal	\$ 1,135.00	\$ (250.00)	\$ (197.20)	-17%
PBA Mngt. Exp.	\$ 135,160.00	\$ 12,942.50	\$ 51,150.00	38%
Mileage/Travel/Training	\$ 200.00	\$ 69.43	\$ 219.54	0%
Other Administrative Exp	\$ 26,548.00	\$ 1,405.72	\$ 7,927.75	30%
<i>Total Administrative Expense</i>	<i>\$ 271,992.00</i>	<i>\$ 22,214.22</i>	<i>\$ 91,210.19</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 4,275.00	\$ 347.48	\$ 1,414.85	33%
<i>Total Tenant Services Expenses</i>	<i>\$ 4,275.00</i>	<i>\$ 347.48</i>	<i>\$ 1,414.85</i>	
<i>Total Utility Expenses</i>	<i>\$ 172,749.00</i>	<i>\$ 13,901.60</i>	<i>\$ 58,609.15</i>	<i>34%</i>
<i>Maintenance</i>				
Salaries	\$ 209,858.00	\$ 17,120.60	\$ 62,886.40	30%
Materials	\$ 45,432.00	\$ 9,522.28	\$ 28,052.03	62%
Contracts	\$ 136,529.00	\$ 11,470.55	\$ 37,048.76	27%
<i>Total Maintenance Expenses</i>	<i>\$ 391,819.00</i>	<i>\$ 38,113.43</i>	<i>\$ 127,987.19</i>	
<i>General Expenses</i>				
Insurance	\$ 55,603.00	\$ 4,633.58	\$ 18,534.32	33%
Employee Benefits	\$ 167,418.00	\$ 12,199.20	\$ 45,730.98	27%
Depreciation Expense	\$ 38,735.00	\$ 3,200.53	\$ 12,802.12	33%
PILOT	\$ 14,042.00			0%
Casualty Losses				0%
Collection Losses	\$ 26,515.00	\$ (126.40)	\$ (1,332.18)	-5%
Energy Perf Cont Expense	\$ -			0%
<i>Total General Expenses</i>	<i>\$ 302,313.00</i>	<i>\$ 19,906.91</i>	<i>\$ 75,735.24</i>	
<b>Total Expenses</b>	<b>\$ 1,143,148.00</b>	<b>\$ 94,483.64</b>	<b>\$ 354,956.62</b>	<b>31%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 11,531.00</b>	<b>\$ (626.10)</b>	<b>\$ 35,237.52</b>	

Vermillion Housing Authority  
 Operating Statement - HCV - Section 8  
 July 2023

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Fraud Recovery	\$ 20,858.00	\$ 1,122.10	\$ 4,238.43	20%
Interest Income	\$ 500.00	\$ 362.57	\$ 1,289.45	258%
Administrative Fees	\$ 345,454.00	\$ 27,511.00	\$ 109,650.00	32%
<b>Total Revenue</b>	<b>\$ 366,812.00</b>	<b>\$ 28,995.67</b>	<b>\$ 115,177.88</b>	<b>31%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 145,888.00	\$ 15,378.06	\$ 50,836.37	35%
Legal	\$ 500.00			0%
Mileage/Travel/Training	\$ 2,475.00	\$ -	\$ 830.00	0%
Other Administrative Exp	\$ 48,690.00	\$ 1,856.09	\$ 12,005.96	25%
Program Management Fee	\$ 100,133.00	\$ 9,145.50	\$ 36,387.00	36%
<i>Total Administrative Expense</i>	<i>\$ 297,686.00</i>	<i>\$ 26,379.65</i>	<i>\$ 100,059.33</i>	
<i>General Expenses</i>				
Insurance	\$ 3,428.00	\$ 285.64	\$ 1,142.56	33%
Employee Benefits	\$ 45,253.00	\$ 3,825.61	\$ 15,186.11	34%
Depreciation Expense	\$ 4,615.00	\$ 384.55	\$ 1,538.20	33%
<i>Total General Expenses</i>	<i>\$ 53,296.00</i>	<i>\$ 4,495.80</i>	<i>\$ 17,866.87</i>	
<b>Total Expenses</b>	<b>\$ 350,982.00</b>	<b>\$ 30,875.45</b>	<b>\$ 117,926.20</b>	<b>34%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 15,830.00</b>	<b>\$ (1,879.78)</b>	<b>\$ (2,748.32)</b>	

