

Vermilion Housing Authority



Board of Commissioners

October 19, 2023

Board Packet



TO: All Interested Parties

FROM: Jaclyn Vinson, Executive Director

DATE: October 16, 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, October 19, 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: October 16, 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, October 19, 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, OCTOBER 19, 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 September 21, 2023 - VHA Board Minutes (Pages 6-12)
6. Police Reports (Pages 13-14)
7. Department Reports:
 - (a) Public Housing (Pages 15-17)
 - (b) HCV (Pages 18-19)
 - (c) Finance (Pages 20-36)
 - (d) Personnel (Pages 37)
8. New Business [all the below items – roll call vote]
 - * (a) Fair Oaks Roof Replacement (Pages 38-40)
 - * (b) Centennial Manor Common Area Painting (Pages 41-43)
 - * (c) Cooperation Agreement – DPD (Pages 44-48)

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9. Other Business
 - (a) Project Updates
 - (b) Personnel Policy – First Read
 - (c) Public Participation Policy – First Read
 - (d) Audit Review

 10. Closed Session for Actual Pending Litigation Pursuant to the IL Open Meetings Act:
 - 5 ILCS 120/2(c)(11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

 11. Chairman/Commissioner Comments

 12. Adjournment

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

-The next regularly scheduled meeting of the Board of Commissioners is November 16, 2023, at the Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, IL. We will begin at 5:00 p.m.

MINUTES OF
SEPTEMBER 21, 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 September 21, 2023 at 5:00 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: Harsha Gurujal, Vic McFadden, Chairman - Pat O'Shaughnessy, Tim Tutton, and Vice Chairman - Deanna Witzel

ABSENT: Carla Boyd, and Courtney Watson

ALSO PRESENT: Executive Director, Jaclyn Vinson; Deputy Director, Amber McCoy; Housing Operations Director, Brittany Savalick

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

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

Chairman O'Shaughnessy asked for any additions or deletions to the minutes from the August 17, 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. Vice Chairman Witzel made a motion that the minutes from the August 17, 2023 Regular Board Meeting Minutes be approved. Commissioner McFadden seconded the motion. Upon unanimous ayes, approval was granted.

Chairman O'Shaughnessy asked for item number 6 on the agenda – Police Reports. Mrs. Vinson stated she does have copies of the police reports. 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 August report. She stated they were at 97% occupancy at all AMPs. A question and answer session followed. She also went over the Ross Grant.

(b) **HCV/Section 8** – Brittany Savalick went over the August report. Opened waitlist on Monday and Tuesday this week. Accepted 287 applications. Voucher count on August 1st was 464. A question and answer session followed.

(c) **Finance** — Amber McCoy went over the Finance, TAR’s and Expenditures report for August. A question and answer session followed.

(d) **Personnel** – Amber McCoy went over the August 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 – Beeler Terrace Asphalt Replacement and Farnsworth Group (A&E) for Centennial Manor Metal Roof Replacement.

(a) **Beeler Terrace Asphalt Replacement** – Mrs. Vinson went over the proposal. A question and answer session followed. Chairman O’Shaughnessy asked if there were any more questions. None were presented. Commissioner McFadden made a motion to approve the Beeler Terrace Asphalt Replacement. Vice Chairman Witzel seconded it.

RESOLUTION NO. 2023-26

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 Hesler Paving for Beeler Terrace parking lot improvement project not to exceed \$26,000.00; 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 the contract with Hesler Paving for Beeler Terrace parking lot improvement project not to exceed \$26,000.00.
- 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 Beeler Terrace parking lot improvement project which produced the following:

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

Chairman O’Shaughnessy thereupon declared said motion carried.

(b) A&E Centennial Manor Roof – Mrs. Vinson went over the proposal. A question and answer session followed. Chairman O’Shaughnessy asked if there were any more questions. None were presented. Commissioner McFadden made a motion to approve the A&E with Farnsworth for the Centennial Manor Metal Roof Replacement. Vice Chairman Witzel seconded it.

RESOLUTION NO. 2023-27

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 Farnsworth Group for Centennial Manor Metal Roof Replacement not to exceed \$9,100.00; 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 Farnsworth Group for Centennial Manor Metal Roof Replacement not to exceed \$9,100.00.

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 contract with Farnsworth Group for A&E services for the Centennial Manor roof replacement which produced the following:

AYES: H. Gurujal, V. McFadden, P. O'Shaughnessy, T. Tutton and D. Witzel
NAYES: None
ABSENT: C. Boyd 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. A question and answer session followed.

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. None were presented.

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. Vice Chairman Witzel seconded the motion. Upon unanimous ayes, the meeting was adjourned at 5:25pm.

_____ 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 - September 2023

Date	Type	Location	Description
9/11/2023	Police	MerChe	Aggravated battery of a senior at 723 Oak Street.
9/2/2023	Police	Fair Oaks	Theft under \$500 at 1631 Clyman.
9/8/2023	Police	Beeler	Disorderly conduct at 319 1/2 N Washington.
9/10/2023	Police	MerChe	Theft under \$500 at 723 Oak Street.
9/12/2023	Police	Beeler	Aggravated battery of a child at 315 Bradley.
9/13/2023	Police	MerChe	Theft over \$500 at 723 Oak Street.
9/14/2023	Police	Fair Oaks	Burglary from motor vehicle at 935 Hubbard Lane.
9/16/2023	Police	Fair Oaks	Criminal trespass land at 914 Lewis Lane.
9/16/2023	Police	Beeler	Aggravated domestic battery at 305 N. Washington.
9/17/2023	Police	Fair Oaks	Aggravated domestic battery at 1627 Redden.

*Year to Date Comparisons on Next Page

	FY 2024	FY 2023		FY 2024	FY 2023		
Total Police Calls			YTD Police:	53	77		
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:	10	6					FO-6
August:	8	15					FO-13/BT-1/MC-1
July:	6	12					FO-9/BT-2/PVC-1
June:	10	15					FO-13/BT-1/CM-1
May:	11	16					FO-11/BT-4/MC-1
April:	8	13					FO-10/BT-1/MCT-1/PVC-1
Total Calls for the				FY 2024	FY 2023		
Month:	10		YTD Calls:	53	77		

- FO - Fair Oaks
 - BT - Beeler Terrace
 - MC - MerChe
 - CH - Churchill
 - MCT - Madison Court
 - CM - Centennial Manor
 - PVC - Parkview Court
 - KC - Kennedy Court
- *Includes County Properties as well

Monthly Occupancy September 2023

AMP	End of Month Occupancy	TOTAL UNITS PER	OCCUPIED UNIT %
AMP 101-Fair Oaks			
	158	158	100%
AMP 102-Beeler, Churchill, Madison Ct.			
	107	108	99%
AMP 103- Mer Che			
	92	93	99%
AMP 104- County Sites			
	168	185	91%
GRAND TOTAL THIS MONTH	525	544	97%
GRAND TOTAL LAST MONTH	526	544	97%

September 2023 Board Report

Resident Opportunity & Self Sufficiency (ROSS)

Meetings:

- Igrow (Illinois Home Visiting Collaboration)
- Step-Up Resource Rally Planning Committee
- The Dwelling Place
- VHA Planning Committee
- Continuum of Care
- Step-Up
- ROSS Networking

Trainings:

- Leadership Tomorrow
- Strategies to Support Financial Education in HUD-assisted Communities

Referrals:

- Referrals made to Community Organizations/Services
 - DACC – Enrollment in secondary education
 - DACC – Adult Education (Danville and Hoopeston)
 - American Jobs Center – resume building, job search assistance
 - Fair Hope – Children’s clothing
 - VHA – Maintenance
 - Assistance obtaining birth certificate
 - Home health care
 - Community Action – energy assistance

Program:

- ROSS Assessments/Appointments
 - Mer Che Manor – 7 scheduled/3 attended/ 1 rescheduled
 - Beeler Terrace – 4 scheduled/ 0 attended

- Madison Court – 3 scheduled/ 0 attended
- Fair Oaks – 11 scheduled/0 attended/ 2 rescheduled
- Georgetown, Fairmount, Allerton – 3 scheduled/ 0 attended
- participants provided with bus passes
 - **There are 68 participants enrolled in our program**

Other:

- United Ways Fundraiser
- Festival of Trees Designer Open House

Housing Choice Voucher September 2023 Board Report

UTILIZATION

- New Admissions: 6
- Terminations: 5
 - 2- Voluntary
 - 1- Program Compliance
 - 1-Skipped
 - 1- Over Income – 180 Days
 - 1- Voucher Expired

PROGRAM UPDATE:

The HCV wait list was opened September 18-19. We collected 287 applications between the two days. 231 or 80% of those submitted were local families. 59% of those submitted were either working, elderly, or disabled. We've begun pulling from that list and determining eligibility. We are prepared for a heavy season of initial inspections. We issued 26 vouchers from the waiting list in the month of September.

	2022	2023									
Mon.	FUP	Reg.	DEMO II	RC DEMO	VASH	VASH 16	CP	Port-Out	PMII	Total	
1	442	4	295	13	3	37	54	9	4	7	436
2	439	5	306	13	3	36	57	9	4	7	440
3	433	5	318	12	3	39	56	9	3	6	451
4	419	6	330	10	3	38	56	9	3	6	461
5	417	6	336	10	3	38	56	9	3	6	467
6	423	6	338	10	3	38	56	9	2	6	468
7	428	7	334	10	3	40	57	9	2	6	468
8	428	7	331	10	3	40	57	9	1	6	464
9	434	7	331	10	3	40	57	9	1	6	464
10	431	8	328	9	3	40	55	10	2	7	462
11	427										
12	431										
Grand Total	5152	61	3247	107	30	386	561	91	25	63	4571

*Totals reflect retroactive terminations and lease ups as of 1st 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	426	47%
FEB	916	440	48%
MAR	916	451	49%
APR	916	461	50%
MAY	916	467	51%
JUNE	916	468	51%
JULY	916	468	51%
AUG	916	464	51%
YTD	7,328	3,655	50%

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
JULY	\$234,210	\$251,994	108%	\$535.02
AUG	\$234,210	\$252,414	108%	\$544
YTD	\$1,889,042	\$1,925,295	102%	\$526.76

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: October 11, 2023
Re: Finance Report

Public Housing Operating Fund

	September 2023	FY 24 YTD
COCC	(\$3,758.50)	\$15,662.06
AMP 101	\$56,161.17	\$337,224.84
AMP 102	\$20,259.67	\$54,003.76
AMP 103	\$19,822.39	\$48,862.39
AMP 104	\$26,346.88	\$64,423.61
Total	\$118,831.61	\$520,176.66

Housing Choice Voucher - Section 8

Section 8 is currently showing a loss of **\$1,813.31** for the month and an overall loss of **\$9,047.21** for the year.

