

Pike County Housing Authority  
Board Meeting Minutes  
1/19/17

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, January 19<sup>th</sup>, 2017, at the PCHA Barry, IL office.

The meeting was called to order at 3:04p.m. with no guests present.

**Members present:**

Chairman Mark Pulliam  
Commissioner John Birch  
Commissioner Don Peebles  
Vice Chairman Noelle Flesner  
Resident Commissioner Pat Patterson  
Executive Director Chris Bruns

**Members absent:**

None

**Minutes:**

A brief review of the December 2016 Regular Session Minutes occurred. There were no corrections recommended for the minutes.

**Occupancy:**

A brief review of the January 2017 Occupancy Reports occurred next. There were no questions or concerns raised.

**Financials:**

A brief review of the December 2016 Financial Reports occurred next. There were no questions or concerns raised.

At this time Don P. motioned to accept the consent agenda of the December 2016 Regular Session Minutes, January 2017 Occupancy Reports, and December 2016 Financial Reports. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye            Pat P: Aye            Noelle F: Aye            Don P: Aye

**Executive Director Report:**

**Old Business:**

1. CFP 2016. Chris B. reports two bills have come in from the architect, Eggemeyer Associates, for their work done thus far on the window project. We have \$24,000.00 budgeted in the grant for A&E services and have paid these bills and reimbursed ourselves accordingly from the CFP 2016 grant.
2. Johnson Controls EPC. Chris B. reports on a few matters involving the Energy Performance Contract with Johnson Controls. First, we had an issue with the positioning of the showerheads that we believe to have resolved. They have some attachments that they are trying out, and if they are satisfactory, RTS will work up a quote for the additional time and materials. Secondly, we have signed off on the easement for the Pleasant Hill location. HUD indicated that the language wasn't quite as they liked to see it, but in the end it what was practical to us, and if our attorney approved the easement they were fine with it. Ameren included all "hold harmless" language recommended by our counsel. Third, the PNC financing has been completed with the assistance of Eric Hanson, Special Counsel. Fourth, we have issued press releases to all local papers regarding the energy project.
3. Baylis Wastewater Facility. Our NPDES permit for the site has expired. We've spoken with Jane Johnson from the Pike County Health Department and Jim Miles of the Illinois EPA regarding the site and what we want to do. Once this project is completed the discharge will be buried and our usage is well under the permitting requirement. We would like to get this done as soon as possible.
4. Gunterman's Custom Edging Work. Gunterman's have been back to Perry to complete some additional work we identified. They also had to address some plumbing clean outs that were blocked by work they had done. Chris B. had Josh H. go back and measure off the square footage of work to see if we were in agreement to their revised quote, which we were. In all we identified \$20,750.00 worth of additional work at the site, which should be approved as a contract modification.

At this time Noelle F. motioned to authorize the contract modification in the amount of \$20,750.00. Motion seconded by John B.

Voice vote was as follows:

John B: Aye            Pat P: Aye            Noelle F: Aye            Don P: Aye

5. Fee Accounting RFP. Last month we approved the quote as submitted by Urlaub & Company to take over our fee accounting services. C. Naber & Associates and Hawkins Ash have been notified that their bids were unsuccessful. Urlaub & Company will begin fee accounting services as of 1/1/17.
6. Smoke Free Policy/Lease Update. Last month we approved the draft of the revised No Smoking Policy/Lease Update. It has been out for public comment, to which none was received, and a public hearing was held on the matter, with no attendance. Therefore we are ready to accept this revised No Smoking Policy and incorporate it into our lease going forward.

**Resolution 2017 - 1**

At this time Noelle F. Resolves to accept the No Smoking Policy revision and its incorporation into the Pike County Housing Authority lease. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye      Pat P: Aye      Noelle F: Aye      Don P: Aye

7. VAWA Guidance. Sample guidance for the updated VAWA rules was discussed. This is due for implementation in June 2017.

Due to some members needing to leave the meeting at an early time it was discussed entering into closed session at this juncture to go over employee performance evaluations and raise discussion.

At 3:43p.m. Don P. motioned to exit regular session and enter closed session for purposes of employee performance evaluations and raise discussion. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye      Pat P: Aye      Noelle F: Aye      Don P: Aye

At 4:23p.m. It was decided to re-enter regular session to approve the items as discussed during closed session. No votes were made during the closed session portion of the meeting. Noelle F. makes the initial motion to exit closed session and re-enter regular session. Motion seconded by John B.

Voice vote was as follows:

John B: Aye      Pat P: Aye      Noelle F: Aye      Don P: Aye

At this time Pat P. motioned to accept the revised wage rates as discussed during the closed session for Chris B., Amber N., Tonya E., Michelle L., John L., Ed N., and Brent W. Motion seconded by John B.

