

Pike County Housing Authority
Board Meeting Minutes
4/23/15

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, April 23rd, 2015 at the PCHA Barry, IL office.

Members in attendance:

Chairman Don Peebles
Resident Commissioner Pat Patterson
Commissioner Carole Bradshaw
Commissioner Noelle Flesner
Executive Director Chris Bruns

Members not in attendance:

Vice Chairman Mark Pulliam

The meeting was called to order at 3:02p.m. with no guests present.

Minutes:

After reviewing the open & closed session minutes of March 2015 a motion was made by Noelle F. to accept the minutes as presented. Motion seconded by Carole B.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

Vice Chairman Mark Pulliam enters the meeting at 3:07p.m.

Occupancy:

Chris B. reports that we have 7 vacancies this month (3 less than last month), our waiting list has a total of 42 families in line to receive assistance, and our submission rate on reexaminations is sitting at 100%, which is great. We had been contacted by Steven DiPietro of HUD regarding our reexaminations that were over 12 months, multiple residents receiving subsidy, and incorrect SSN data. Chris B. indicates that these issues have all been addressed by Becky Rennecker to Steven D.'s satisfaction. Brief discussion ensued regarding maintenance turnaround time and issues with that.

After this discussion, Noelle F. motioned to accept the Occupancy Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye Pat P: Aye

Financials:

In reviewing the March 2015 check registers, Chris B. notes there large checks written to Cox Home Improvement (\$25,029.00 & \$22,839.30) for 90% of the value of their contract, Watson Plumbing (\$1,275.00 & \$3,470.00) for a plumbing issue on Greene Street, Pike County Treasurer (\$18,397.89) for our FYE 12/31/14 PILOT, The Business Centre (\$2,089.34) for our large copier maintenance agreement, and the IAHA (\$2,965.00) for our registration to the Maintenance & Management Clinic. With the exception of these checks the rest were for normal day to day items. The payroll register reflects employee paychecks for the month and we did have one security deposit refund (\$320.00).

Looking at the financial statement for the month, Chris B. reports that we had a down month. Our income was short of our expenses by \$70,863.03. This can be attributed to the previously mentioned checks. Most of the extra items have now been completed and we should start to see some break even months or months ahead here soon.

In looking at the credit card bill, most of the items are self-explanatory, however, Chris B. mentions one in particular where an employee hit his head and went to the emergency room. Chris B. felt that since this occurred at work that PCHA should pick up the tab, which was agreed with by the Board.

Chris B. also included a credit card intake analysis for the Board's review. This quarter we have collected \$13,432.17 via credit cards from tenants for their fees. Last year we collected \$39,689.50. If we calculate this year's rate forward we will significantly increase from last year.

In reviewing active delinquencies there were several evictions being prepared, move outs, and payment agreements for the month. Active delinquencies went down \$8,277.73 from the previous month. In reviewing inactive delinquencies there was a decrease of \$1,322.48 from the previous month.

At this time Carole B. motioned to accept the financial reports as presented. Motion seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye Pat P: Aye

Executive Director Report:

Old Business:

1. Operating Subsidy 2015. For April 2015 we received \$46,983.00 in Operating Subsidy. Going forward we expect to receive slightly less.
2. CFP 2014. Last month we approved the base (\$252,000.00) and alternate (\$29,900.00) bids from John Flach Builders for the kitchen upgrades and Community Building remodel at Landess Terrace. John Flach Builders, Eggemeyer Associates, and Chris B. met on 4/2/15 to hold a pre-construction conference and get some preliminary measurements. Materials have been placed on order and work should begin soon.
3. CFP 2015. Previously the CFP 2015 grant package was approved and submitted to HUD. HUD is still wanting the local government to complete the Environmental Review, but Pike County hasn't indicated they can or will. Chris B. will reach out to them again in order to gauge their ability.
4. Cox Home Improvement. Cox home Improvement has completed their scope of work and we have received a final pay request from them. Their work was done very satisfactorily and so final payment has been issued (\$5,318.70).
5. Gunterman's. Gunterman's Custom Edging has completed their work at Griggsville, however there is a snag. The concrete steps and sidewalks look fantastic, but the handrails are of an improper height. The ADA code says that handrails should be from 34" - 38" in height and some of the handrails are off of that number by up to 4" up or down. Also, handrails must be present on both sides of the stairs and ramps. Gunterman's has been contacted and should be coming out to remedy the problem. Payment is on hold until this has been addressed.
6. Energy Performance Contract RFP. Johnson Controls was responsive in submitting their proposal, CTI Energy was not (did not submit). After brief discussion, it was decided to accept the proposal from Johnson Controls.

Resolution 2015 - 9

At this time Noelle F. Resolves to approve the Project Development Agreement with Johnson Controls to implement a Comprehensive Energy Audit for a cost of \$20,630.00. Resolution seconded by Carole B.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye Pat P: Aye

7. LIHTC Submission. The preliminary tax credit application has been sent in. David Block has estimated our score at a 69, which is very good. We will have to wait now to see if we are approved for the next round. In the meantime Chris B. has met with Barry city leaders to try to involve them in the project.
8. Regulatory Waiver Request. Chris B. discussed the streamlined measures we recently approved. It has been tough to get these through and it is felt as though HUD does not want to approve them. We have been asked and responded to numerous questions thus far. It is less than certain we will be able to continue to use these provisions.
9. VAWA Notice. It was discussed about the recent VAWA 2013 notice we had adopted. This notice was published in 2013 and the proposed rule on implementation has just now come about. They are trying to gather feedback about what sort of information should be provided by the resident and also the implementation of the emergency transfer provision. It was also noted that the VAWA notice applies to all residents regardless of status. We will revisit this topic later in the year after the final rule is published.
10. Tax Credit Specialist Training. Chris B. and Becky R. attended a Tax Credit Specialist Course 4/7/15 - 4/9/15. This will get them certified in the development and operation of tax credit properties.
11. Tobacco Coalition. Chris B. attended the most recent Tobacco Coalition meeting on 4/2/15. At that meeting they indicated it could be the one of the last, since funding levels have been cut. Brief discussion then ensued regarding a change to our No Smoking Policy due to an incident with a resident and their oxygen use.