Public Housing Capital Fund

Capital Fund 2021, VHA, funds were drawn down in the amount of **\$258.69**.

Capital Fund 2022, VHA, funds were drawn down in the amount of **\$65,530.87**.

Notable AP Expenditures

Iroquois Federal \$709,357.99 Transfer of General Account Funds from CIBM.

ROSS Grant Funding

ROSS funds were drawn down in the amount of \$4,829.70.

Tenant Receivables Outstanding

Tenant accounts receivable for the month have increased in total to \$28,486.19.

**Vermilion Housing Authority
Balance Sheet - Detail**

Reporting for periods as of 9/30/2023

<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	598.81	598.81	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	8,647.61
111112 IF Gen Account	4,916,668.96	4,916,668.96	0.00	0.00	0.00	0.00	0.00
111113 IF HCV Account	0.00	0.00	0.00	0.00	0.00	0.00	254,895.47
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Interfund	559.58	(4,510,509.94)	3,160,538.57	271,014.17	206,669.45	872,847.33	(559.58)
112200 AR Tenants	28,486.19	0.00	14,678.45	2,087.75	3,660.74	8,059.25	177,949.25
112265 Allow Doubtful A	(2,263.25)	0.00	(656.00)	(796.25)	(645.00)	(166.00)	(177,949.25)
112500 Acct Rec HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	26,445.80	26,445.80	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	43,571.01	136.50	14,321.34	8,199.01	7,013.43	13,900.73	856.93
121102 Prepaid Soft	7,168.07	0.00	2,885.51	1,120.24	1,066.89	2,095.43	833.49
121103 Prepaid HCV	0.00	0.00	0.00	0.00	0.00	0.00	1,458.31
140001 Vehicles	320,514.68	0.00	256,162.68	56,319.00	18,492.00	(10,459.00)	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	(40,610,301.54)	(1,269,672.50)	(13,568,443.22)	(11,845,635.19)	(4,998,079.62)	(8,928,471.01)	(16,151.10)
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
Total Assets	\$ 13,724,101.72	\$ 492,002.61	\$ 5,821,301.19	\$ 2,116,939.07	\$ 1,653,865.04	\$ 3,639,993.81	\$ 273,054.13
Liability							
211100 Acct Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211400 Sec Dep	62,569.00	0.00	23,700.00	9,299.00	4,820.00	24,750.00	0.00
211704 Health Ins	(33,152.53)	(33,152.53)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins	(2,171.81)	(2,171.81)	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	0.00	0.00	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	(381.72)	(381.72)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	(242.56)	(242.56)	0.00	0.00	0.00	0.00	0.00
211906 Res Training	9,422.91	0.00	370.17	558.12	3,319.74	5,174.88	0.00
211913 Scrap	978.77	978.77	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	13,435.72	0.00	6,046.00	4,030.77	3,358.95	0.00	0.00
213302 EPC Replace	2,230.90	0.00	660.88	759.24	810.78	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	15,977.98	0.00	2,840.25	3,411.95	860.52	8,865.26	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
Total Liability	\$ 1,559,481.32	\$ (28,114.28)	\$ 699,298.66	\$ 461,756.97	\$ 382,431.09	\$ 44,108.88	\$ 2,968.42
Equity							
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	5,848,758.33	455,237.08	3,884,081.39	941,481.50	74,841.67	493,116.69	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	11,410.10
Total	\$ 11,644,443.74	\$ 504,454.83	\$ 4,784,777.69	\$ 1,601,178.34	\$ 1,222,571.56	\$ 3,531,461.32	\$ 280,114.92
Current Year HAP +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (982.00)
Current Year Oper +/-	\$ 520,176.66	\$ 15,662.06	\$ 337,224.84	\$ 54,003.76	\$ 48,862.39	\$ 64,423.61	\$ (9,047.21)
Current Year Net Assets	\$ 520,176.66	\$ 15,662.06	\$ 337,224.84	\$ 54,003.76	\$ 48,862.39	\$ 64,423.61	\$ (10,029.21)
Total Equity	\$ 12,164,620.40	\$ 520,116.89	\$ 5,122,002.53	\$ 1,655,182.10	\$ 1,271,433.95	\$ 3,595,884.93	\$ 270,085.71
Liabilities & Net Assets	\$ 13,724,101.72	\$ 492,002.61	\$ 5,821,301.19	\$ 2,116,939.07	\$ 1,653,865.04	\$ 3,639,993.81	\$ 273,054.13

Vermilion Housing Authority
Operating Statement - Public Housing - Public Housing Combined
September 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 867,356.00	\$ 78,815.00	\$ 444,959.87	51%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 68,896.00	\$ 19,395.94	\$ 63,359.13	92%
Other Income	\$ 826,361.00	\$ 60,724.88	\$ 208,993.66	25%
Subsidy	\$ 2,731,681.00	\$ 279,587.00	\$ 1,834,180.00	67%
Total Revenue	\$ 4,494,294.00	\$ 438,522.82	\$ 2,551,492.66	57%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 714,839.00	\$ 50,688.58	\$ 343,389.45	48%
Legal	\$ 51,988.00	\$ 6,619.12	\$ 11,723.12	23%
PBA Mngt. Exp.	\$ -	\$ (9,106.50)	\$ (54,580.50)	0%
Mileage/Travel/Training	\$ 11,737.00	\$ 510.61	\$ 7,475.00	64%
Other Administrative Exp	\$ 108,017.00	\$ 4,096.62	\$ 41,620.07	39%
Total Administrative Expense	\$ 886,581.00	\$ 52,808.43	\$ 349,627.14	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 12,635.00	\$ 1,038.17	\$ 6,315.74	50%
Total Tenant Services Expenses	\$ 12,635.00	\$ 1,038.17	\$ 6,315.74	
Total Utility Expenses	\$ 605,824.00	\$ 47,876.29	\$ 306,037.66	51%
<i>Maintenance</i>				
Salaries	\$ 700,990.00	\$ 51,255.97	\$ 323,024.21	46%
Materials	\$ 240,190.00	\$ 25,380.06	\$ 143,672.92	60%
Contracts	\$ 487,026.00	\$ 38,593.42	\$ 265,231.10	54%
Total Maintenance Expenses	\$ 1,428,206.00	\$ 115,229.45	\$ 731,928.23	
<i>General Expenses</i>				
Insurance	\$ 174,284.00	\$ 14,523.70	\$ 87,269.20	50%
Employee Benefits	\$ 709,587.00	\$ 49,175.61	\$ 307,362.83	43%
Depreciation Expense	\$ 292,166.00	\$ 26,990.34	\$ 156,320.74	54%
PILOT	\$ 28,083.00	\$ -	\$ -	0%
Casualty Losses	\$ 10,000.00	\$ -	\$ (1,500.00)	0%
Collection Losses	\$ 143,836.00	\$ 6,816.46	\$ 34,259.56	24%
Energy Perf Cont Expense	\$ 140,974.00	\$ 5,232.76	\$ 53,694.90	38%
Total General Expenses	\$ 1,498,930.00	\$ 102,738.87	\$ 637,407.23	
Total Expenses	\$ 4,432,176.00	\$ 319,691.21	\$ 2,031,316.00	46%
Surplus - (Deficit)	\$ 62,118.00	\$ 118,831.61	\$ 520,176.66	

Percent of Budget Month 6 of 12

50%

Vermilion Housing Authority
Operating Statement - Public Housing - COCC Fund 100
September 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ -			0%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ -			0%
Other Income	\$ 196,431.00	\$ -	\$ 18,000.00	9%
Subsidy	\$ -			0%
Total Revenue	\$ 196,431.00	\$ -	\$ 18,000.00	9%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 335,156.00	\$ 27,074.28	\$ 172,426.82	51%
Legal	\$ 40,523.00	\$ 6,619.12	\$ 8,733.12	22%
PBA Mngt. Exp.	\$ (466,318.00)	\$ (49,329.00)	\$ (294,598.00)	63%
Mileage/Travel/Training	\$ 11,497.00	\$ 298.00	\$ 6,978.83	61%
Other Administrative Exp	\$ 19,504.00	\$ 143.95	\$ 8,643.35	44%
<i>Total Administrative Expense</i>	<i>\$ (59,638.00)</i>	<i>\$ (15,193.65)</i>	<i>\$ (97,815.88)</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ -	\$ -	\$ -	0%
<i>Total Tenant Services Expenses</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	
<i>Total Utility Expenses</i>	<i>\$ 22,622.00</i>	<i>\$ 2,020.91</i>	<i>\$ 11,223.02</i>	<i>50%</i>
<i>Maintenance</i>				
Salaries	\$ -			0%
Materials	\$ 600.00			0%
Contracts	\$ 56,595.00	\$ 4,169.03	\$ 9,403.30	17%
<i>Total Maintenance Expenses</i>	<i>\$ 57,195.00</i>	<i>\$ 4,169.03</i>	<i>\$ 9,403.30</i>	
<i>General Expenses</i>				
Insurance	\$ 546.00	\$ 45.50	\$ 273.00	50%
Employee Benefits	\$ 155,872.00	\$ 12,503.73	\$ 77,976.62	50%
Depreciation Expense	\$ -	\$ 212.98	\$ 1,277.88	0%
PILOT	\$ -			0%
Casualty Losses				0%
Collection Losses	\$ -			0%
Energy Perf Cont Expense	\$ -			0%
<i>Total General Expenses</i>	<i>\$ 156,418.00</i>	<i>\$ 12,762.21</i>	<i>\$ 79,527.50</i>	
Total Expenses	\$ 176,597.00	\$ 3,758.50	\$ 2,337.94	1%
Surplus - (Deficit)	\$ 19,834.00	\$ (3,758.50)	\$ 15,662.06	79%

