

Pike County Housing Authority  
Board Meeting Minutes  
3/20/14

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, March 20<sup>th</sup>, 2014 at the Landess Terrace Community Building in Pittsfield, IL.

Those attending the meeting were Board Chairman Carole Bradshaw, Commissioner Don Peebles, Resident-Commissioner Pat Patterson, and Executive Director Chris Bruns.

The meeting was called to order at 3:15p.m. with no guests present.

**Minutes:**

After reviewing the February 2014 minutes a motion was made by Don P. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Don P: Aye Pat P: Aye

**Occupancy:**

We have 8 vacancies this month as opposed to 4 last month and our waiting list is still strong with a total of 95 families in line to receive assistance. After this discussion, Don P. motioned to accept the Occupancy Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Don P: Aye Pat P: Aye

**Financials:**

After reviewing the financial reports the only thing of significance to be noted was our annual PILOT payment to Pike County. Also, Chris B. indicates that the financial statement will show month by month activity for comparison. At this time Don P. motions to accept the financial reports as presented. Pat P. seconded the motion.

Voice vote was as follows:

Don P: Aye Pat P: Aye

Commissioner John Grisham enters the meeting at 3:37p.m.

A visitor enters the meeting at 3:40p.m. Charles Mott, of Landess Terrace, expresses some concerns about the upcoming flat rent changes.

**Past Dues:**

In reviewing active delinquencies there were a total of 12 evictions issued. Active delinquencies went down \$169.80 from the previous month. In reviewing inactive delinquencies there was a drop of \$358.50 from the last month. After this discussion, Don P. motioned to accept the past due reports as presented. John G. seconded this motion.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye

#### **Executive Director Report:**

#### **Old Business.**

1. CFP 2011. All certificates and releases have been received from the architect and contractor. As a result the final payment of \$14,620.80 has been drawn down and issued to GB Clark. There is still a few hundred dollars left on the grant, which will be drawn down as operations. This grant is now essentially closed out and once Chris B. prepares the closeout paperwork it will be fully closed out.
2. CFP 2012. This grant had to be fully obligated by 3/11/14. Chris B. prepared budget revision #2 to break out the balances of where we will be spending the rest of the funds (stoves & refrigerators across all sites). Originally there were only 13 pairs of appliances to be replaced at Landess Terrace, but due to how Chris B. managed the grant we can replace all 66 pairs of appliances. Once we obtain quotes it will complete the replacement of all refrigerators PCHA owns. The rest were replaced under the SEDAC grant Chris B. got last year. At this time John G. motions to accept CFP 2012 Budget Revision #2 as presented. Don P. seconds this motion.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye

3. Operating Subsidy 2013. 2013 is closed out, but a final calculation of the subsidy for last year has been sent out. Final proration of subsidy for last year is 81.86%.
4. Operating Subsidy 2014. 2014 has just begun and our first estimated subsidy calculation for the year is at a level of 89.32% for the year. As a result we saw an increase in operating subsidy for March. For the month we received \$39,566.00, up roughly \$10,000.00 from last month.
5. Gunterman's/Cox Home Improvement. Chris B. has spoken with both individuals and they indicate beginning of April to complete the work they bid for. Gunterman's has concrete work in Pittsfield, Griggsville, and New Canton. Cox has work to finish at Landess Terrace and Baylis. In speaking with Rob Cox about encapsulating the LBP at Landess Terrace, Chris B. has discovered that he is LBP certified, so there will not be any issues in getting this work complete. Both companies were approved last year for these scopes of work.
6. HUD FMR 2014. FMR's were discussed recently, and how HUD and the Federal Government are now requiring these to be used in calculating our flat rents. As a result we have given advance notice to all flat rent residents about their new rent amounts. As expected, many do not like the change, but it is no choice of ours to follow/not follow this. The above requirement was put in the 2014 Federal Budget and has been through Congress and signed off on by President Obama, so it is a done deal. According to the terms of the

law we may only raise a flat rent 35% each year, so these amounts will be phased in over a two year period. Under the 4BR this will be phased in over three years.

