

Pike County Housing Authority
Board Meeting Minutes
01/15/15

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, January 15th, 2015 at the PCHA Barry, IL office.

Those attending the meeting were Board Chairman Don Peebles, Board Vice Chairman Mark Pulliam, Commissioner Elect Noelle Flesner, Resident-Commissioner Pat Patterson, and Executive Director Chris Bruns.

The meeting was called to order at 3:05p.m. with two guests present. Bruce Combs and Dan Hose from Johnson Controls were here to present the PCHA Board with information regarding the energy performance contract process. They presented an overview of the process and answered a few questions from the PCHA Board. At roughly 4:00p.m. they completed their presentation and exited the meeting.

With the discussion that just ensued regarding the EPC process, Chris B. called for a motion to prepare the formal RFP for the EPC and to submit it to HUD for approval. Pat P. made the initial motion to prepare the EPC RFP and submit it to HUD. Mark P. seconds this motion.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

Minutes:

After reviewing both sets of December 2014 regular session minutes a motion was made by Mark P. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

Occupancy:

Chris B. reports that we have 10 vacancies this month (7 less than last month) and our waiting list has a total of 32 families in line to receive assistance. Mark P. motioned to accept the Occupancy Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

Financials:

In reviewing the check registers, Chris B. notes there was a very large check written to General Electric for the stoves and refrigerators. Other than this payment, the rest were all for normal operating expenses.

Looking at the financial statement for the month, Chris B. reports that we had a positive cash flow month. With the conclusion of this fiscal year we finished with roughly \$50,000 more in the bank than what we started with. However, we expect to basically break even on our operating budget for the fiscal year.

After this review Pat P. motions to accept the financial reports as presented. Motion seconded by Mark P.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

Past Dues:

In reviewing active delinquencies there were several evictions being prepared, move outs, and payment agreements for the month. Active delinquencies went down \$1,643.21 from the previous month. In reviewing inactive delinquencies there was a decrease of \$23,076.01 from the previous month. This decrease is attributed to the FYE 12/31/14 FYE TAR Write Offs that were approved last month. At this time Mark P. motioned to accept the past due reports as presented. Pat P. seconds this vote.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

Executive Director Report:

Old Business:

1. CFP 2014. Chris B. reviews the modifications that will be made with the kitchen upgrades for Landess Terrace. Also, he notes the work that will be done to the Community Building at the site as well.
2. Gunterman's. The Griggsville step and sidewalk work is on hold until spring 2015. Once they begin, the steps and retaining wall are their first priorities.

3. VICC. Chris B. notes that the redone parking space looked much better. As a result he has authorized final payment to VICC, which completes all contracted work with them.
4. Insurance Renewals. All BPC paperwork has been submitted. Also, at this time BPC is taking forms from each employee to set up their individual accounts. Met Life will be meeting the staff soon to go over the current plan offerings and also to answer any questions that they might have.
5. Smoke Free Housing. This policy is now in effect. We will publish the terms of the policy in the newsletter and will begin the process of enforcement.
6. Landess Terrace LBP. It had been thought this work would be on hold until spring 2015, however Cox Home Improvement has indicated that they would like to begin now.
7. IDHR Violation. This alleged violation has been dismissed by the Complainant. While we feel vindicated, we must understand that in this day and age these violations are common. It would most likely not be the last one.
8. Walmart Gift Cards. It was discussed last month to change our annual gift card program. Chris B. states that he feels as though Mark P.'s suggestion of giving the resident the choice of a Visa card or account credit makes the most sense. After brief discussion it was motioned by Mark P. to create a new rewards program, which would give the choice of a \$25.00 Visa gift card or a \$35.00 account credit after 6 consecutive on time payments. Pat P. seconds this motion.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

9. Tractor Quote. Last month it was discussed regarding the purchase of a new tractor, however the quote appeared to be for a used machine. We have asked for quotes on a new tractor and two were received (Arends-Awe - \$7,700.00, Martin Sullivan - \$6,346.00). At this time Mark P. motions to accept the quote from Martin Sullivan as presented. Pat P. seconds this vote.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