Percent of Budget Month 6 of 12

50%

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

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 127,552.00	\$ 10,753.00	\$ 61,475.00	48%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 20,669.00	\$ 5,818.78	\$ 19,007.75	92%
Other Income	\$ 63,471.00	\$ 4,259.75	\$ 18,874.75	30%
Subsidy	\$ 1,381,522.00	\$ 140,985.00	\$ 962,226.00	70%
Total Revenue	\$ 1,593,214.00	\$ 161,816.53	\$ 1,061,583.50	67%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 108,080.00	\$ 6,572.49	\$ 51,283.14	47%
Legal	\$ 9,229.00	\$ -	\$ 318.00	3%
PBA Mngt. Exp.	\$ 144,460.00	\$ 12,012.50	\$ 71,687.50	50%
Mileage/Travel/Training	\$ -	\$ -	\$ 15.00	0%
Other Administrative Exp	\$ 25,005.00	\$ 1,037.60	\$ 6,707.03	27%
<i>Total Administrative Expense</i>	<i>\$ 286,774.00</i>	<i>\$ 19,622.59</i>	<i>\$ 130,010.67</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,610.00	\$ 300.22	\$ 1,812.06	50%
<i>Total Tenant Services Expenses</i>	<i>\$ 3,610.00</i>	<i>\$ 300.22</i>	<i>\$ 1,812.06</i>	
<i>Total Utility Expenses</i>	<i>\$ 166,369.00</i>	<i>\$ 13,489.87</i>	<i>\$ 81,736.57</i>	<i>49%</i>
<i>Maintenance</i>				
Salaries	\$ 298,272.00	\$ 17,818.05	\$ 125,390.56	42%
Materials	\$ 134,830.00	\$ 13,284.26	\$ 78,997.65	59%
Contracts	\$ 164,002.00	\$ 9,415.36	\$ 107,524.19	66%
<i>Total Maintenance Expenses</i>	<i>\$ 597,104.00</i>	<i>\$ 40,517.67</i>	<i>\$ 311,912.40</i>	
<i>General Expenses</i>				
Insurance	\$ 57,285.00	\$ 4,773.78	\$ 28,902.68	50%
Employee Benefits	\$ 194,223.00	\$ 10,864.04	\$ 75,996.85	39%
Depreciation Expense	\$ 108,108.00	\$ 10,527.85	\$ 61,300.48	57%
PILOT	\$ -			0%
Casualty Losses	\$ 10,000.00		\$ (500.00)	0%
Collection Losses	\$ 93,572.00	\$ 3,204.60	\$ 9,382.82	10%
Energy Perf Cont Expense	\$ 65,002.00	\$ 2,354.74	\$ 23,804.13	37%
<i>Total General Expenses</i>	<i>\$ 528,190.00</i>	<i>\$ 31,725.01</i>	<i>\$ 198,886.96</i>	
Total Expenses	\$ 1,582,047.00	\$ 105,655.36	\$ 724,358.66	46%
Surplus - (Deficit)	\$ 11,167.00	\$ 56,161.17	\$ 337,224.84	

Percent of Budget Month 6 of 12

50%

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

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 218,508.00	\$ 19,632.00	\$ 112,498.05	51%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 13,779.00	\$ 3,879.19	\$ 12,671.81	92%
Other Income	\$ 199,222.00	\$ 18,453.50	\$ 71,717.51	36%
Subsidy	\$ 428,742.00	\$ 44,452.00	\$ 287,815.00	67%
Total Revenue	\$ 860,251.00	\$ 86,416.69	\$ 484,702.37	56%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 88,048.00	\$ 5,604.48	\$ 39,669.82	45%
Legal	\$ 436.00	\$ -	\$ 552.00	0%
PBA Mngt. Exp.	\$ 100,285.00	\$ 8,215.00	\$ 49,212.50	49%
Mileage/Travel/Training	\$ 20.00	\$ 27.77	\$ 51.32	0%
Other Administrative Exp	\$ 18,483.00	\$ 942.43	\$ 8,050.91	44%
<i>Total Administrative Expense</i>	<i>\$ 207,272.00</i>	<i>\$ 14,789.68</i>	<i>\$ 97,536.55</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,565.00	\$ 207.25	\$ 1,300.46	51%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,565.00</i>	<i>\$ 207.25</i>	<i>\$ 1,300.46</i>	
<i>Total Utility Expenses</i>	<i>\$ 128,065.00</i>	<i>\$ 10,882.99</i>	<i>\$ 72,104.83</i>	<i>56%</i>
<i>Maintenance</i>				
Salaries	\$ 107,119.00	\$ 8,658.00	\$ 52,834.89	49%
Materials	\$ 30,030.00	\$ 2,725.64	\$ 14,263.14	47%
Contracts	\$ 75,432.00	\$ 4,506.16	\$ 47,808.87	63%
<i>Total Maintenance Expenses</i>	<i>\$ 212,581.00</i>	<i>\$ 15,889.80</i>	<i>\$ 114,906.90</i>	
<i>General Expenses</i>				
Insurance	\$ 32,796.00	\$ 2,733.02	\$ 16,667.12	51%
Employee Benefits	\$ 110,438.00	\$ 7,995.99	\$ 51,071.14	46%
Depreciation Expense	\$ 96,882.00	\$ 9,012.21	\$ 50,318.58	52%
PILOT	\$ 7,582.00			0%
Casualty Losses	\$ -			0%
Collection Losses	\$ 10,932.00	\$ 3,076.25	\$ 10,505.25	96%
Energy Perf Cont Expense	\$ 41,510.00	\$ 1,569.83	\$ 16,287.78	39%
<i>Total General Expenses</i>	<i>\$ 300,140.00</i>	<i>\$ 24,387.30</i>	<i>\$ 144,849.87</i>	
Total Expenses	\$ 850,623.00	\$ 66,157.02	\$ 430,698.61	51%
Surplus - (Deficit)	\$ 9,628.00	\$ 20,259.67	\$ 54,003.76	

Percent of Budget Month 6 of 12

50%

Vermilion Housing Authority
Operating Statement - Public Housing - Merche AMP 103
September 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 191,852.00	\$ 16,677.00	\$ 94,814.82	49%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 11,712.00	\$ 3,297.31	\$ 10,771.05	92%
Other Income	\$ 189,745.00	\$ 18,489.00	\$ 58,696.02	31%
Subsidy	\$ 296,410.00	\$ 30,228.00	\$ 192,944.00	65%
Total Revenue	\$ 689,719.00	\$ 68,691.31	\$ 357,225.89	52%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 74,606.00	\$ 3,390.75	\$ 27,783.20	37%
Legal	\$ 665.00	\$ -	\$ 1,997.20	300%
PBA Mngt. Exp.	\$ 86,413.00	\$ 7,130.00	\$ 42,392.50	49%
Mileage/Travel/Training	\$ 20.00	\$ 9.43	\$ 34.90	0%
Other Administrative Exp	\$ 18,477.00	\$ 914.68	\$ 7,086.76	38%
Total Administrative Expense	\$ 180,181.00	\$ 11,444.86	\$ 79,294.56	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,185.00	\$ 180.13	\$ 1,087.23	50%
Total Tenant Services Expenses	\$ 2,185.00	\$ 180.13	\$ 1,087.23	
Total Utility Expenses	\$ 116,019.00	\$ 7,182.13	\$ 52,148.57	45%
<i>Maintenance</i>				
Salaries	\$ 85,741.00	\$ 7,740.70	\$ 39,771.16	46%
Materials	\$ 29,298.00	\$ 2,194.49	\$ 11,254.75	38%
Contracts	\$ 54,468.00	\$ 6,934.27	\$ 34,844.71	64%
Total Maintenance Expenses	\$ 169,507.00	\$ 16,869.46	\$ 85,870.62	
<i>General Expenses</i>				
Insurance	\$ 28,054.00	\$ 2,337.82	\$ 14,026.92	50%
Employee Benefits	\$ 81,636.00	\$ 5,531.63	\$ 29,463.92	36%
Depreciation Expense	\$ 48,441.00	\$ 4,036.77	\$ 24,220.62	50%
PILOT	\$ 6,459.00			0%
Casualty Losses	\$ -			0%
Collection Losses	\$ 12,817.00	\$ (22.07)	\$ 8,648.07	67%
Energy Perf Cont Expense	\$ 34,462.00	\$ 1,308.19	\$ 13,602.99	39%
Total General Expenses	\$ 211,869.00	\$ 13,192.34	\$ 89,962.52	
Total Expenses	\$ 679,761.00	\$ 48,868.92	\$ 308,363.50	45%
Surplus - (Deficit)	\$ 9,958.00	\$ 19,822.39	\$ 48,862.39	

Percent of Budget Month 6 of 12

50%

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

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 329,444.00	\$ 31,753.00	\$ 176,172.00	53%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 22,736.00	\$ 6,400.66	\$ 20,908.52	92%
Other Income	\$ 177,492.00	\$ 19,522.63	\$ 41,705.38	23%
Subsidy	\$ 625,007.00	\$ 63,922.00	\$ 391,195.00	63%
Total Revenue	\$ 1,154,679.00	\$ 121,598.29	\$ 629,980.90	55%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 108,949.00	\$ 8,046.58	\$ 52,226.47	48%
Legal	\$ 1,135.00	\$ -	\$ 122.80	11%
PBA Mngt. Exp.	\$ 135,160.00	\$ 12,865.00	\$ 76,725.00	57%
Mileage/Travel/Training	\$ 200.00	\$ 175.41	\$ 394.95	0%
Other Administrative Exp	\$ 26,548.00	\$ 1,057.96	\$ 11,132.02	42%
Total Administrative Expense	\$ 271,992.00	\$ 22,144.95	\$ 140,601.24	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 4,275.00	\$ 350.57	\$ 2,115.99	49%
Total Tenant Services Expenses	\$ 4,275.00	\$ 350.57	\$ 2,115.99	
Total Utility Expenses	\$ 172,749.00	\$ 14,300.39	\$ 88,824.67	51%
<i>Maintenance</i>				
Salaries	\$ 209,858.00	\$ 17,039.22	\$ 105,027.60	50%
Materials	\$ 45,432.00	\$ 7,175.67	\$ 39,157.38	86%
Contracts	\$ 136,529.00	\$ 13,568.60	\$ 65,650.03	48%
Total Maintenance Expenses	\$ 391,819.00	\$ 37,783.49	\$ 209,835.01	
<i>General Expenses</i>				
Insurance	\$ 55,603.00	\$ 4,633.58	\$ 27,399.48	49%
Employee Benefits	\$ 167,418.00	\$ 12,280.22	\$ 72,854.30	44%
Depreciation Expense	\$ 38,735.00	\$ 3,200.53	\$ 19,203.18	50%
PILOT	\$ 14,042.00			0%
Casualty Losses		\$ -	\$ (1,000.00)	0%
Collection Losses	\$ 26,515.00	\$ 557.68	\$ 5,723.42	22%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
Total General Expenses	\$ 302,313.00	\$ 20,672.01	\$ 124,180.38	
Total Expenses	\$ 1,143,148.00	\$ 95,251.41	\$ 565,557.29	49%
Surplus - (Deficit)	\$ 11,531.00	\$ 26,346.88	\$ 64,423.61	