7. Request for Proposal Pest Control 4/1/14 – 3/31/16. As approved last month we awarded the contract to Big River Pest Control for the next two years. There were no other bidders.
8. Invitation for Bids Mowing Services 4/1/14 – 3/31/16. As approved last month we awarded the contract to Shultz's Lawn Care for the next two years. Rich Dunker was notified his bid was unsuccessful.
9. Invitation for Bids Trash Removal 4/1/14 – 3/31/16. As approved last month we awarded the contract to Area Disposal for the next two years. Allied Waste was notified their bid was unsuccessful. Allied Waste will be collecting their garbage receptacles on their last pickup of March 2014. Area Disposal will be delivering theirs on the first pickup of April 2014.
10. Reporting Rate. Becky Rennecker maintains her reporting rate of 99.55% for the month of February 2014. A score of no less than 95% must be maintained to meet this mandatory requirement.

#### **New Business.**

1. C. Naber Statement FYE 12/31/13. All figures are final for last year and so Chris B. thought it would be good to review where we came in on the financial statement from C. Naber. We came in spot on in most categories after our budget revision. In contract costs we came in less, due to the weather changing before the concrete work could be completed. End of the year we came in with a modest profit of \$13,846.00.
2. C. Naber Depreciation Report FYE 12/31/13. All of the items that were junked or removed from inventory have been addressed on this report. Towards the end of the year we will go through the list again and remove all items junked or removed from inventory once again.
3. C. Naber PILOT FYE 12/31/13. We received our current PILOT due to Pike County from C. Naber. This year we owe \$15,024.98, whereas last year we owed \$15,042.75. Chris B. believes this was mainly due to increased rent and other income, which was offset by increased utility costs, which left not much of a change.
4. C. Naber Insurance Register FYE 12/31/13. We also received our insurance register from C. Naber as well. This shows all insurance policies we maintain for both last year and this year.
5. REAC Inspection 2014. We received notice from Building Inspection Service, Inc. (BISCO) that we are up for our REAC inspection 4/30/14 – 5/1/14. This is the first such inspection since our last one two years ago. Chris B. expects to see an improvement from our last score of 26/40.
6. Quorum FYE 12/31/13 Census. Quorum has completed our census for the recent fiscal year end. We passed all of the recent tests for that year. We would have had issues, but Barb C. and Chris B. went through all contributions to make sure they were remitted properly, which they had not been. After recalculating payments and contributions a catch up payment was made to those that were shorted, we also reduced payment for those that had been overpaid. In the census items of action we have forfeiture items to be remitted out to the remaining members from when Laura S. left, a distribution request for Barb C., and a note that Ed N. will be eligible 1/1/15. It mentions 1099-R preparation as well but we do that in house. On that note we had sent out our tax forms, but there was a problem. Laura S. was sent one, but Barb C. never

sent the check that was due for her rollover. Chris B. had to request additional tax forms and correct this filing with her and the IRS. Laura S. has also been sent the check for the rollover now as well.

7. AHRMA 2013 Workers Compensation Audit. Each year we are required by AHRMA to conduct a payroll audit to ensure that our workers compensation insurance is at an appropriate level. Last year we were billed an additional \$852.00 (noted on the insurance register we discussed before). Chris B. has completed this form and returned it to AHRMA.
8. TBC Maintenance Agreement 3/21/14 – 3/20/15. Our service agreement for the large copier in the office is due to be renewed. Base rate for this year is \$1,905.00 with any overages being billed at the end of the year. Chris B. still supports this service agreement, but when the agreement comes due for the two smaller machines he does not plan on not renewing those. Those machines are getting older, are cumbersome to use, and can be easily replaced with smaller more efficient desktop models.
9. Lindsey Credit Card Option. Chris B. presents this just for information and discussion, but with not much of a difference versus what we currently use, it was decided not to consider switching this payment method.
10. Part Time Hires. Chris B. indicates he is looking at hiring two part time people. One for the office and one for cleaning our community spaces. This would be at 10 hours per week for cleaning and 20 hours at the office. Chris B. states that he has discovered that 3 full time and 1 part time for the office is best, but the allocation of staff was what was wrong. The bookkeeping position was not full time and will be assimilated into Amber N. work duties as Administrative Assistant. The part time person we hire will simply be a receptionist who will answer phones, take rents, greet office visitors, fill out work orders, file, etc.

#### Handouts.

There were no handouts to be distributed.

At 5:13p.m. There were no further topics for discussion and so it was called for a vote to adjourn. John G. makes the motion to adjourn.

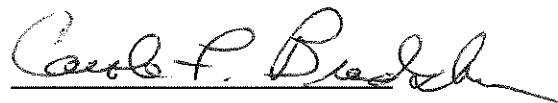
We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary

Pike County Housing Authority

4/17/14



Carole Bradshaw, Board Chairman

Pike County Housing Authority

4/17/14