

Pike County Housing Authority
Board Meeting Minutes

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, August 20th, 2015 at the PCHA Barry, IL office.

Members in attendance:

Vice Chairman Mark Pulliam
Resident Commissioner Pat Patterson
Commissioner Carole Bradshaw
Commissioner Noelle Flesner
Executive Director Chris Bruins

Members not in attendance:

Chairman Don Peebles

The meeting was called to order at 3:40p.m. with two guests present. James Doyle and Charles Mott were on hand to speak with the Board regarding the Energy Performance Contract and how it would affect Landess Terrace. Their primary concern was that the individual units would not be metered individually, thus making it impossible to say a bill belonged to a certain person. They went on to say that if this was the case, they have a petition signed by a number of residents and would consult an attorney. They were assured by both the Executive Director and Board that the units would have to be metered separately to bill each person. After this discussion both James D. and Charles M. remained for the duration of the meeting.

Minutes:

After reviewing the minutes of the July 2015 meeting 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

Occupancy:

Chris B. reports that we have 15 vacancies this month, our waiting list has a total of 54 families in line to receive assistance, and our submission rate on reexaminations is sitting at 100%. It was noted that vacancies are on the rise and it was expected that this would begin to turn around.

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

Voice vote was as follows:

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

Financials:

In reviewing the July 2015 check registers, Chris B. notes large checks written to John Flach Builders (\$76,374.00), Guntermans Custom Edging (\$12,829.50), and B&B Livestock (\$4,605.00). The rest were for normal day to day items. The payroll register reflects employee paychecks for the month and we had three security deposit refunds to tenants.

Looking at the financial statement for the month, Chris B. reports that we had a positive month. Our expenses were less than our income by \$256.64. Basically a break even month.

In looking at the credit card bill, most of the items are self-explanatory. Chris B. mentions that the receipts reflecting tenant meals were for the power outage in Barry. Power was off to their units for a period of 5 days and the HA furnished during that time; shelter, water, food, and generators to keep the residents at a comfortable level. With the exception of these charges, everything else is normal day to day purchasing.

In reviewing active delinquencies there were several evictions sent out, resident move outs, and payment agreements for the month. Active delinquencies went down \$9,959.06 from the previous month. This is attributed to collecting outstanding electric overage charges. In reviewing inactive delinquencies there was a decrease of \$1,191.86 from the previous month. This is attributed to processing tenant accounts and keeping their deposits towards due charges.

At this time, Noelle F. motioned to accept the financial reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

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

Executive Director Report:

Old Business:

1. Operating Subsidy 2015. For August 2015 we received \$35,734.50 in Operating Subsidy. No word on the amount expected for September yet.
2. CFP 2013. This grants obligation was due on 9/8/15. We had already obligated all funds previously when we revised the budget putting all funds in operations. Since the funds were all in operations they wanted us to draw the money down prior to the 9/8/15 date or face recapture. We will hold these funds in reserve since they are earmarked for energy improvements, which could supplement our EPC.
3. CFP 2014. Last month we had pay request number 1 issued from John Flach Builders for \$76,374.00. Funds have been drawn down to cover this pay request. Also, funds were drawn to cover Eggenmeyer Associates invoice for architect services in the amount of \$4,000.00 as well. JFB, EA, and George Snyder went around to inspect the next wave of work at Landess Terrace on 8/11/15. As with before there are several items to fix at each unit. These will all need to be addressed prior to final payment being issued. JFB has issued a second pay request for the work in the amount of \$78,287.40. They are now up to roughly 50% of the value of their contract. We continue to report to the U.S. Department of Commerce on the progress of the contract at Landess Terrace.
4. Johnson Controls. We have been working on compiling additional information for JCI. They will be on site 8/24/15 & 8/25/15 for a contractor walk through. They have contacted Peters Heating & Air locally. Our attorney Mark Thiefen, has reviewed the project development agreement and found it to be satisfactory. Chris B. has signed the document and sent it back to JCI for their counter signature.
5. LIHTC Submission. Chris B. has met with the Pike County Historical Society on a couple of occasions and they are very interested in the project. David Block was unable to make it the last time due to a death in his family, but we will reschedule. When he comes down we are going to speak with both the PCHS and City of Pittsfield leadership about the project. This will give David B. a chance to tour the East School building as well. As it stands right now, we are planning on resubmitting a package to IHDA for the December tax credit application process.
6. Maintenance Building Parking Lot. The signed purchase agreement has been received back from Waters Concrete certifying that they are using prevailing wage. As a result they have started working on the maintenance building lot 8/17/15. They have supplied us with their insurance information for the job as well.