Percent of Budget Month 6 of 12

50%

Vermilion Housing Authority
Operating Statement - HCV - Section 8
September 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Fraud Recovery	\$ 20,858.00	\$ 506.64	\$ 5,631.21	27%
Interest Income	\$ 500.00	\$ 1,133.68	\$ 3,349.84	670%
Administrative Fees	\$ 345,454.00	\$ 27,511.00	\$ 172,232.00	50%
Total Revenue	\$ 366,812.00	\$ 29,151.32	\$ 181,213.05	49%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 145,888.00	\$ 13,724.01	\$ 86,566.03	59%
Legal	\$ 500.00			0%
Mileage/Travel/Training	\$ 2,475.00	\$ 1,215.00	\$ 2,777.72	0%
Other Administrative Exp	\$ 48,690.00	\$ 2,880.46	\$ 18,000.81	37%
Program Management Fee	\$ 100,133.00	\$ 9,106.50	\$ 54,580.50	55%
<i>Total Administrative Expense</i>	<i>\$ 297,686.00</i>	<i>\$ 26,925.97</i>	<i>\$ 161,925.06</i>	
<i>General Expenses</i>				
Insurance	\$ 3,428.00	\$ 285.64	\$ 1,713.84	50%
Employee Benefits	\$ 45,253.00	\$ 3,368.47	\$ 24,314.06	54%
Depreciation Expense	\$ 4,615.00	\$ 384.55	\$ 2,307.30	50%
<i>Total General Expenses</i>	<i>\$ 53,296.00</i>	<i>\$ 4,038.66</i>	<i>\$ 28,335.20</i>	
Total Expenses	\$ 350,982.00	\$ 30,964.63	\$ 190,260.26	54%
Surplus - (Deficit)	\$ 15,830.00	\$ (1,813.31)	\$ (9,047.21)	

Percent of Budget Month 6 of 12

50%

Vermilion Housing Authority
First Financial Bank - Authority Account
September 2023

Balance Sheet

Assets

111105 Cash	320,818.65
Total Assets	320,818.65

Liabilities

2111 Accounts Payable	0.00
Total Liabilities	0.00

Equity

2820 Operating Reserves - Retained Earnings	320,738.25
Current Year Operating - Gain/(Loss)	80.40
Total Liabilities & Equity	320,818.65

Income Statement

	Current Month	Year to Date
Operating Revenue		
Interest Income	13.18	80.40
Other Income	0.00	0.00
Total Revenue	13.18	80.40
Operating Expenses		
Other Administrative Expenses	0.00	0.00
Total Expenses	0.00	0.00
Surplus - (Deficit)	13.18	80.40

Vermilion Housing Authority
Tenant Receivables Outstanding
PHAS Financial Indicator
September 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	\$	22,368.68	2.53%
September-23	\$	28,486.19	3.22%
October-23			0.00%
November-23			0.00%
December-23			0.00%
January-24			0.00%
February-24			0.00%
March-24			0.00%

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	9/30/2023 Obligation
Operations 1406	\$ 256,526.80	\$ -	\$ 256,526.80	\$ -	0.0%	\$ 256,526.80
Mgmt. Improvements 1408						
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
Administration 1410						
Administration Costs	\$ 128,263.40	\$ -	\$ 128,263.40	\$ -	0.0%	\$ 128,263.40
Non-Dwelling Interior 1480						
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
Dwelling Unit - Exterior 1480						
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
Dwelling Unit - Site Work 1480						
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
Dwelling Unit - Demolition 1480						
Demolition and Relocation - Fair Oaks	\$ 550,458.68		\$ 550,458.68	\$ -		
	\$ 550,458.68	\$ -	\$ 550,458.68	\$ -	0.0%	\$ 550,458.68
Total	\$ 1,289,783.00	\$ -	\$ 1,256,193.65	\$ 33,589.35	2.6%	\$ 1,256,193.65

Percent Obligated 97.4%

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	9/30/2023 Obligation
Operations 1406	\$ 392,598.60		\$ 392,598.60	\$ -	0.0%	\$ 392,598.60
Mgmt. Improvements 1408						
Marketing and Advertising	\$ 8,432.96		\$ 8,432.96	\$ -		\$ 8,432.96
Serveillance System - Beeler, Fair Oaks, MerChe	\$ 133,664.53		\$ 106,078.19	\$ 27,586.34		\$ 133,664.53
Staff Training	\$ 12,203.77		\$ 12,203.77	\$ -		\$ 12,203.77
IT Improvements	\$ 30,772.06	\$ -	\$ 30,772.06	\$ -		\$ 30,772.06
Background Check Information	\$ 4,926.68		\$ 4,926.68	\$ -		\$ 4,926.68
	\$ 190,000.00	\$ -	\$ 162,413.66	\$ 27,586.34	14.5%	\$ 190,000.00
Administration 1410						
Administration Costs	\$ 40,000.00		\$ 18,000.00	\$ 22,000.00	55.0%	\$ 18,000.00
Contract Administration 1480						
A/E Services	\$ 109,305.86	\$ 258.69	\$ 50,535.71	\$ 58,770.15		\$ 109,305.86
	\$ 109,305.86	\$ 258.69	\$ 50,535.71	\$ 58,770.15	53.8%	\$ 109,305.86
Dwelling Unit - Interior/Exterior 1480						
Unit Modernization - Fair Oaks	\$ -	\$ -	\$ -	\$ -		
Replace Lock Sets - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Replace Siding - Kennedy, Richie, Hubbard Trail, Hillcrest, Beeler	\$ 517,894.14		\$ 517,894.14	\$ -		\$ 517,894.14
Appliances - Boiler, Furnaces	\$ 146,688.82	\$ -	\$ 146,688.82	\$ -		\$ 146,688.82
Roof Replacement - Beeler, Fair Oaks	\$ 87,422.97		\$ 87,422.97	\$ -		\$ 87,422.97
Roof Painting - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ 752,005.93	\$ -	\$ 752,005.93	\$ -	0.0%	\$ 752,005.93
Non-Dwelling/Dwelling Unit - Site Work 1480						
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	\$ -	\$ 41,678.37	\$ -		\$ 41,678.37
	\$ 58,375.47	\$ -	\$ 58,375.47	\$ -	0.0%	\$ 58,375.47
Dwelling Unit - Demolition 1480						
Demolition - Fair Oaks, Ramey	\$ 420,707.14		\$ 420,707.14	\$ -		
	\$ 420,707.14	\$ -	\$ 420,707.14	\$ -	0.0%	\$ 420,707.14
Total	\$ 1,962,993.00	\$ 258.69	\$ 1,854,636.51	\$ 108,356.49	5.5%	\$ 1,940,993.00

Percent Obligated 98.9%

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	9/30/2023 Obligation
Operations 1406	\$ 540,045.00	\$ 55,630.63	\$ 150,630.63	\$ 389,414.37	72.1%	\$ 150,630.63
Mgmt. Improvements 1408						
Marketing and Advertising	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00		
Serveillance System	\$ 117,267.28	\$ 9,308.94	\$ 9,308.94	\$ 107,958.34		\$ 117,267.28
Staff Training	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00		
IT Improvements	\$ 41,732.72	\$ -	\$ -	\$ 41,732.72		
Backround Check Information	\$ 8,000.00	\$ 591.30	\$ 591.30	\$ 7,408.70		\$ 591.30
	\$ 171,000.00	\$ 9,900.24	\$ 9,900.24	\$ 161,099.76	94.2%	\$ 117,858.58
Administration 1410						
Administration Costs	\$ 196,299.30	\$ -	\$ -	\$ 196,299.30	100.0%	
Contract Administration 1480						
A/E Services	\$ 55,701.16	\$ -	\$ -	\$ 55,701.16		\$ 55,701.16
	\$ 55,701.16		\$ -	\$ 55,701.16	100.0%	\$ 55,701.16
Dwelling Unit - Interior/Exterior 1480						
Unit Modernization - Fair Oaks	\$ 622,836.70	\$ -	\$ -	\$ 622,836.70		
Painting Community Room - Centennial Manor	\$ 15,900.00	\$ -	\$ -	\$ 15,900.00		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ 638,736.70	\$ -	\$ -	\$ 638,736.70	\$ -	\$ -
Non-Dwelling/Dwelling Unit - Site Work 1480						
Sewer and Water Line Repairs	\$ -	\$ -	\$ -	\$ -		
Roadway Paving/Curb Upgrades - Beeler	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00		\$ 26,000.00
Landscape Upgrades	\$ 23,398.84	\$ -	\$ -	\$ 23,398.84		
	\$ 58,398.84	\$ -	\$ -	\$ 58,398.84	100.0%	\$ 26,000.00
Dwelling Unit - Demolition 1480						
Demolition - Parkview	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00		
	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	100.0%	\$ -
Total	\$ 2,160,181.00	\$ 65,530.87	\$ 160,530.87	\$ 1,999,650.13	92.6%	\$ 350,190.37

Percent Obligated 16.2%

ROSS Grant - Vermilion Housing Authority
ROSS211574
September 2023

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

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available
Project Coordinator 1168					
Project Coordinator	\$ 137,616.00	\$ 4,483.20	\$ 109,423.00	\$ 28,193.00	20.5%
Training Costs 1268					
Training Costs	\$ 6,000.00	\$ -	\$ 5,190.79	\$ 809.21	
	\$ 6,000.00	\$ -	\$ 5,190.79	\$ 809.21	13.5%
Administrative Costs 1868					
Administrative Costs	\$ 14,340.00	\$ 346.50	\$ 9,347.29	\$ 4,992.71	
	\$ 14,340.00	\$ 346.50	\$ 9,347.29	\$ 4,992.71	34.8%
Total	\$ 157,956.00	\$ 4,829.70	\$ 123,961.08	\$ 33,994.92	21.5%