Voice vote was as follows:

John B: Aye          Pat P: Aye          Noelle F: Aye          Don P: Aye

**New Business:**

1. Op Sub 2017. Our 2017 subsidy calculation isn't due yet and HUD has been funding us on an estimated level until final calculations are in. For the month of January 2017 we received \$36,396.00, which Chris B. feels as though it is lower than we should receive.
2. LBP Reporting FYE 12/31/16. Each year we must report to HUD any issues with elevated blood levels, units tested, and abatement planned for lead based paint. We have had no issues to report and our most recent LBP inspection report indicates that we are in a good position regarding LBP exposure. This reporting has been completed for period ending 12/31/16.
3. EPIC Reporting FYE 12/31/16. Each year we must report to HUD on all of our energy efficient improvements made, regardless of whether they were completed using Capital Funds or not. This has been completed for the period ending 12/31/16.
4. MWR Determination FYE 12/31/17. Each year we must report to HUD our hourly maintenance wage rates and fringe benefits for each maintenance position. Our rates are the same as last year, but the fringe benefit rates are slightly different due to the change in health insurance plan. This has been completed for the period ending 12/31/17.
5. REAC Submission FYE 12/31/16. As mentioned before C. Naber & Associates will complete all accounting functions through the end of the year for the HA since they were under contract through this time period. All requested information for purposes of this submission were remitted to C. Naber well in advance of their deadline.
6. Quorum 1099-R Service FYE 12/31/16. Quorum approached us about completing our 1099-R returns for the fiscal year end. However, we did not have anyone who took a payment from their retirement account, therefore we had nothing to report. Quorum received a declination to their offer to perform these services.

7. BCBS SBC Distribution. Each year we must certify that we have given all employees plan documents regarding the health insurance. This has been done and we have completed certification indicating our compliance with the requirements.
8. Dearborn National Renewal 3/1/17. We have received our renewal rates from Dearborn National and they have indicated no change for the next year. Dearborn National provides some of our life insurance and our short term disability.

At this time John B. motioned to accept the renewal as provided by Dearborn National for 3/1/17. Motion seconded by Don P.

Voice vote was as follows:

John B: Aye            Pat P: Aye            Noelle F: Aye            Don P: Aye

9. Delta Dental Renewal 3/1/17. Delta Dental has also provided us with renewal rates that are not changing from their current level. These rates are good through 2/28/19. Delta Dental provides our dental and vision insurance.

At this time Don P. motioned to accept the renewal as provided by Delta Dental for 3/1/17. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye            Pat P: Aye            Noelle F: Aye            Don P: Aye

10. CDS Wiring Quote. CDS has been asked to provide a quote for rewiring the connections in the office that are in place, but non-functioning. They have offered a quote of \$725.00 for this service. Chris B. indicates that this is within his purchasing limit and no vote was necessary on the matter.
11. Mid-America Advertising. We have been looking to branch out on the advertising we are doing and we have picked up a couple of billboards in the Pittsfield area for the next year. The cost of each is approximately \$3,100.00 for the year and individually within Chris B.'s purchasing limit. However, since they were obtained within a month of each other, it was thought that a formal approval should take place.

At this time John B. motioned to accept the annual contracts for the two Pittsfield Billboards through Mid-America Advertising at \$3,100.00 each. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye      Pat P: Aye      Noelle F: Aye      Don P: Aye

12. AHRMA Winter Safety. AHRMA sent out tips recently regarding winter safety that were distributed to all maintenance employees.
13. HUD Castro Exit Memo. With the new administration incoming, outgoing HUD Secretary Julian Castro has sent out a memo detailing all accomplishments from the time he spent directing the department.
14. PHADA Saving America's PH. A booklet from the Public Housing Authority Directors Association was shared with some insights as to changes that could be done that would benefit the nation's housing inventory going forward.

**Handouts:**

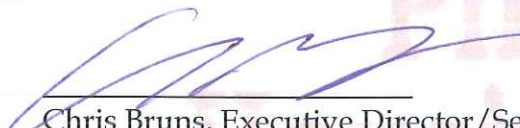
1. Trustwave Compliance Reporting 1/19/17. Chris B. reports that he has completed the compliance testing for our newer method of credit card collections through Lindsey Software. We are certified compliant through 1/19/18 after this certification.


At 4:55p.m. There were no further topics for discussion and so it was called for a motion to adjourn. John B. makes the initial motion to adjourn the meeting. Motion seconded by Don P.

Voice vote was as follows:

John B: Aye      Pat P: Aye      Noelle F: Aye      Don P: Aye

We hereby certify that these minutes are truthful and accurate.

  
Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
2/16/17

  
Mark Pulliam, Chairman  
Pike County Housing Authority  
2/16/17