Percent of Budget Month 4 of 12

33%

July 31, 2023

**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	7/31/2023 Obligation
<b>Operations 1406</b>	\$ 256,526.80	\$ -	\$ 256,526.80	\$ -	0.0%	\$ 256,526.80
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ 6,496.13		\$ 6,496.13	\$ -		
Background Check Information	\$ 4,503.87		\$ 4,503.87	\$ -		
	\$ 11,000.00	\$ -	\$ 11,000.00	\$ -	0.0%	\$ 11,000.00
<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	\$ 3,890.00		\$ 3,890.00	\$ -		
	\$ 3,890.00	\$ -	\$ 3,890.00	\$ -		\$ 3,890.00
<b>Dwelling Unit - Site Work 1480</b>						
Sewer and Water Line Repairs	\$ 11,036.78	\$ -	\$ 11,036.78	\$ -		
Roadway Patching	\$ 181,716.35	\$ -	\$ 148,127.00	\$ 33,589.35		
	\$ 192,753.13	\$ -	\$ 159,163.78	\$ 33,589.35	17.4%	\$ 159,163.78
<b>Dwelling Unit - Demolition 1480</b>						
Demolition and Relocation - Fair Oaks	\$ 550,458.68		\$ 550,458.68	\$ -		
	\$ 550,458.68	\$ -	\$ 550,458.68	\$ -	0.0%	\$ 550,458.68
<b>Total</b>	<b>\$ 1,289,783.00</b>	<b>\$ -</b>	<b>\$ 1,256,193.65</b>	<b>\$ 33,589.35</b>	<b>2.6%</b>	<b>\$ 1,256,193.65</b>

Percent Obligated 97.4%

**CAPITAL FUND 2021 - Vermillion 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	7/31/2023 Obligation
<b>Operations 1406</b>	\$ 392,598.60	\$ -	\$ 392,598.60	\$ -	0.0%	\$ 392,598.60
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ 9,667.46	\$ -	\$ -	\$ 9,667.46		
Servillance System - Beeler, Fair Oaks, MerChe	\$ 136,261.34		\$ 106,078.19	\$ 30,183.15		\$ 136,261.34
Staff Training	\$ 8,903.77		\$ 8,903.77	\$ -		\$ 8,903.77
IT Improvements	\$ 30,772.06	\$ -	\$ 30,772.06	\$ -		\$ 30,772.06
Background Check Information	\$ 4,395.37	\$ 679.80	\$ 4,395.37	\$ -		\$ 4,000.00
	\$ 190,000.00	\$ 679.80	\$ 150,149.39	\$ 39,850.61	21.0%	\$ 179,937.17
<b>Administration 1410</b>						
Administration Costs	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	100.0%	\$ -
<b>Contract Administration 1480</b>						
A/E Services	\$ 114,225.86		\$ 50,277.02	\$ 63,948.84		\$ 114,225.86
	\$ 114,225.86	\$ -	\$ 50,277.02	\$ 63,948.84	56.0%	\$ 114,225.86
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Unit Modernization - Fair Oaks	\$ -	\$ -	\$ -	\$ -		
Replace Lock Sets - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Replace Siding - Kennedy, Richie, Hubbard Trail, Hillcrest, Beeler	\$ 516,874.14		\$ 508,874.14	\$ 8,000.00		\$ 516,874.14
Appliances - Boiler, Furnaces	\$ 146,688.82	\$ -	\$ 146,688.82	\$ -		\$ 146,688.82
Roof Replacement - Beeler, Fair Oaks	\$ 83,522.97	\$ -	\$ 83,522.97	\$ -		\$ 83,522.97
Roof Painting - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ 747,085.93	\$ -	\$ 739,085.93	\$ 8,000.00	1.1%	\$ 747,085.93
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Sewer and Water Line Repairs	\$ 15,597.10	\$ -	\$ 15,597.10	\$ -		\$ 15,597.10
Roadway Paving	\$ 1,100.00		\$ 1,100.00	\$ -		\$ 1,100.00
Infrastructure Investment - Fair Oaks, Ramey	\$ -	\$ -	\$ -	\$ -		\$ -
Landscape Upgrades	\$ 41,678.37	\$ 6,500.00	\$ 41,678.37	\$ -		\$ 41,678.37
	\$ 58,375.47	\$ 6,500.00	\$ 58,375.47	\$ -	0.0%	\$ 58,375.47
<b>Dwelling Unit - Demolition 1480</b>						
Demolition - Fair Oaks, Ramey	\$ 420,707.14	\$ -	\$ 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>\$ 7,179.80</b>	<b>\$ 1,811,193.55</b>	<b>\$ 151,799.45</b>	<b>7.7%</b>	<b>\$ 1,812,930.17</b>