7. AHRMA Claim – Barry Site. As discussed last month we had some damage to our site behind the office in Barry. We had a tree fall and hit two buildings as well as ripping out a power line. We had Brown Electric on site to do the electrical part, Rob Cox has been asked to give us a quote on the building repair, and Morath Tree Service removed the tree remnants. AHRMA has been notified of the claim and is awaiting our submission of the bill and quotes. Morath's bill has been sent to them already.
8. AHRMA Claim – Automobile. As discussed last month we have damage to three vehicles, but only two of them are in need of fixing. We are getting quotes for this to turn in to our insurance.
9. FYE 12/31/14 Audit. Our audit is coming up on 8/24/15 & 8/25/15. We have compiled all of the information Pam Simpson has asked for and are ready for her arrival. Chris B. has completed the FYE 12/31/14 Management Discussion and Analysis. Brief discussion ensued regarding the MD&A and the data represented by it.

At this time Carole B. motions to accept the prepared FYE 12/31/14 MD&A as presented. Motioned seconded by Noelle F.

Voice vote was as follows:

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

New Business:

1. HUD Occupancy Rate Letter. Every year HUD sends a notice prior to the end of the federal fiscal year that we should try and fill as many of our units as possible prior to that time. We have received our notice for this year already and have already been working to get these units filled ASAP.
2. HUD Community Service Requirement. Since 1998, HUD has had the community service requirement in place. Most housing authority's had been non-compliant with this requirement for some time. Recently, the Office of the Inspector General conducted an audit on this requirement and found just that. They indicated that HUD was non-compliant with this requirement and that they have lacked oversight and monitoring on the CSSR. After this audit was issued we received a notice from HUD as a reminder of the CSSR and that they would be giving us quarterly data on the topic. We then received an email from HUD on the data sets that they are going to provide, how to access them, and also what qualifies as being exempt. In reviewing the data and speaking with Becky

R. she indicated that she had not put the community service information in as she uploaded our tenant re-certifications to PIC. Therefore, she must go through all residents and re-submit their data to HUD. Once this is done, we will go after any offenders not in compliance aggressively. Penalties have been promised for failing to implement and enforce the CSSR.

3. Annual Plan 2015. Chris B. has prepared our 2015 Annual Plan for Board review and approval. Brief discussion ensues regarding the Annual Plan and the data contained therein. It is out for public review at our office and on our website currently.

Resolution 2015-14

At this time Carole B. Resolves to accept the 2015 Annual Plan as presented and to submit it to HUD after completion of the review window. Resolution seconded by Pat P.

Voice vote was as follows:

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

4. IDPH Lead Investigation. One of our residents under eviction at Landess Terrace called the State of Illinois and reported that they had lead paint in their unit, since their child showed signs of an elevated blood level. As a result the State of Illinois came out, conducted an investigation, and did not find anything wrong with our apartment.
5. BBB Complaint. One of our renters reported to the Better Business Bureau that we were not coming out to fix anything in her unit. These items were not life threatening and so they had been scheduled, but were not a priority repair. One of the items she turned us in for, was not even anything that she called about previously (sink falling off wall). We responded to the BBB and did come out to fix the items as we said we would. The sink falling off the wall we took pictures of to dispute the claim.
6. Illinois Comptrollers FYE 2014 Registration. Each year we must file with the Illinois Comptroller's office our FYE data. Chris B. has gone in and supplied them the information they require for this recently concluded year.
7. AHRMA Renewal 2016. AHRMA has sent us a packet of information they request for our 2016 rate calculation. Chris B. has supplied them all the data that they asked for.

8. Illinois Comptrollers LDRP. The Illinois Comptroller's office sent us a form asking for the name of our counsel. Chris B. has filled out the document and sent it to Mark Thielen for his signature. This is to certify that our processes satisfy Due Process requirements.
9. Fire Equipment Inspection 2015. Getz Fire Equipment was here on 7/23/15 to look at all our fire alarms, community smoke detectors, fire extinguishers, and exit lights to make sure they are operable. They have completed their review and all are in good working order. Bill for the service will be \$718.50.
10. Sage Payment Compliance 2015. With the new method of accepting credit cards we must meet certain compliance requirements. Chris B. has gone in and furnished them our compliance information for this year, which will have to be done again in 2016.
11. Tenant Thank You. We received a thank you from one of the residents for all that we did during the power outage recently.

At 5:40p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Carole B. motions to adjourn. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Noelle B: Aye Pat B: Aye

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
9/17/15


Mark Pulliam, Vice Chairman
Pike County Housing Authority
9/17/15