Resolution 2015 - 10

At this time Carole B. Resolves to accept the revised PCHA No Smoking Policy as prepared. Resolution seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye Pat P: Aye

12. Maintenance Management Clinic. Chris B. reports that the entire staff went to the most recent MMC in Decatur, IL. This event was well put together and exposed the staff to a variety of topics. The total cost for the courses was \$2,965.00 and the hotel expense was roughly \$1,000.00.

New Business:

1. PHAS Score FYE 12/31/14. Our PHAS score has been received for the most recently concluded fiscal year. We received an 86, down from the 90 we received last year. All four points were lost in the occupancy category, due to our drop in occupancy percentage from a 98.02% to a 96.24%. Chris B. has issued a challenge to the staff to get these points back this year.
2. HUD Spring Audit – EIV/WASS/PIC. Every spring and Fall HUD requires us to attend conference calls on the EIV/WASS/PIC systems. After these calls we must let them know of our readiness in each. We have supplied all Audit letters accordingly.
3. HUD Father’s Day 2015. HUD asks HA’s nationwide every year to participate in hosting a Father’s Day event. Citing the importance of having a father or father figure in the household. We declined last year, but have indicated that we will participate this year. As of right now we are going to host a cook out on 6/13/15 for the fathers in our households. We will also utilize the pool in Barry and have a photo booth, music, etc. Chris B. has left this event in charge of Amber Nelson.
4. BPC HRA Plan Document 2015. BPC has sent us a plan document for their services they provide. This agreement sets the terms and conditions for the PCHA and BPC to abide by. Brief discussion ensues.

At this time Noelle F. motions to accept the agreement with BPC. Motion seconded by Mark P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye Pat P: Aye

5. Long Term Disability Quote. Chris B. reports that he has asked Dan Snodgrass of Met Life for a long term disability quote. This benefit would be a nice addition to our portfolio, but would not be of substantial cost (\$2,128.32 more per year). Chris B. also notes that we currently offer short term disability.

Resolution 2015 – 11

At this time Carole B. Resolves to accept the quote for Long Term Disability and its addition to PCHA’s benefit portfolio. Resolution seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye Pat P: Aye

6. Square Scrub Machine Quotes. A new floor stripping machine was discussed that was suggested by George Snyder. This machine doesn't need floor stripper and can be adapted for many different uses. It was also discussed that this would be easier to use for Ed Noble and staff. Brief discussion ensued. Since this is within Chris B.'s purchasing threshold the decision would be left up to him. Chris B. indicates the machine and attachments will be purchased through Area Distributors.
7. Hon Filing Cabinet Quotes. Chris B. has gotten quotes on new lateral filing cabinets. He says that in reorganizing the office these are needed to use for inactive tenant files. Brief discussion ensued. Since this is within Chris B.'s purchasing threshold the decision would be left up to him. Chris B. indicates that he would purchase the cabinets through ibuyofficesupply.com.
8. Letters of Support. Chris B. has penned several letters of support recently. Letters for a moratorium on new HUD rules, small housing authority reform proposal (SHARP), and for the Department of Commerce and Economic Opportunity.
9. Recurring Credit Card Form. As our credit card business expands, Chris B. thought it would be a good idea to document in the residents file that these individuals authorize our debiting their card each month. He has created a new form for office use.
10. City of Pittsfield Discussion. The City of Pittsfield has approached us about a section of land at Landess Terrace. This would be used to extend Grant Street through. Brief discussion ensued and all thought it was favorable to sell this land, however concern was expressed that the change to the land should not and would not affect our property.

After this discussion it was motioned by Noelle F. to further look into the sale of the parcel of land at Landess Terrace to the City of Pittsfield. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye

Noelle F: Aye

Mark P: Aye

Pat P: Aye

Handouts:

1. Chris B. reports that the contract between PCHA and Mark and Kristi Jeffers for the Baylis Wastewater testing has been approved by the Illinois Environmental Protection Agency. This contract goes through 6/30/16.
2. Coinmach reports that they will be taking a \$.25 price increase within the next 30 to 45 days. This will increase the price per load to \$1.25 for washing or drying.
3. Chris B. reports that with the expanded credit card business a simpler solution that is more user friendly could be beneficial. He has spoken with Lindsey software and they have an add-on to our web site that could streamline credit card processing for both residents and staff. Brief discussion ensued. This new method would make processing payments faster, give the resident greater control, and allow them to see current balances via the web, at a similar cost to our current setup.

At this time Carole B. motions to accept the completion of the merchant agreement application with Sage. Motion seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye Pat P: Aye


At 5:56p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Carole B. makes the initial motion to adjourn. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye Pat P: Aye

We hereby certify that these minutes are truthful and accurate.


 Chris Bruns, Executive Director/Secretary
 Pike County Housing Authority
 5/21/15


 Don Peebles, Chairman
 Pike County Housing Authority
 5/21/15