Percent Obligated 97.4%



July 31, 2023

**CAPITAL FUND 2022 - Vermilion Housing Authority**

Obligation Date: 5/11/2024  
Close Out Date: 5/11/2026

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	7/31/2023 Obligation
<b>Operations 1406</b>	\$ 540,045.00	\$ -	\$ -	\$ 540,045.00	100.0%	\$ -
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00		
Serveillance System	\$ 84,000.00	\$ -	\$ -	\$ 84,000.00		
Staff Training	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00		
IT Improvements	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00		
Background Check Information	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00		
	\$ 171,000.00	\$ -	\$ -	\$ 171,000.00	100.0%	\$ -
<b>Administration 1410</b>						
Administration Costs	\$ 196,299.30	\$ -	\$ -	\$ 196,299.30	100.0%	
<b>Contract Administration 1480</b>						
A/E Services	\$ 46,601.16	\$ -	\$ -	\$ 46,601.16		\$ 46,601.16
	\$ 46,601.16	\$ -	\$ -	\$ 46,601.16	100.0%	\$ 46,601.16
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Unit Modernization - Fair Oaks	\$ 622,836.70	\$ -	\$ -	\$ 622,836.70		
Painting Community Room - Centennial Manor	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ 647,836.70	\$ -	\$ -	\$ 647,836.70		\$ -
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Sewer and Water Line Repairs	\$ -	\$ -	\$ -	\$ -		
Roadway Paving/Curb Upgrades - Deeler	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00		
Landscape Upgrades	\$ 23,398.84	\$ -	\$ -	\$ 23,398.84		
	\$ 58,398.84	\$ -	\$ -	\$ 58,398.84	100.0%	\$ -
<b>Dwelling Unit - Demolition 1480</b>						
Demolition - Parkview	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00		
	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	100.0%	\$ -
<b>Total</b>	\$ 2,160,181.00	\$ -	\$ -	\$ 2,160,181.00	100.0%	\$ 46,601.16

Percent Obligated 2.2%

**ROSS Grant - Vermilion Housing Authority**  
**ROSS211574**  
**July 2023**

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	\$ 4,483.20	\$ 98,214.99	\$ 39,401.01	28.6%
<b>Training Costs 1268</b>					
Training Costs	\$ 6,000.00	\$ 1,278.00	\$ 4,647.90	\$ 1,352.10	
	\$ 6,000.00	\$ 1,278.00	\$ 4,647.90	\$ 1,352.10	22.5%
<b>Administrative Costs 1868</b>					
Administrative Costs	\$ 14,340.00	\$ 418.58	\$ 7,915.33	\$ 6,424.67	
	\$ 14,340.00	\$ 418.58	\$ 7,915.33	\$ 6,424.67	44.8%
<b>Total</b>	<b>\$ 157,956.00</b>	<b>\$ 6,179.78</b>	<b>\$ 110,778.22</b>	<b>\$ 47,177.78</b>	<b>29.9%</b>