New Business:

1. Operating Subsidy 2015. For January 2015 we have received \$31,741.00 in Operating Subsidy. This is prorated and will be caught up or taken back once our final subsidy calculation is sent in to HUD. It is thought that we are going to be shorted for the first few months of 2015.
2. Personnel Policy Revision. Chris B. indicates he has spent a substantial amount of time in redoing this document. All the old verbiage regarding the Local 965 union has been removed. Also in redoing the policy he wanted to create something that was fair for both employee and employer. Brief discussion ensued regarding the various changes contained within the new policy. All thought the new policy looked good and so a resolution was called for.

Resolution 2015-1

A resolution was made by Pat P. to accept the new Personnel Policy as prepared. Mark P. seconds this resolution.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

3. Quorum Census FYE 12/31/14. The Quorum FYE 12/31/14 Census on our retirement plan has been completed and returned. After they audit the information they will indicate any changes we need to make (if any).
4. REAC Submission FYE 12/31/14. C. Naber & Associates has been supplied with most of the information regarding our FYE 12/31/14 REAC Submission. We will complete this submission tomorrow, right on deadline.
5. PCHA Board Nominee – Noelle Flesner. Noelle F. has agreed to serve and so her name has been submitted to the Pike County Board for final approval. They meet on 1/26/15 and no complications to this nomination are expected.
6. Maintenance Wage Rate Determination FYE 12/31/15. Each year we are required to supply HUD with our current maintenance wage rates and fringe benefits offered to our maintenance staff. This document has been sent already to them.
7. Audit Bids FYE 12/31/14. Our contract with Pam Simpson is up and we have published an advertisement asking for interested bidders to submit a proposal. We will have bid information to review next month.

8. TBC Copier Agreement Declination. Last year it was discussed that with the smaller copier machines in the office that continuing the maintenance agreement for these machines didn't make much sense financially. As a result we have declined the service on these machines and will purchase our own supplies. If they are in need of major repair, we will just replace them with newer machines at a savings. We do still have the maintenance agreement on the large copier.
9. IDHR Pregnancy Rights. AHRMA, our insurance carrier felt as though this should be accepted into our employee handbook. This required notice indicates what rights pregnant workers have in the workplace according to the Illinois Department of Human Rights.

Resolution 2015-2

At this time it was resolved by Mark P. accept the IDHR notice regarding pregnancy rights in the workplace into our employee handbook. Pat P. seconded this resolution.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

10. Tenant Thank You. It was noted by Chris B. that we received two thank you's from tenants. They expressed appreciation for their gift cards and plumbing repair.

At 5:43p.m. it was decided to exit the regular session of the meeting and to move in to closed session so that the Board may discuss employee raises and evaluations. Pat P. makes the initial motion. Mark P. seconds.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

At 5:59p.m. it was decided to re-enter regular session and exit closed session. Pat P. makes the initial motion. Mark P. seconds. No votes were taken during this closed session, it was merely for personnel discussion.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

At this time it was decided to approve the raises and promotion as discussed during the closed session. These will be in effect as of January 1st, 2015.

Resolution 2015-3

Pat P. makes the initial resolution to accept the wage rates and title change as discussed during the closed session. Mark P. seconds this resolution.

Voice vote was as follows:

Mark P: Aye Pat P: Aye

At 6:01p.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. seconds this motion.

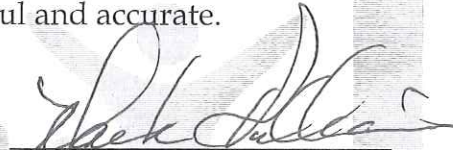
Voice vote was as follows:

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
2/19/15



Mark Pulliam, Vice Chairman
Pike County Housing Authority
2/19/15

**Pike County
Housing Authority**