Vermilion Housing Authority

AP Expenditures

September 2023

Ameren Illinois	\$15,880.10
Anderson Electric	\$640.14
Angela D Hasbargen	\$718.25
Apparel Unlimited	\$147.00
Aqua Illinois Inc	\$16,457.66
B & D Sales And Service	\$132.50
Botts Locksmith	\$201.50
Brickyard Landfill - 4725	\$1,312.30
Brittany Savalick	\$165.45
City of Danville	\$7,229.19
City of Hoopeston	\$3,345.42
Comcast Cable	\$574.55
Connor Company	\$120.30
Constellation NewEnergy, Inc.	\$675.20
CTS Computer Center	\$6,171.00
Dajia L. Houston	\$250.00
Danville Area Community College	\$331.50
Danville's Flooring Warehouse Inc.	\$2,597.46
Farnsworth Group Inc.	\$258.69
Fastenal	\$1,273.95
Frank J. Strahl & Sons Inc	\$1,545.00
Frank's House Of Color Inc.	\$359.98
Freeman Exteriors	\$2,974.43
Georgetown Waterworks	\$3,330.42
Gibson Teldata, Inc.	\$37.86
Grainger, Inc	\$526.34
Grunau Company Inc	\$132.00
Hd Supply Facilities Maintenance	\$5,375.38
Health Alliance	\$27,315.74
Heidrick Septic Service Inc.	\$1,770.00
Housing-Renewal & Local Agency Retirement	\$12,951.36
Illini FS	\$2,316.52
Illinois Labor Law Poster Service	\$109.50
Illinois Landfill	\$691.98
Illinois Office of the State Fire Marshal, Elevator Safety Division	\$250.00
Iroquois Federal	\$709,357.99
Jnisha L. Lewis	\$250.00
Johnson Controls Security Solutions	\$2,282.35
Jorgenson Electric Inc.	\$140.00
Kelly Printing Company Inc.	\$128.00
Kiwanis Pancake & Sausage Day	\$75.00
Kone Inc.	\$2,112.34
Lahne Lawncare	\$720.00
Lowe's	\$13,352.57
Menards - Menards Of Danville	\$878.48
Mercedez A Spearman	\$250.00
Metropolitan Life Insurance Company	\$2,138.67
Municipal Water Utility	\$70.00
Nakeisha R Roan	\$107.25
Nan Mckay & Associates Inc.	\$1,454.00
Napa Auto Parts	\$40.97
NUSO, LLC	\$351.97
Olympic Hardware	\$18.39
Online Information Services Inc.	\$699.18
PDQ Supply Inc.	\$1,143.40
Peerless Network	\$996.10
Petty Cash, Tamra Hartman Custodial	\$108.36

Quadient Finance USA, Inc	\$1,000.00
Quadient Leasing USA, Inc.	\$300.15
Quill	\$937.15
Republic Services #726	\$7,032.96
S.E.A. Group, Inc.	\$9,308.94
Sade R. Riddle	\$250.00
Samantha Bruens	\$180.29
Santanna Energy Services	\$240.54
Securitas Technology Corporation	\$382.50
Sparklight Business	\$641.37
Terminix Company	\$3,314.00
The Lincoln National Life Insurance Co.	\$274.95
Thomas Mamer	\$6,619.12
Verizon Wireless	\$204.90
Vermilion Advantage	\$15.00
Village of Rossville	\$647.76
Vision Service Plan	\$288.63
Wagner Communications Inc.	\$469.00
Watson Tire & Automotive Inc.	\$260.00
Watts Copy System	\$640.97
Total for all Vendors	887,851.92



Memorandum

TO: Board of Commissioners
FROM: Amber McCoy, Deputy Director
DATE: October 3, 2023
RE: Personnel Monthly Report for the Month of September 2023

1. The following personnel action was taken in September 2023:

John Pine – Maintenance Mechanic – Re-Hired

Jeff Roberts – Maintenance Mechanic – Hired

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

Payroll Law
Danville, IL

Tamra Hartman
Finance Manager

Human Resource Introduction
Danville, IL

Tamra Hartman
Finance Manager

MEMORANDUM

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director 

DATE: October 13, 2023

RE: Fair Oaks Roof Replacements

We requested quotes to perform roof replacement on 11 buildings and gutter/fascia replacement on 10 buildings at Fair Oaks in Danville, IL.

We solicited quotes from five (5) companies to perform this work. We received complete quotes from two (2) companies, as depicted below.

Company	Price Quotation
Freeman Exteriors	\$520,929.33
Country Carpentry	\$675,500.00

We are recommending approval to enter into a contract with Freeman Exteriors to perform the roofing services, as quoted, at a cost not to exceed \$520,929.33.

RESOLUTION NO. 2023-28

**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 Freeman Exteriors for Fair Oaks Roof Replacements not to exceed \$520,929.33; 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 Freeman Exteriors for Fair Oaks Roof Replacements not to exceed \$520,929.33.
- 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 19th day of October, 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

MEMORANDUM

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director 

DATE: October 13, 2023

RE: Centennial Manor- Stairwell and Community Room Painting

VHA staff requested quotes to paint the stairwells and community room at Centennial Manor in Hoopeston, Illinois.

We met with two contractors, but only received one completed quote.

We are recommending approval of John James Paints for the Centennial Manor Stairwell and Community Room Painting, at a total project cost of \$11,482.60.

RESOLUTION NO. 2023-29

**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 John James Paints for Centennial Manor Stairwell and Community room Painting not to exceed \$11,482.60; 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 John James Paints for Centennial Manor Stairwell and Community Room Painting not to exceed \$11,482.60.
- 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 19th day of October, 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

COOPERATION AGREEMENT BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
D/B/A VERMILION HOUSING AUTHORITY
AND
THE CITY OF DANVILLE, ILLINOIS POLICE DIVISION

This agreement effect the ____ day of _____, 20____, by and between the Housing Authority of the City of Danville, Illinois, d/b/a Vermilion Housing Authority, a Municipal Corporation, hereinafter referred to as The Authority, and the Danville Police Division, an agency of the City of Danville, Illinois, a Municipal Corporation, provides as follows:

SECTION 1- PURPOSE

It is necessary in certain conditions for The Authority as a property owner to request the use of Danville City police officers to investigate and control certain activities conducted by residents, non-residents, or other persons on the common grounds of The Authority's private property located within the Corporate limits of the City of Danville in order to preserve and protect the health, safety, and welfare of The Authority's residents and the public.

SECTION 2- POWER AND AUTHORITY

- a. The Authority does hereby authorize and grant to the City of Danville Police Division as a Agent for the City of Danville, the authority to investigate, arrest, remove, and temporarily bar non-residents for a period up to forty-five (45) days for just cause, who are located on, or enter and remain upon common areas for any property of The Authority. The Authority maintains a No Trespass Policy which determines the time frames during which bar orders will be in effect.
- b. The Danville Police Division specifically has the power to approach people located on the common property of The Authority and to request identification and, if determined to be an individual in violation of The Authority's rules and regulations, recommend to The Authority that the person (or persons) be placed on The Authority's no trespass list, and if that person (or persons) is determined to already be barred from said property, to arrest said person (or persons) for trespassing. The Danville Police Division shall have the authority to cause non-residents to be arrested if they refuse to leave the property. Further, the Danville Police Division shall also have the power to remove non-residents' vehicles from said property at the vehicle owners' expense.
- c. The Authority hereby agrees to cooperate with the Danville Police Division in any criminal, city, and civil prosecutions that may arise from the Police Division's exercise of the authority granted by this agreement.
- d. The Authority and the Danville Police Division as its agent do hereby authorize the Police Division's officers to investigate, arrest, remove, temporarily bar, recommend individuals be placed on The Authority's no trespass list, restrict unauthorized vehicles from entering the common areas of The Authority properties, and to remove unauthorized vehicles at the owners' expense. The police officers are hereby authorized to approach persons located on the properties to determine if they are residents or have been invited onto the properties. Police officers may order any person (or persons) to leave the premises if it is determined that such

person (or persons) fail or refuse to leave when so ordered, the police officers are authorized to arrest persons who return without permission of The Authority or who are barred from the properties by The Authority.

SECTION 3- EFFECTIVE DATE OF AGREEMENT

- a. This agreement shall be in full effect and legally binding from the date signed and approved by both The Authority and the Police Division.
- b. All parties shall receive and retain an original of this agreement.

SECTION 4- TERMINATION OF AGREEMENT

This agreement shall remain in effect unless revoked in writing by either party with a minimum of forty-eight (48) hours written notice to the other party. Notices of revocation will be hand delivered to the main office of The Authority at: 1607 Clyman Lane, Danville, Illinois or to the Danville Police Division, Public Safety Building, 2 East South Street, Danville, Illinois.

SECTION 5- OWNER'S RESPONSIBILITY

The Authority has the sole right to bar a person (or persons) from The Authority's properties except where in this agreement The Authority has authorized the Danville Police Division to act on its behalf. The Authority will keep an up-to-date list of persons barred from The Authority's properties and will provide the Danville Police Division with the updated list of all persons which have been barred from the property on at least a quarterly basis. The Authority will keep its residents informed of the rules and regulations and will require residents to inform guests of The Authority's rules and regulations. If the rules and regulations are broken by guests, the guests may be barred and/or arrested for criminal trespass or violation of State, Federal, and/or City of Danville laws and ordinances. If the rules and regulations are broken by a guest, it is grounds for termination of the tenancy of the resident who is responsible for the guest or who invited the guest onto the properties.

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

BY: _____

TITLE: _____

WITNESS:

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public

DANVILLE POLICE DIVISION, AGENT
OF THE CITY OF DANVILLE, ILLINOIS

BY: _____

TITLE: _____

WITNESS:

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public

RESOLUTION NO. 2023-30

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 cooperation agreement with the 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 cooperation agreement with the 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.

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 19th day of October, 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

VERMILION HOUSING AUTHORITY, ILLINOIS

EMPLOYEE HANDBOOK *Personnel Policies and Procedures*

ADOPTED ON THE 16th DAY OF NOVEMBER 2023

*Effective Date

Vermilion Housing Authority
1607 Clyman Lane
Danville, Illinois 61832

TEL: (217) 443-0621

FAX: (217) 431-7059

TABLE OF CONTENTS

ARTICLE 1 – THIS POLICY

1-1.	SCOPE OF POLICY	9
1-2.	STANDARDS OF INTEGRITY	9
1-3.	ADMINISTRATION OF PERSONNEL POLICY AND PROCEDURES	10
1-4.	POLICY ADMINISTRATION	10
1-5.	RECORDS MAINTENANCE AND PERSONNEL FILE REVIEW	11

ARTICLE 2 – GENERAL INFORMATION

2-1.	EQUAL EMPLOYMENT OPPORTUNITY.....	11
2-2.	EMPLOYMENT-AT-WILL DISCLAIMER.....	12
2-3.	AMERICANS WITH DISABILITIES ACT.....	13
2-4.	EMPLOYMENT OF RELATIVES.....	13
2-5.	EMPLOYMENT OF COMMISSIONERS.....	13
2-6.	HARASSMENT.....	13
2-7.	DRUG AND ALCOHOL POLICY.....	14

ARTICLE 3 – DISCIPLINE ACTIONS

3-1.	GENERAL POLICY.....	15
3-2.	GROUP I RULES AND REGULATIONS.....	16
3-3.	GROUP II RULES AND REGULATIONS	17
3-4.	AUTHORITY EQUIPMENT.....	18

TABLE OF CONTENTS

ARTICLE 4 – EMPLOYEE BENEFITS AND PRIVILEGES

4-1.	EMPLOYEE CLASSIFICATIONS.....	18
4-2.	INTRODUCTORY PERIOD.....	19
4-3.	PERFORMANCE EVALUATIONS AND COST OF LIVING INCREASES.....	20
4-4.	PROMOTIONS/ DEMOTIONS / & TRANSFERS.....	21
4-5.	PERFORMANCE STANDARDS.....	22
4-6.	EMPLOYMENT TERMINATION.....	22
4-7.	RIGHTS OF EMPLOYEES.....	23