**Vermilion Housing Authority**  
**First Financial Bank - Authority Account**  
**July 2023**

**Balance Sheet**

<b>Assets</b>	
111105 Cash	320,791.85
<b>Total Assets</b>	320,791.85
 <b>Liabilities</b>	
2111 Accounts Payable	0.00
<b>Total Liabilities</b>	0.00
 <b>Equity</b>	
2820 Operating Reserves - Retained Earnings	320,738.25
Current Year Operating - Gain/(Loss)	53.60
<b>Total Liabilities &amp; Equity</b>	320,791.85

**Income Statement**

	Current Month	Year to Date
<b>Operating Revenue</b>		
Interest Income	13.62	53.60
Other Income	0.00	0.00
<b>Total Revenue</b>	13.62	53.60
 <b>Operating Expenses</b>		
Other Administrative Expenses	0.00	0.00
<b>Total Expenses</b>	0.00	0.00
Surplus - (Deficit)	13.62	53.60

**Vermillion Housing Authority**  
**Tenant Receivables Outstanding**  
**PHAS Financial Indicator**  
**July 2023**

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-23	\$	8,907.32	1.00%
April-23	\$	11,366.17	1.28%
May-23	\$	12,233.50	1.38%
June-23	\$	20,618.04	2.33%
July-23	\$	36,063.76	4.08%
August-23			0.00%
September-23			0.00%
October-23			0.00%
November-23			0.00%
December-23			0.00%
January-24			0.00%
February-24			0.00%
March-24			0.00%



# Vermilion Housing Authority

## AP Expenditures

July 2023

All Source LLC	\$581.97
Amber McCoy	\$105.58
Ameren Illinois	\$16,912.23
Angela D Hasbargen	\$679.25
Aqua Illinois Inc	\$14,732.79
B & D Sales And Service	\$42.50
Better NOI	\$15.00
Blaine Window Hardware	\$121.64
Botts Locksmith	\$379.50
Bowers Tree Experts	\$6,500.00
Brickyard Disposal & Recycling Inc	\$653.38
Brittany Savalick	\$96.98
Caveman's Tree Service	\$5,600.00
Citibank, N.A.	\$339.98
City of Danville	\$7,229.19
City of Hoopeston	\$2,595.66
Comcast Cable	\$574.55
Connor Company	\$5,237.31
Constellation NewEnergy, Inc.	\$535.00
CTS Computer Center	\$259.59
C-U HVAC	\$427.00
Danville Sanitary District	\$9,686.25
Danville's Flooring Warehouse Inc.	\$3,791.20
Deborah A Wilson	\$100.00
Dial #1 HVAC for Service	\$666.00
Evans, Froehlich, Beth & Chamley	\$675.00
Fastenal	\$445.18
First Financial Bank	\$102,979.00
First Nonprofit Unemployment Program	\$2,137.25
Frank J. Strahl & Sons Inc	\$2,715.27
Georgetown Waterworks	\$2,883.41
Gibson Teldata, Inc.	\$37.55
Hd Supply Facilities Maintenance	\$7,563.42
Health Alliance	\$23,083.38
Housing-Renewal & Local Agency Retirement	\$13,328.66
Illini FS	\$1,231.39
Illinois NAHRO	\$200.00
Indiana Media Group	\$127.14
Jackie S Jackson	\$200.00
Jaelyn Vinson	\$112.29
James Monty Schroeder	\$50.00
Kelly Printing Company Inc.	\$323.00
Kelly's Sign Shop	\$14.00
Kone Inc.	\$3,925.25
Lahne Lawncare	\$360.00
Lowe's	\$10,276.78
Marcus Jackson	\$315.25
Menards - Menards Of Danville	\$1,317.26
Metropolitan Life Insurance Company	\$2,788.23
Miles Chevrolet LLC	\$37,547.00
Nakeisha R Roan	\$87.75
NUSO, LLC	\$351.92
Online Information Services Inc.	\$740.40
PDQ Supply Inc.	\$524.62
Peerless Network	\$994.76
Petty Cash, Amber McCoy Custodial	\$109.47
Quadient Finance USA, Inc	\$3,066.67

