

**Pike County Housing Authority
Board Meeting
January 16th, 2014**

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday January 16th, 2014 at the Landess Terrace Community Building in Pittsfield, IL.

Those attending the meeting were Board Chairman Carole Bradshaw, Commissioner Don Peebles, Commissioner John Grisham, Commissioner Mark Pulliam, Resident-Commissioner Pat Patterson, Minutes Recorder Barb Cawthon and Executive Director Chris Bruns.

The meeting was called to order at 3:05p.m. Resident James Doyle is present as a visitor. Mr. Doyle speaks to the Board regarding his security deposit and whether it was returned 8 years ago. After Mr. Doyle presents his argument he remains as a visitor for the meeting.

Minutes:

After reviewing the December 2013 minutes a motion was made by Don P. to accept the minutes as presented. A second was made by Mark P.

Don P: Aye Pat P: Aye Carole B: Aye John G: Aye Mark P: Aye

Occupancy:

The board felt that our occupancy still looked favorable. It was noted that one of the usual reports was missing. It was thought that with trying to change the layout of the report on the tablets that it was omitted. Chris B. states that he would be sure to add this to the occupancy folder later. After this a motion accepting the Occupancy Report was made by John G. to accept it as presented. A second was made by Pat P.

Don P: Aye Pat P: Aye Carole B: Aye John G: Aye Mark P: Aye

Financial/Past Dues:

After reviewing the financial reports there was nothing of significance to be noted. Chris B. noted the large payout to AHRMA for 2014 insurance. Also, VICC has been busy getting in what work they can. At this time Don P. motions to accept the financials reports as presented. John G. seconded the motion.

Don P: Aye Pat P: Aye Carole B: Aye John G: Aye Mark P: Aye

In reviewing active delinquencies there were not as many evictions issued this time around. In reviewing inactive delinquencies there was a significant drop due to the fiscal year end write offs from last month. After this Mark P. motioned to accept the past due reports as presented. Don P. seconded this motion.

Don P: Aye Pat P: Aye Carole B: Aye John G: Aye Mark P: Aye

It was mentioned by Pat P. that her neighbor's trash tote was not being taken back to the unit. Chris B. would alert Allied Waste to see if they can take care of the problem.

Administrators Report:

Old Business.

1. CFP 2011. Chris B. met with John Beatty from Eggemeyer Architects on 12/20/13 to conduct the final punch for this scope of work. The contractor GB Clark will come back to tie up the few loose ends. After this, GB Clark will be due a payment in the amount of \$14,120.80 and the CFP 2011 will be closed out.
2. CFP 2012. We had a grand total of \$30,499.00 budgeted in this CFP 2012 for Operations. Previously we had drawn out \$15,499.00 in Operations leaving a balance of funds available of \$15,000.00. Chris B. entered a drawdown to close this portion of the CFP 2012 grant out.
3. CFP 2013. Chris B. reports that we have finally received a signed, dated declination environmental review letter from the County Board that has been forwarded to HUD. As a result HUD has completed the Environmental Review Certification and now this CFP grant is eligible to be obligated and expended.
4. LDRP - IDROP. Chris B. reports that this testing has been completed and the system is live. The written off individuals approved last month have already been added. In addition to this it has been requested we destroy all obsolete software since we have moved to the new system. This has been completed.
5. Landess Terrace Gutter Replacement. Chris B. has spoken with Rob Cox about a few different units that have issues. Rob is to check out these units and get back to us with pricing for making the needed repairs. We had appointments set up, but due to inclement weather they had to be rescheduled.
6. GPNA & Energy Audit. Chris B. also discussed this with John Beatty from Eggemeyer Associates when he was here on 12/20/13 to conduct the final punch for our CFP 2011. Some of the main items identified in the GPNA are electrical upgrades PHA wide, landscaping PHA wide, addressing the parking situation at Landess Terrace, upgrading all gas using sites to electric, etc. In the Energy Audit it identifies upgrading all old T12 ballasts to the new T8 ballasts, continued upgrading of energy efficient fixtures in the units, inefficient toilet replacement, inefficient water heater replacement, etc.
7. Concrete Repair/Replacement Bid PHA Wide. VICC has been working diligently to complete what items they can with the weather the way it's been. They have completed pouring the back porches in Perry, the additional parking space in Griggsville, the sidewalk repair in Barry across from the park, and the sidewalk blending in Barry where there was a large drop-off. Still no word from Guntermans.

8. Direct Deposit. Chris B. has held one training session with Lindsey Software on this. It seems pretty straightforward and shouldn't be too difficult to complete. We have a couple of loose ends to tie up with the bank but it should be ready to go for pay period ending 1/26/14.
9. Local 965. As previously discussed the Local 965 has surrendered any interest in representing the employees of the PCHA. We have received a letter from both the Local 965 and also the ILRB regarding this matter. As requested by the ILRB we have posted the dissolution notice and returned the copy that verifies we have done so. Chris B. plans on completing a revised personnel policy in the coming months.
10. PIC Reporting Rate. Becky Rennecker has received a 99.55% reporting rate, which is fantastic. One person has not been compliant in returning their paperwork, which cost a perfect score.
11. Firearms & Weapons Policy – Conceal Carry 430 ILCS 66/65. Now that the law has been formed regarding conceal carry, Chris B. has read through it to determine what rights we have according to the law. As a result he has posted the gun restriction signs in all community spaces and office space. We are considered to be a unit of local government and so it gives us this right to make this restriction.

New Business.