ARTICLE 5 – EMPLOYMENT LEAVE BENEFITS

5-1.	HOLIDAY LEAVE.....	23
5-2.	VACATION LEAVE.....	24
5-3.	PERSONAL LEAVE SICK LEAVE.....	25
5-4.	FAMILY MEDICAL LEAVE ACT (FMLA).....	25
5-5.	EXTENDED LEAVES OF ABSENCE.....	28
5-6.	GENERAL LEAVE PROVISIONS.....	29
5-7.	LIGHT DUTY ASSIGNMENTS.....	30
5-8.	OTHER PAID LEAVE.....	30

TABLE OF CONTENTS

ARTICLE 6 – EMPLOYMENT BENEFITS

6-1.	GENERAL PROVISIONS AND APPLICATIONS.....	32
6-2.	GROUP HEALTH INSURANCE AND DENTAL PLAN.....	32
6-3.	RETIREMENT PLAN.....	33
6-4.	LIFE INSURANCE.....	33
6-5.	CONTINUATION OF BENEFITS.....	33

ARTICLE 7 – COMPENSATION POLICIES

7-1.	PAY PERIOD.....	34
7-2.	WORK SCHEDULE.....	34
7-3.	OVERTIME – NON-EXEMPT.....	36

ARTICLE 8 – EMPLOYEE RESPONSIBILITIES

8-1.	EMPLOYEE RESPONSIBILITIES, GENERALLY.....	36
8-2.	RULES AND REGULATIONS.....	36
8-3.	ABSENTEEISM AND TARDINESS.....	37
8-4.	POLITICAL ACTIVITY.....	37
8-5.	POLITICAL CONTRIBUTIONS.....	37

TABLE OF CONTENTS

8-6. GIFTS AND GRATITUDES.....	37
8-7. CONFLICT OF INTEREST.....	38
8-8. SAFETY.....	39
8-9. VEHICLE ACCIDENT REPORTING PROCEDURES.....	40
8-10. INCIDENT/LIABILITY REPORT.....	40
8-11. WORKERS' COMPENSATION FOR INJURED EMPLOYEES.....	40
8-12. SUBSTANCE ABUSE AND THE DRUG-FREE WORKPLACE.....	41
8-13. SMOKE-FREE WORKPLACE.....	42
8-14. OUTSIDE EMPLOYMENT.....	42
8-15. CONFIDENTIALITY.....	43
8-16. PERSONNEL FILES.....	43
8-17. PAYROLL AND RETIREMENT RECORDS.....	44
8-18. RELEASE OF INFORMATION.....	44
8-19. TELEPHONE/CELL PHONE USE.....	45
8-20. COMPANY EQUIPMENT.....	45
8-21. PROTECTION OF VHA AND EMPLOYEE PROPERTY.....	45
8-22. DRESS CODE/UNIFORMS.....	45

TABLE OF CONTENTS

ARTICLE 9 – TRAVEL REGULATIONS

9-1. OVERVIEW.....	46
9-2. TRAVEL OR PER DIEM REIMBURSEMENT.....	46
9-3. AUTHORIZED MODES OF TRAVEL.....	48
9-4. AUTHORITY OWNED VEHICLE.....	48
9-5. PERSONAL VEHICLE.....	48
9-6. ADVANCE TRAVEL ALLOWANCE.....	49
9-7. REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSE.....	49
9-8. COMPENSATION DURING ATTENDANCE AT SEMINARS, OUTSIDE MEETINGS AND TRAVEL.....	50

WELCOME

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

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

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

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

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

Again, may we extend a sincere, WELCOME!

Jaclyn Vinson, Executive Director

Vermilion Housing Authority

Mission Statement

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

ARTICLE 1 – THIS POLICY

1-1. SCOPE OF POLICY

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

1-2. STANDARDS OF INTEGRITY

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

- Accepting any money, gifts, services, loans, entertainment, or anything else of value from applicants/residents/owners/commissioners or the public;
- Requesting, coercing or threatening any person to do something for you as a condition for participating in or remaining in an assisted housing program;
- Processing an application for a relative or friend;
- Changing dates to show favor or advancement toward any person;
- Giving favored treatment to any person that is not permitted by laws of VHA policies;
- Encouraging or coaching co-workers, applicants/residents/homebuyers to ignore or violate any VHA rule or policy;
- Ignoring or failing to report questionable activities of applicants/residents/homebuyers/co-workers/landlords. Failing to report suspected violations of the law or HUD regulations to appropriate Management;
- Falsely creating, forging or altering any documents or uttering statements that are used to determine eligibility or level of benefits in an assisted housing program;
- Submitting or processing any documents for nonexistent residents/homebuyers

or scheming with applicants/residents/homebuyers to share any benefits.

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

1-3. ADMINISTRATION OF PERSONNEL POLICY AND PROCEDURES

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

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

1-4. POLICY ADMINISTRATION

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

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

1-5. RECORDS MAINTENANCE AND PERSONNEL FILE REVIEW

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

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

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

ARTICLE II – GENERAL INFORMATION

2-1. EQUAL EMPLOYMENT OPPORTUNITY

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

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

2-2. EMPLOYMENT-AT-WILL

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

2-3. THE AMERICANS WITH DISABILITIES ACT

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

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

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

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

2-4. EMPLOYMENT OF RELATIVES

The VHA permits the employment of employee's family members. Members of the

immediate family of, or individuals living in the same household as, an Agency employee, will not be hired for or transferred to positions within the same department where either employee would be considered a direct supervisor.

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

All employees must disclose familial ties.

2-5. EMPLOYMENT OF COMMISSIONERS

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

2-6. HARASSMENT

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

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

Complaint Procedure for Harassment allegations:

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

2-7. DRUG AND ALCOHOL POLICY

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

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

A. DRUGS

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

B. ALCOHOL

1. Reporting to work or working under the influence of alcohol.

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

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

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

A. TESTING

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

VHA reserves the right to implement a random drug testing policy at its discretion. If a positive test result shows up in either Drugs or Alcohol, the employee ~~will~~ may be given (two) 2 weeks suspension without pay for the first offense. The employee will be able to come back to work after the suspension, provided they pass another drug/alcohol test. A refusal to submit to a test will be considered a positive test result and the employee ~~will~~ may be subject to termination. A secondary offense of the drug and or alcohol policy outlined above ~~will~~ may result in immediate termination.

ARTICLE 3 – DISCIPLINE ACTIONS

3-1. GENERAL POLICY

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

As a matter of policy, the VHA seeks to resolve conduct and performance problems in the most informal and positive manner possible.

All formal disciplinary action taken against an employee shall be confirmed by a written memorandum, a copy of which shall be placed in the affected employee's personnel file. Verbal warnings must be documented in writing to the Executive Director at the time of the warning.

3-2. GROUP I RULES AND REGULATIONS

Violations of Group I Rules and Regulations ~~will~~ may be disciplined as follows:

First Offense - Verbal warning and instructions.

Second Offense - Written reprimand and instructions.

Third Offense – Suspension without pay or termination of employment.

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

- a. Failure to work assigned hours, including overtime;
- b. Not working, wasting time, loitering or leaving assigned work areas during working hours without permission of the Supervisor;
- c. Taking more than specified time for meals;
- d. Productivity or workmanship not up to required job description;
- e. Disregarding job duties by loafing or neglect of work during work hours;
- f. Tardy to work more than two (2) times in one pay period, without prior authorization from direct supervisor;
- g. Repeated absenteeism more than two (2) unexcused absences in one pay period; or consecutive pay periods with unexcused absences;

- h. Absent without permission or leave (AWOL);
- i. Violating a safety rule or safety practice;
- j. Failure to report an accident or personal injury in which the employee was involved while on the job within 24 hours of the occurrence;
- k. Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, demonstrations on the job, or similar types of disorderly conduct;
- l. Creating or contributing to unsafe and unsanitary conditions or poor housekeeping; and
- m. Failure to keep the VHA and/or personnel notified of proper address or telephone number (if any).
- n. Failure to refrain from smoking in designated work areas and or vehicles.

3-3. GROUP II RULES AND REGULATIONS

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

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

Second Offense - Suspension without pay or termination of employment.

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

- a. Provoking or instigating a fight, or fighting at any time on VHA property;
- b. Threatening, intimidating, coercing, or interfering with fellow employees or supervisors at any time, including abusive language;
- c. Making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the VHA, or its operations; and
- d. Receipt from any person of any fee, gift or other valuable thing in the course of work, when such fee, gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that afforded other persons.
- e. Reporting for work under the influence of Drugs and/or Alcohol;
- f. Wanton and willful neglect in the performance of assigned duties;
- g. Falsification of personal or VHA records including employment applications, accident records, purchase orders, time sheets, records on applications, or any other work related records;
- h. Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, or Workman's Compensation benefits;

- i. Insubordination by the refusal to perform work assigned or to comply with written or verbal instructions of the supervisory force or discourtesy to persons with whom he/she comes in contact while in the performance of his/her duties;
- j. Unauthorized possession of firearms, explosives, or weapons on VHA property;
- k. Theft or removal from VHA locations without proper authorization, any VHA property or property of an employee;
- l. Immoral, unlawful, or improper conduct or indecency either on or off the job which would tend to affect the employee's relationship to his/her job, his/her fellow workers, his/her reputation or good will in the community;
- m. The possession, use and/or sale of illegal narcotics in any form;
- n. Proven incompetence or inefficiency in the performance of assigned duties in his/her position;
- o. Use or attempted use of a political influence or bribery to secure an advantage of any manner; and
- p. Conviction or guilt of a felony, or a misdemeanor

3-4. AUTHORITY EQUIPMENT

At the time of separation ~~and prior to final payment~~, all records, assets, and other items of VHA property in the employee's custody shall be transferred to the Executive Director or his/her designee.

ARTICLE 4 – EMPLOYEE BENEFITS AND PRIVILEGES

4-1. EMPLOYEE CLASSIFICATIONS

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

a) Regular Full-Time Employee

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

b) Regular Part-Time Employee

Employees who complete a satisfactory introductory period and regularly work twenty-nine (29) hours or less per week. Part-time employees are entitled to the

VHA fringe benefits based on their prorated hours worked per week.