Quicklube South	\$198.46
Quill	\$1,896.55
Republic Services	\$6,807.98
Samantha Bruens	\$176.80
Santanna Energy Services	\$374.00
Securitas Technology Corporation	\$320.00
Sparklight Business	\$641.37
Tamera Forthenberry	\$148.22
Terminix Company	\$6,865.00
The Lincoln National Life Insurance Co.	\$277.05
Thyssenkrupp Elevator Corporation	\$1,757.16
Verizon Wireless	\$204.74
Village of Rossville	\$597.55
Vision Service Plan	\$289.17
Wagner Communications Inc.	\$337.23
Watson Tire & Automotive Inc.	\$64.00
Willie Hall and Son's Tree Service	\$14,650.00
Total for all Vendors	333,979.13





## Memorandum

**TO:** Board of Commissioners  
**FROM:** Amber McCoy, Deputy Director  
**DATE:** August 8, 2023  
**RE:** Personnel Monthly Report for the Month of July 2023

**1. The following personnel action was taken in July 2023:**

Shane Wernigk – Maintenance Mechanic – Hired

Justin Wernigk – Maintenance Mechanic – Hired

Aaron McCreary – Maintenance Mechanic – Terminated

John Harvey – HQS Inspection – Hired/Terminated

**2. Staff/Commissioners attended the following training through the Executive Office in July 2023:**

Why Wellness Matters  
Danville, IL

Tamera Forthenberry  
Resident Services Coordinator

Service Coordination and the Social Determinants of Health  
Danville, IL

Tamera Forthenberry  
Resident Services Coordinator

The Family Journey: From Chaos to Recovery  
Danville, IL

Tamera Forthenberry  
Resident Services Coordinator

## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Amber McCoy, Deputy Director

**DATE:** August 8, 2023

**RE:** Surveillance System at MerChe Manor

The Vermilion Housing Authority (VHA) advertised requesting proposals for removal and installation of security cameras. It was the intent of this Request for Proposals (RFP) to secure the services of a qualified contractor to remove the current security camera system, cables, NVR's, and camera wiring and install a new video surveillance system, cameras, and a central monitoring and recording system and required related equipment at MerChe Manor, 723 Oak Street in Danville, IL 61832.

The following companies submitted proposals.

1. Gibson Teldata Inc. \$87,653.67
2. SEA Group \$106,432.76

The proposal structure and ranking criteria was based on price (30 points), evidence of the staff's ability to perform the work as indicated by experience with similar projects, past performance, and experience (30 points), quality of work plan (30 points), Section 3 compliance (5 points) and minority business enterprises or women business enterprises participation (5 points).

The evaluation team reviewed both proposals, resulting in SEA Group being ranked the highest.

We are recommending moving forward with SEA Group for a cost not to exceed \$106,432.76 for the Surveillance System at MerChe Manor.



**RESOLUTION NO. 2023-24**

**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 contract with SEA Group, Inc. for the surveillance system at MerChe Manor not to exceed \$106,432.76; 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 SEA Group, Inc. for the surveillance system at MerChe Manor not to exceed \$106,432.76.
- 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 17<sup>th</sup> day of August, 2023.

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



**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).

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**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





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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 Vermillion County Board. The City of Danville Council will hold five (5) seats to appoint, while the Vermillion 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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**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

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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:

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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).

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**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).

**RESOLUTION NO. 2023-25**

**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 Updated Bylaws; 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 Updated Bylaws.
- 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 17<sup>th</sup> day of August, 2023.

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