1. P&E Reports 4th Quarter 2013 – CFP 2011, CFP 2012. Chris B. has completed the 4th quarter reports for each of these grants. They are up to date through the end of the year with our current obligated/expended. CFP 2013 was omitted as none of the funds have been obligated/expended at this point. Per our HUD Engineer Mike Siry, these are not submitted any longer, but will be retained for our records.
2. EPIC Reports FYE 12/31/13 – CFP 2011, CFP 2012, CFP 2013. Chris B. has completed the annual reports for each of these grants. These are up to date through the end of the year with our current energy efficiency measures being reported. This report used to be filed quarterly but in efforts to reduce reporting requirements they have changed to annually.
3. LBP Activity Report FYE 12/31/13. Chris B. has completed the annual report for our LBP activity. We had none reported, therefore no incidences were indicated.
4. Quorum FYE 12/31/13 1099 Preparation. In the past Quorum has taken care of reporting 1096/1099 Forms on our individuals who have liquidated or received a distribution on their retirement. Starting this year we will handle these in house at a savings of around \$200.00 annually.
5. Utility Billings Due 1st Quarter 2014. Barb C. has prepared these for all sites for the 4th Quarter of 2013, Due 1st Quarter 2014. In total there were 65 residents receiving bills at a total cost of \$3,934.70, or an average of \$60.53.

6. Request for Proposal Pest Control 4/1/14 – 3/31/16. Chris B. has prepared the RFP for Pest Control for the next two years. This has been advertised for and proposals will be accepted until 2:00pm on 2/10/14. We will review these at next month's meeting. Our current provider Big River Pest Control is planning on submitting a bid.
7. Invitation for Bids Mowing Services 4/1/14 – 3/31/16. Chris B. has prepared the bid invitation for mowing services for the next two years. This has been advertised for and proposals will be accepted until 2:00pm on 2/10/14. At that time we will review them publicly and formally approve a vendor at the next meeting. It is expected there will be some competition with our current provider Rich Dunker this year.
8. Invitation for Bids Trash Removal 4/1/14 – 3/31/16. Chris B. has prepared the bid invitation for trash removal services for the next two years. This has been advertised for and proposals will be accepted until 2:00pm on 2/10/14. At that time we will review them publicly and formally approve a vendor at the next meeting. It is expected there will be some competition with our current provider Allied Waste.
9. Baugher Financial 2014 Consulting Agreement. Our consulting agreement with Baugher has expired and so they had indicated interest in signing a new one for 2014, which Chris B. has. This agreement pays them \$50.00 per quarter to manage the PCHA medical insurance reimbursement program. Our current policy with BCBS through Baugher ends in December 2014. This year Chris B. would like obtain like health insurance coverage bids from local vendors to see if we can obtain the same service locally and the prices to go with. Recently Barb C.'s life insurance dropped again due to her age and we will need to balance this out according to our policy.
10. City of Griggsville Water/Sewer Billing. This month we received an extremely large bill from the City of Griggsville for water/sewer. This error was blamed on machine malfunction.
11. Operating Subsidy 2014. We received a pro-rated portion of subsidy for the first two months of 2014. They have given us a total of \$59,019.00 for the two month window or \$29,509.50 each month. We have completed the first draw for January 2014. Chris B. anticipates this amount will probably drop in March, but not significantly.

Handouts.

1. REAC Submission FYE 12/31/13. This submission has been completed and returned to C. Naber & Associates for their preparation of our FYE 12/31/13 REAC submission.
2. LIHTC Discussion. Chris B. has been approached by the City of Barry regarding the possibility of partnering to develop new low income housing. A potential property has been discussed, but that is all. An approved funding submission would need to be received from IHDA prior to any consideration of acquisition.

3. Section 3 Reporting. Section 3 reporting has been delayed due to the malfunction of the HUD's new enhanced online system. As a result no agency will be held in noncompliance for failure to get this report submitted.
4. Quorum FYE 12/31/13 Census. Quorum's 12/31/13 Census packet has been received and returned. This is used to verify all amounts have been contributed to each employee correctly for the PCHA retirement plan. One of the trustees has been changed due to the retirement of Hank Walton from the PCHA Board, Carole Bradshaw takes his place.
5. Delta Dental/Vision Renewal. We received Delta Dental of Illinois renewal package for 3/1/14 – 2/29/15. No price change in single coverage for dental, slight price increase in coverage for family. No price change in coverage for vision on single/family. With that noted it was motioned by Mark P. to accept the renewal as presented. John G. seconded the motion.

Don P: Aye Pat P: Aye Carole B: Aye John G: Aye Mark P: Aye

At 4:48p.m. There is nothing further at this juncture for regular session and so it was motioned by Mark P. to enter closed session for wage discussion. Pat P. seconded this motion. At 4:49p.m. The meeting is now in closed session.

At 5:01p.m. It was decided to exit closed session and reenter regular session. John G. makes the initial motion. Pat P. seconded this motion.


During the course of the closed session only employee wage increases were discussed and it was determined to accept the increases as recommended. John G. makes the initial motion. Mark P. seconded this motion.

Don P: Aye Pat P: Aye Carole B: Aye John G: Aye Mark P: Aye

At 5:22p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Pat P. makes the initial motion to adjourn. Mark P. seconded this motion.

We hereby certify that these minutes are truthful and accurate.


 Chris Bruns, Executive Director/Secretary
 Pike County Housing Authority
 2/20/14


 Carole Bradshaw, Board Chairman
 Pike County Housing Authority
 2/20/14