~~c) Temporary Employee~~

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

Chart of Classifications and Benefits

FULL-TIME	PART-TIME	TEMPORARY EMPLOYEE
30 or more hours/week	29 hours or less/week- not to exceed 718 hours during any consecutive 13 pay periods	As-needed
Holiday Pay	Holiday Pay	Holiday Pay
Paid Time Off Paid Sick Time Paid Vacation Time	No Paid Time Off Paid Vacation Time	No Paid Time Off
Pay for Jury Duty	Pay for Jury Duty	Pay for Jury Duty
Health Insurance Benefit	No Health Insurance Benefit	No Health Insurance Plan
Retirement Plan	No Retirement Plan	No Retirement Plan

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

The Executive Director may designate other positions as Exempt in the future. A position may be removed from Exempt status if warranted by the position requirements. ~~Additions or subtractions from the list do not require a change to this policy; however, the changes should be in writing and the incumbent of the position so informed.~~

4-2. INTRODUCTORY PERIOD

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

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

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

4-3. PERFORMANCE EVALUATIONS AND COST OF LIVING INCREASES

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

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

All other employees will be evaluated at least annually ~~based upon their date of hire~~

~~(anniversary date)~~. Any employee, whether newly employed or permanent full-time, may be evaluated in any situation where his/her immediate supervisor determines that such employee's job performance is either so outstanding or so unsatisfactory that a special performance rating is warranted.

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

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

Cost of Living Increases

Cost of Living increases ~~vary by employee~~, are subject to budget limitations, and must be approved by the Executive Director.

4-4. PROMOTIONS

Promotions

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

Job openings and promotions for which management seeks candidates from within the VHA will be posted on the bulletin boards at the VHA office, ~~Maintenance Department~~

~~and Family Enrichment Center.~~ If the VHA deems it appropriate, job openings or promotions may be made without posting notice. When job openings or promotion opportunities are posted, interested employees must submit an application and or resume by the due date as posted in the notice. The Executive Director may solicit outside candidates during or after the posting period.

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

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

4-5. PERFORMANCE STANDARDS

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

- a. Required attendance at work, and authorized exceptions;
- b. Proper use of VHA property;
- c. Safety rules;
- d. Standards for personal attire and grooming;
- e. Standards related to the Disciplinary Policy.

When an employee's performance is evaluated as "in need of improvement" or "development needed" direct supervisor shall attach written explanation of the reasons for finding a level of performance other than satisfactory. Further, evaluation of "in need of improvement" or "development needed" shall be accompanied by a written explanation of suggested corrective actions to be taken by the employee.

4-6. EMPLOYMENT TERMINATION

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

- ❖ Resignation – voluntary employment termination initiated by an employee.

- ❖ Discharge – involuntary employment termination initiated by the organization.
- ❖ Layoff – involuntary employment termination initiated by the organization for non-disciplinary reasons.
- ❖ Retirement – voluntary employment termination initiated by the employee meeting age (sixty-five (65)), length of service (five (5) years), and any other criteria for retirement from the organization.

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

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

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

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

4-7. RIGHTS OF EMPLOYEES

Employees who are separated shall receive payment for all earned salary.

ARTICLE 5 – EMPLOYMENT LEAVE BENEFITS

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

5-1. HOLIDAY LEAVE

The VHA will observe the following paid holidays:

- * New Year's Day
- * Martin Luther King Jr.'s Birthday

- * Presidents' Day
- * Good Friday
- * Memorial Day
- * Juneteenth
- * Independence Day
- * Labor Day
- * Columbus Day
- * Veterans Day
- * Thanksgiving Day
- * Day after Thanksgiving
- * Christmas Day

Two (2) discretionary days ~~as approved by the Board of Commissioners upon recommendation~~ to be designated by the Executive Director. If a scheduled holiday falls upon a Sunday, the Monday following shall be a holiday; if such foregoing date falls upon a Saturday, the preceding Friday shall be a holiday. Part-time ~~and temporary~~ employees will be paid their regularly scheduled hours, if the holiday falls on their regularly scheduled workday. Eligible employees will be paid up to eight (8) hours per observed holiday.

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

5-2. VACATION LEAVE

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

0 to 5 years of service	10 days per year	80 hours per year
5 + years of service	20 days per year	160 hours per year

Vacation leave is earned at the following rates for the VHA part-time employees:

5 days per year	40 hours per year
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Vacation eligibility for the full-time employees shall be based on the length of continuous service, starting with the first day of full-time employment with any department of VHA. Each day of vacation eligibility shall represent eight (8) hours of time off available to the employee. Vacation is paid at the employee's regular rate of pay at the time the vacation is taken in accordance with the Authority's regular payroll

policy.

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

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

Employees must use all their vacation time in a fiscal year. Any vacation time remaining on March 31 of each year will be forfeited; all vacation time will be reset on April 1 of each year.

Employees hired after April 1 will be entitled to prorated vacation leave based on work days remaining in the fiscal year, after the completion of their ninety (90) day introductory period. If an employee is terminated and rehired within the same year, vacation time does not reset until the next year (April 1).

5-3. ~~PERSONAL SICK LEAVE~~

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

Full-time regular employees shall accrue ten (10) hours of ~~personal~~ sick leave each month. ~~Personal~~ Sick leave is accrued on a continuing basis. There is no maximum accrual rate for ~~personal~~ sick leave. There is no cash payment for ~~personal~~ sick leave in instances of employment termination, resignation, or any other separation. Sick leave, as with regular vacation leave, must be approved by the supervisor.

5-4. FAMILY MEDICAL LEAVE ACT (FMLA)

Leave Entitlements

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

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

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

The VHA requires the use of accrued paid leave while taking FMLA leave. However, for every pay period you receive no payable hours, the employee will not accrue sick time.

Benefits & Protection

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

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

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

Eligibility Requirements

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

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

Requesting Leave

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

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include information to an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

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

Employer Responsibilities

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

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

Enforcement

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

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

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

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

Family member medical leave: An employee is entitled to leave to care for a child, spouse, or parent of the employee who has a serious health condition. The term “needed to care for” encompasses physical and psychological care. Spouse is defined as a husband or wife as recognized under State law. A parent is a biological parent, adoptive parent, foster parent, step-parent, or an individual who is “in loco parentis’.

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

Basic FMLA Information

1. FMLA leave will run concurrently with any sick, vacation and personal leave.

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

5-5. EXTENDED LEAVES OF ABSENCE

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

1. Leaves of absence may only be granted for the employee's personal medical condition. Leaves of absence must be requested in writing at least five (5) business days prior to the requested start date of the leave of absence.
2. Leaves of absence are effective following the conclusion of the twelve (12) weeks FMLA leave. The leave of absence, if approved, will be effective on the first day following the end of the full twelve (12) week usage of FMLA leave. However, if the employee has sufficient paid leave that continues beyond the FMLA period, the leave of absence would be effective on the first day following the use of the last day of available paid leave. Paid leave of all types must be fully exhausted prior to the beginning of a leave of absence.
3. A leave of absence will only be granted if an approved health care provider submits documentation that indicates the employee should be able to return to

the employee's position on a regular full-time basis at the end of the leave of absence and the employee states in the request for the leave of absence that the employee intends to return to work on a full time basis.

4. Leaves of absence are unpaid. This leave prevents a break in service. The employee will not accrue any vacation or personal days during this period. The employee is responsible for the full payment of any premiums associated with the employee's benefits such as but not limited to medical, dental, life insurance, retirement, supplemental insurances, or other benefits. The employee must reimburse VHA on a monthly basis by the last business day of the month proceeding the month for which the premiums or costs are due.
5. Leaves of absence may be approved in thirty (30) day increments up to a maximum benefit of ninety (90) days. A leave of absence is only authorized once in a three (3) year period.
6. Approval of a leave of absence is at the discretion of the Executive Director and will be based on the needs of the Authority and the ability of the Authority to manage in the absence of the employee.

5-6. GENERAL LEAVE PROVISIONS

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

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

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

The nature of an employee's job and the operational requirements of a department may cause the supervisor to limit the scheduling of leave for vacation purposes during certain periods of the year. Based upon operational requirements and when in the best interest of the VHA, the supervisor may deny the use of any leave for vacation purposes. When a written request for any leave of forty (40) or more hours is denied, the employee will be notified of the reasons by the supervisor in writing.

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

5-7. LIGHT DUTY ASSIGNMENTS

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

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

5-8. OTHER PAID LEAVE

Family Death

All full-time employees shall be granted, upon approval by the department supervisor, time off of up to three (3) workdays, without charge to any leave balance, if needed, to attend the funeral in the event of a death in the employee's immediate family. Immediate family is defined as spouse, child, step-child, son-in-law, daughter-in-law, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, niece, nephew, grandmother or grandfather. Time off in excess of three (3) days must be charged to the employee's accrued available time to leave without pay if the employee does not have any accrued time available. Should an employee require additional time other than provided in this policy, he/she may request the additional time from the Executive Director.

Court Leave and Jury Duty

Employees attending court as a witness on behalf of the public or serving jury duty during normal working hours shall receive full pay equal to their normal work schedule

for the hours they attend in court. This time shall be charged as leave with pay. Those employees who become plaintiffs or defendants are not eligible for leave with pay. The employee shall provide the department supervisor with proof of jury duty or subpoena at least ten (10) days prior to the court date. Any jury or court fees received by the employee shall be turned over to the VHA.

Military Leave

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

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

Inclement Weather

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

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

ARTICLE 6 – EMPLOYMENT BENEFITS

6-1. GENERAL PROVISIONS AND APPLICATIONS

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

6-2. GROUP HEALTH AND DENTAL PLAN

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

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

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

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

6-3. RETIREMENT PLAN

All full-time regular employees are provided with a Retirement plan. This benefit is available after the first six (6) months of employment. The plan requires a six and three-fourths percent (6.75%) contribution of gross salary by the VHA and a six percent (6.0%) contribution by the employee. The VHA may elect to pay all or any portion of the employees' share of the contribution during any budget year. The VHA contribution will

be considered as a part of the regular budget process. Employees will be provided at least sixty (60) days notification prior to any change to the employees' portion of the contribution. For specific data on the retirement plan, please refer to the plan document on file in the Finance Department.

6-4. LIFE INSURANCE

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

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

6-5. CONTINUATION OF BENEFITS

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

ARTICLE 7 – COMPENSATION POLICIES

7-1. PAY PERIOD

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

7-2. WORK SCHEDULE

All employees are required to punch a time clock. Employees must clock in and out upon arrival and departure. Employees must clock out before beginning any meal period, and clock in before returning to work after any meal period. The 7-minute rounding rule will apply to all time clock punches. The actual punch time appears on the timecard; however, the daily and period times are rounded to the nearest quarter hour. Time rounds down to the nearest quarter hour if an employee is within the first 7 minutes of the interval. Time rounds up to the nearest quarter hour if an employee is within the last 7 minutes of the interval.

