

[REDACTED]
303 North First Street, Apartment [REDACTED]
Fairfield, Illinois 62837

August 27, 2026

VIA HAND DELIVERY—CENTRAL OFFICE DROP BOX AND EMAIL

TO:

Civil Rights Administrator

Wayne County Housing Authority
303 North First Street
Fairfield, Illinois 62837

C/O:

Chairperson Dixie Locke

Wayne County Housing Authority Board of Commissioners

CC:

Executive Director Kimella Musgrave
Mahoney, Silverman and Cross

**RE: FORMAL GRIEVANCE REQUEST — INSTITUTIONAL
HARASSMENT AND ABUSE OF ADMINISTRATIVE
AUTHORITY**

To Whom It May Concern:

I hereby formally invoke the Wayne County Housing Authority's grievance procedure and request that this matter be accepted and processed as a grievance concerning **institutional harassment and abuse of administrative authority** arising from the continuing pattern of administrative actions taken against me in connection with my tenancy.

This grievance is not limited to the validity of my most recent termination notice. It concerns the **process and pattern by which adverse determinations have been made, carried forward without meaningful contemporaneous review, accumulated into successive termination proceedings, and presented as an increasingly prejudicial record against me.**

The specific factual and procedural grounds supporting this grievance are set forth in the accompanying **Statement of Grounds for Grievance — Institutional Harassment and Abuse of Administrative Authority**, which is incorporated into this grievance request by reference.

Designation of Representative

I designate and authorize [REDACTED] to act as my representative concerning this grievance, including all communications, notices, document requests, scheduling, informal settlement proceedings, formal grievance proceedings, hearings, and related matters.

[REDACTED]

Please direct communications concerning the processing of this grievance to my authorized representative.

Invocation of Civil Rights Administrator Review

The Authority's grievance procedure expressly provides that grievances involving **“discrimination, harassment, or disability rights”** are to be referred to the **Civil Rights Administrator or Director of Operations**.

I am specifically invoking the **Civil Rights Administrator** provision.

This grievance concerns conduct and administrative actions attributed to the Executive Director. The Authority's own organizational structure identifies the Executive Director as also serving in the operational management role. Accordingly, I am not requesting that the Executive Director determine the merits of a grievance concerning her own conduct.

I request that this grievance be referred to the **individual actually designated and authorized to serve as the Civil Rights Administrator** under the Authority's grievance procedure.

Identification and Authority of Civil Rights Administrator

To permit this grievance to be properly processed under the Authority's stated procedure, please provide:

1. The full name and position of the individual currently serving as the **Civil Rights Administrator**;
2. The date on which that individual was appointed, designated, or otherwise authorized to perform the Civil Rights Administrator function;

3. The authority under which that individual serves;
4. The records establishing the appointment, designation, or authorization of that individual;
5. The current contact information for that individual; and
6. Confirmation that this individual, rather than the Executive Director, is the person responsible for processing this harassment grievance.

If WCHA maintains that **no Civil Rights Administrator currently exists**, please state that expressly and identify the person WCHA contends is authorized to perform the functions assigned to the Civil Rights Administrator under the grievance procedure, together with the records establishing that authority.

Request for Informal Grievance Conference

I request the informal grievance conference provided by the Authority's grievance procedure.

The conference should address the matters identified in the accompanying Statement of Grounds, including the repeated adverse determinations affecting my tenancy, the failure to provide meaningful and timely opportunities to challenge those determinations, the accumulation of unresolved matters into successive termination proceedings, the use of conclusions and characterizations rather than specific factual allegations, the resulting prejudice to the hearing process, and the availability of meaningful independent grievance review.

I further request that any informal disposition be provided **in writing**, identifying the disposition, the specific reasons for that disposition, and the procedure for obtaining a formal grievance hearing.

Request for Formal Hearing if Not Resolved

If this grievance is not resolved through informal settlement, I request a **formal grievance hearing before an impartial hearing officer or panel** in accordance with the Authority's grievance procedure.

I expressly preserve my right to representation, presentation of evidence, examination of relevant documents, and confrontation and cross-examination of witnesses as provided by the applicable grievance procedure.

Preservation of Rights

Nothing in this grievance constitutes an admission of any allegation, determination, charge, or characterization contained in any termination notice or other document issued by the Authority.

I expressly preserve all grievance rights, procedural rights, statutory rights, constitutional rights, defenses, objections, and other available remedies.

This grievance is being submitted to invoke the Authority's grievance procedure concerning **institutional harassment and abuse of administrative authority** while the challenged pattern and its consequences remain ongoing.

Please provide written confirmation that this grievance has been received and identify the **Civil Rights Administrator actually authorized to process it.**

Respectfully submitted,

/s/

Resident, Fairfield Hi-Rise, Apartment

Enclosures

- 1. Statement of Grounds for Grievance — Institutional Harassment and Abuse of Administrative Authority**
2. Four (4) Notices of Lease Termination
3. Four (4) Grievance Requests/Invocations
4. Supporting documentation identified in the Statement of Grounds