MINUTES AFTER THE HOUR	MINUTE MARK TO ROUND TO
0 - 7	:00 (of the current hour)
8 - 22	:15
23 - 37	:30
38 - 52	:45
53 - 59	:00 (of the next hour)

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

The standard work week for all employees is from 7:30 A.M. to 4:00 P.M., Monday through Friday. The normal workday shall consist of 7.5 hours including an unpaid hour for lunch. All employees who clock 7.5 hours within each individual workday will be awarded one-half (1/2) hour of paid time.

Employees are required to use sick and vacation leave time upon absence according to their regularly scheduled workday. If no time off request has been made an automatic deduction will be applied if time is available. If no time is available it will result in no pay.

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

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

Several alternative work schedule options are available to employees after 90 days:

- Flexible Schedule- in which an employee works eight (8) hours per workday, but there is flexibility in an employee's set scheduled start and end times. Some employees, due to family or personal obligations or preferences, may start working earlier in the morning and thus leave earlier in the afternoon. Other employees may prefer or need to start later in the day and work later into the evening.
- Compressed Work Week- in which an employee works ten (10) hours per workday, reducing the workweek to four (4) days per week.
- Compressed Work Week- in which an employee works nine (9) hour work days Monday through Thursday and four (4) hours each Friday.

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

Upon approval of a flexible work schedule, a six (6) month trial period will apply to assess the impact and effectiveness of the arrangement. The arrangement can be canceled for any reason by management. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her direct supervisor prior to implementing the changed schedule.

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

7-3. OVERTIME FOR NON-EXEMPT EMPLOYEES

Overtime will be avoided to the greatest extent possible, but may be required by the Executive Director when absolutely necessary in the interest of efficient operations. When possible, advance notification of these mandatory assignments will be provided.

All overtime work must receive the Executive Director's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with Federal and State laws at the rate of one and one-half (1 ½) times the straight-time rate for all hours actually worked over forty (40) hours in a work week. As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence is not considered hours worked for purposes of performing overtime calculations. Hours worked on holidays and weekends are considered overtime hours when over forty (40) hours are worked in the week. Otherwise, hours in excess of forty (40) hours are paid at the straight time rate until over forty (40) hours actual work time is reached.

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

ARTICLE 8 – EMPLOYEE RESPONSIBILITIES

8-1. EMPLOYEE RESPONSIBILITIES, GENERAL

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

8-2. RULES AND REGULATIONS

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

- a. On-time and alert when scheduled to be at work;
- b. Careful and conscientious in performance of duties;

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

8-3. ABSENTEEISM AND TARDINESS

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

An employee will be considered tardy if they arrive to work late more than two (2) times in one pay period, without prior authorization from direct supervisor;

8-4 POLITICAL ACTIVITY

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

8-5. POLITICAL CONTRIBUTIONS

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

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

have the right to join or affiliate with organizations of a political or partisan nature outside of work.

8-6. GIFTS AND GRATITUDES

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

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

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

8-7. CONFLICT OF INTEREST

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

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

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the VHA's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the

employee is similar to that of persons who are related by blood or marriage.

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

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

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

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

8-8. SAFETY

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

While VHA continually encourages and strives for a “Work Safe Environment”, accidents may occur and this section explains the procedure for reporting, treating and investigating accidents.

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

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

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

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

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

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

8-9. VEHICLE ACCIDENT REPORTING PROCEDURES

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

The supervisor of the employee involved in the motor vehicle accident will ensure that a Motor Vehicle Accident Report is completed and that the original copy of this report is immediately forwarded to the Executive Director. In case of serious injury or fatality, the Executive Director should be notified immediately. In case of fatal injury, the

Executive Director will personally contact the family or next of kin.

8-10. INCIDENT/LIABILITY REPORT

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

8-11. WORKERS' COMPENSATION FOR INJURED EMPLOYEES

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

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

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

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

Although it is not the supervisor's job to diagnose personal substance abuse problems in

the workplace, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

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

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

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

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

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

VHA reserves the right to implement a random drug/alcohol testing policy at its discretion for all employees. A refusal to submit to a test will be considered a positive test result and the employee will be given two (2) weeks suspension without pay. The employee will be able to come back to work after the suspension, provided they pass another drug/alcohol test. If a random drug/alcohol test is positive, the employee will be given two (2) weeks suspension without pay. The employee will be able to come back to work after the suspension, provided they pass another drug/alcohol test.

8-13. SMOKE-FREE WORK PLACE

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

8-14. OUTSIDE EMPLOYMENT

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

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

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

8-15. CONFIDENTIALITY

The VHA has certain information about residents and staff that is unique to the VHA. Keeping such records private is a requirement of the Federal Privacy Act. Information about the VHA, its residents or staff should not be divulged to anyone other than persons who have a right to know, or are authorized to receive such information. When in doubt as to whether certain information is or is not confidential, prudence dictates that no disclosure be provided without first clearly establishing that such disclosure has been authorized by appropriate supervisory or management personnel. This basic policy of caution and discretion in handling of confidential information extends to both external and internal disclosure.

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

8-16. PERSONNEL FILES

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

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

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

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

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

or qualitative references concerning a past employee.

8-17. PAYROLL AND RETIREMENT RECORDS

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

8-18. RELEASE OF INFORMATION

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

8-19. TELEPHONE/CELL PHONE USE

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

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

8-20. COMPANY EQUIPMENT

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

8-21. PROTECTION OF VHA AND EMPLOYEE PROPERTY

Officers and employees are prohibited from using VHA property directly or indirectly for any purpose unrelated to VHA business or in any manner deviating from the manner

authorized by the Executive Director or by Board policy and regulations. This provision does not prohibit the use of VHA property to assist other agencies, such as the City government, other public housing authorities, or public or non-profit entities serving VHA clientele.

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

8-22. DRESS CODE/UNIFORMS

The success of VHA's business is determined in part by establishing and maintaining a proper business atmosphere, which is determined by the image employee's project as well as business conduct. Employees shall dress in a manner consistent with the nature of the work performed.

In keeping with today's business practices, staff are allowed to wear jeans every day, except for days when business must be conducted with outside agencies. Jean attire must still be in good taste. At home casual attire such as sweat suits, shorts, flip flops, suggestive clothing or attire that displays offensive or inappropriate slogans or pictures are not acceptable at any time.

Employees who are provided uniforms are expected to wear the appropriate uniform while working. These uniforms are to be clean and shirts must be tucked in to pants. Maintenance personnel may be reimbursed once per year for actual costs, not to exceed \$50.00, to purchase one pair of work boots or shoes for use on the job.

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

ARTICLE 9 – TRAVEL REGULATIONS

9-1. OVERVIEW

All travel expenses are subject to the provision that travel be approved by the Executive Director. The attendance at any conference, seminar, school, etc., must serve a direct public purpose with relation to the VHA. This policy establishes the procedures to be

followed for all business related travel both inside and outside the Danville area. The policy also serves to control expenses.

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

9-2. TRAVEL OR PER DIEM REIMBURSEMENT

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

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

- b. Lodging
 - (1) Reimbursement for lodging shall be at actual cost and must be supported by a receipt or billing form.
 - (2) If lodging is shared with a non-employee, the reimbursement shall be at the single occupancy rate only. The balance of the double occupancy rate will be the responsibility of the employee.

- c. Meals and Incidental Travel Expenses
 - (1) Expenses for meals, tips, snacks, and other incidental items are referred to as per diem expense. Per diem reimbursement shall be defined on the basis of the hours spent in travel, generally measured from point of departure to point of return. The per diem allowance shall be per GSA (General Services Administration's Guide) guidelines and will be granted for those trips of one (1) day or exceeding one (1) day. A day is defined as any twenty-four (24) hour period.
 - (2) Expenses associated with travel to meetings and conferences which require less than one (1) day of travel time will be prorated based

on the number of hours of travel time and the time of the seminar or workshop.

- (3) An exemption to the per diem method of reimbursement may be granted to allow for additional costs associated with traveling to large cities. This exemption must be approved by the Executive Director prior to leaving for the trip. Exception per diem will be based on the most recent General Services Administration's Guide Maximum per diem rates for CONUS (the Continental United States) Appendix A to Chapter 301.

d. Other Travel Expenses

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

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

9-3. AUTHORIZED MODES OF TRAVEL

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

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

the employee fails to reimburse the VHA, a one-time, lump sum deduction will be made from the next pay due the employee.

9-4. AUTHORITY OWNED VEHICLE

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

9-5. PERSONAL VEHICLES

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

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

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

9-6. ADVANCE TRAVEL ALLOWANCE

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

anticipated. The amount of all travel advances will be approved by the Executive Director.

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

9-7. REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSE

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

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

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

Housing Authority of the City of Danville
d/b/a Vermilion Housing Authority
Public Participation Policy

WHEREAS, Public Act 96-1473 amended the Open Meetings Act by adding Section 2.06(g) (5 ILCS 120/2.06(g) requiring a Public body to permit any person an opportunity to address public officials under the rules established by the public body; and,

WHEREAS, the Housing Authority of the City of Danville, d/b/a Vermilion Housing Authority desires to comply with the Open Meeting Act and effectively run meetings;

NOW, THEREFORE, BE IT ORDAINED that the Board of Commissioners of the Housing Authority of the City of Danville, Illinois, d/b/a Vermilion Housing Authority establishes the following rules for the public exercise of right:

1. A period of **Public Comment** will be heard following the agenda item "Approval of Minutes".
2. Individuals wishing to address the Board or a Committee or record a Board or Committee meeting are asked to sign in prior to the start of the Board meeting and indicate the specific topic or issue which they will be speaking about. Sign-in sheets will be provided at the meeting location. Presentations must be specific to relevant Housing Authority issues.
3. Only one person may represent an organization before the Board at any given meeting, unless permission for multiple people to speak is granted by the Housing Authority Executive Director or Board chairperson.
4. No individual will be allowed to speak for more than 3 minutes. The Public Comment period will be limited to a maximum of one-half hour total.
5. The Executive Director or Board chairperson shall control Public Comments to enforce time limits and reduce repetitive comments.
6. The Board will permit the recording of the proceedings of a public meeting of the Board of Trustees or Committee in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract the Board members or observers present at the meeting. Meetings or portions of meetings that are permitted by the Open Meetings Act to be closed to the public may not be recorded by the public. The Executive Director or Board chairperson may designate a location in the back of the room for recording equipment or cameras, may restrict the movements of individuals who are using recording equipment, or may take such steps as are deemed necessary to preserve

decorum and facilitate the meeting. The Executive Director or Board chairperson shall be the Board member with the authority to determine when any recording device or camera interferes with the conduct of a Board or Committee meeting and may order that a device causing interference to be removed.

7. The Executive Director or Board chairperson reserves the right to terminate the privilege of any speaker that becomes hostile, argumentative, threatening, or disruptive to the meeting.

INTENDED TO BE Passed and approved on date of November 16, 2023

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

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer