

Pike County Housing Authority
Board Meeting Minutes
01/21/16

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, January 21st, 2016 at the PCHA Barry, IL office.

Members in attendance:

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

Members not in attendance:

N/A

The meeting was called to order at 3:07p.m. with no guests present.

Minutes:

After reviewing the minutes of the three December 2015 meetings a motion was made by Carole B. to accept the minutes as presented. Motion seconded by Noelle F.

Voice vote was as follows:

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

Occupancy:

Chris B. reports that we have 11 vacancies this month and our waiting list has a total of 87 families in line to receive assistance. We are holding steady on the vacancies as we had the same amount last month. There were a few rented, but then we lost a few renters lost due to move out, eviction, etc. We are pushing to fill everything as quickly as possible.

After this discussion, Noelle F. motioned to accept the Occupancy Report as presented. Motion seconded by Mark P.

Voice vote was as follows:

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

Financials:

In reviewing the December 2015 A/P check registers, Chris B. notes that there were large checks written to AHRMA (\$61,805.00) for the 2016 insurance premium, Cox Home Improvement (\$1,495.00) for some repair work on a building in Baylis, and GE (\$8,416.00) for the ranges we purchased. The remaining checks were all for normal day to day items.

The December 2015 P/R register reflects the two regular pay periods we had for the month. Also included in the payroll register are the people who had maxed out their vacation time and sold some back to the HA.

At this juncture brief discussion ensued about the amount of sick time employees can accrue and whether we allow transfer of time to another employee. Chris B. indicates that he would do further research on the topic and report back to the Board.

The December 2015 TAR register reflects the one tenant security deposit refund we had for the month.

Looking at the financial statement for the month, Chris B. reports that we had a positive month. Our income was more than our expenses by \$96,715.23. This was attributed to the large drawdown we made from the CFP 2015 for operations. As a result of this month's activity we ended up finishing the year on a positive note. Our income was over expenses by \$18,281.41 at fiscal year-end.

In looking at the monthly credit card bill, Chris B. reports that there were a couple of large charges made. There were three separate charges for County Market (\$467.85 each) which were for the Christmas gift cards given to the employees (\$150.00 each x 9 x fees), there were also two large tickets for Amazon (\$795.28, \$566.24) which were for maintenance supplies. The remaining tickets were all for normal day to day items. It was noted that gas tickets would be at a minimum from here on out as the charge account with Jiffi Stop is fully active.

In reviewing active delinquencies there was an increase of \$3,661.17 from the previous month. This is attributed to 4 people moving that had balances (1 left with no notice), 9 – 14 day eviction notices being issued, 2 tenants being back charged rent for not reporting income, and 1 person had died but we had not been notified by the family. We did enter into 4 repayment agreements for the month to try and work with people to get them caught up. In reviewing inactive delinquencies there was nearly nothing to look at as these had all been removed at FYE 12/31/15.

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

Voice vote was as follows:

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

Executive Director Report:

Old Business:

1. CFP 2014. Since all funds had been drawn down, Chris B. has sent in the preliminary closeout paperwork to HUD for the grant. That was approved and this will stay in preliminary closeout status until the next audit. John Flach builders has completed their work at Landess Terrace, although well over the allotted time frame. As a result of this we have the opportunity to assess liquidated damages for the project at the rate of \$100.00 per day. In speaking with the architect Eggemeyer Associates it was agreed that some days should be forgiven due to holidays. We have decided that 60 days is acceptable to calculate the penalty. Also discussed with EA was that they had to spend more time on the project than usual due to the delays from the contractor. They have proposed a contract modification for their work in the amount of \$1,050.00. EA had sent us a bill stating they made additional trips, but this was an error on their part.

At this time it was motioned by Carole B to accept the proposed contract modification in the amount of \$1,050.00 with Eggemeyer Associates. Pat P. seconds this motion.

Voice vote was as follows:

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

2. CFP 2015. In September 2015 we did a budget revision on this grant moving all funds to operations. As mentioned earlier in the financial section a draw was made against this grant for \$155,008.00 in December 2015, which helped us finish the year strong.
3. Johnson Controls. Our attorney Mark Thielen has reviewed the Energy Services Agreement as prepared by JCI and has found no problems. He has issued an opinion letter stating as such. He also has prepared a letter to the Chicago Field Office indicating that he does not have issue with the agreement. The Request For Proposal process was just completed on the financing portion and only one company placed a proposal, PNC Finance. JCI will go over their proposal to see if it will cash flow within the parameters of the project identified. Briefly discussed was the lack of interest from our main banking partner FNB – Barry.
4. LIHTC. The LIHTC application was discussed and it was discouraging. Previously we did not submit a second application due to the size of the project in Barry. We regrouped and resubmitted using a combination of Pittsfield and Barry, which we thought would be successful. However, IHDA has concerns over the involvement of the City of Barry in redeveloping the downtown area. They feel as though the City isn't doing as much for this as needed. As a result, our developer Verigreen feels as though the Barry component should be taken out of the mix. This creates another problem in that now the project would be too small for them to handle. They have a sister company the Lightingale Group, which handles this sort of project, however they demand payment up front for their services, which is something we do not have the capacity to do. Therefore, we are not going to be able to continue with the submission as structured. Chris B. indicates that he has spoken with Anne Smith from Menard County Housing Authority about developing a project through their not for profit and he also thought it would be good to reach out to the RFP runner up company Windsor Homes. As it stands right now all purchase agreements have been cancelled and Chris B. has spoken with the Pike County Historical Society regarding the status of this application.
5. Sny Island. A letter was discussed that had been received by our attorney from the Pike County Treasurer about the Sny Island situation. Also discussed was a letter received from the Sny attorney citing some extremely old case law about the situation at hand and why the HA should pay the assessment. Our attorney has sent a letter stating our options at this juncture. We can pay this assessment, we could get the Illinois Association of Housing Authorities to get involved with their own attorney, we could file lawsuit ourselves, or we could ignore the matter in the same manner as before. Brief discussion ensued. Best course of action at this point was to keep with the status quo, but try to obtain further information from some of the allegedly assessed entities like ourselves.
6. HUD 2016 FMR. HUD has completed the 2016 FMR rent calculation and published final numbers for all areas from coast to coast. Now that these are complete the new flat rents based off these numbers must be implemented within 90 days. We are going to have ours in by February 2016.

7. LT Drainage Quotes. Previously, we had selected a quote from Waters Concrete to address a water issue at Landess Terrace. They have installed two drains, which are very helpful in moving water away from the sidewalks and buildings. They feel a third would be helpful to completely eliminate the issue.

At this time Pat P. motioned to accept the contract modification with Waters Concrete in the amount of \$8,321.00. Motion seconded by Carole B.

Voice vote was as follows:

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

8. Mower Quotes. We had previously selected 2 new John Deere mowers from Martin Sullivan's bid. Briefly discussed was the need for an extended warranty on these machines. This was decided against by the group. We need other items to address the yards for the mowing season. Quotes were obtained on trimmers, blowers, and pruners. Low bid was submitted by Hoebing's, Inc. for this equipment.

At this time Noelle F. motions to accept the bid as presented from Hoebing's Inc. in the amount of \$2,194.00 for the additional mowing equipment. Pat P. seconds this motion.

9. AHRMA Auto claim. This claim is for Chris B.'s incident in the Chevrolet Equinox. He has gotten two separate quotes for the repair of the vehicle. He has also contacted our insurance provider AHRMA to determine if the claim would impact our rates. He will follow up with them and report back on the matter.
10. FYE 12.31.14 Audit. HUD has reviewed our corrective action plan and agreed to the terms we have set forth to correct the problems identified. Our first compliance review is set for 2/15/16.

New Business:

1. Op Sub 2016. We received \$35,899.00 for the month of January 2016. We are receiving 86.53% of our eligible funds. We will soon complete our calculation of subsidy for the year. By the end of the month forms are to be available and thereafter we can complete our calculation to determine our 2016 amount. Of course this will be subject to proration.
2. Exempt Property Filing. As done with previous years, we have submitted our 2016 property tax exemption paperwork to the Pike County Treasurer for all HA owned property.
3. AHRMA Loss Control Visit. On 12/9/15 Don Tomlin from AHRMA was here to review various properties to look for any potential insurance liabilities. He was very complimentary of our operations in his letter. A response on the findings is due to AHRMA within 60 days.
4. AHRMA Vehicle Claim. This claim is for John Lister's truck. He had our Chevrolet S10 parked at our site in Perry, when a resident backed into him and drove off. We filed a report with the Illinois State Police and have gotten a repair estimate. If this tenant has insurance it will be turned over to her.
5. Quorum Consulting FYE 12.31.15. Each year Quorum reviews our retirement plan to audit it for any errors. We have supplied all requested information to them so that they may complete this review. They inquired about completing our 1099-R's, which we declined. We are going to do these in house.

6. Truck Quotes. We have gotten two quotes to review. Morrow Brothers (\$25,970.00) and Tom Boland (\$26,227.72). These quotes do not reflect all of the equipment to be on the truck. They are just for the truck, fire extinguisher, and 4 splash guards. In speaking with a representative from Knapheide, he indicated that the quote from Morrow Brothers for the remaining equipment was the way to go and he could not beat it. Brief discussion ensued.

At this time Carole B. motioned to accept the quote from Morrow Brothers for 2 trucks under the State of Illinois contract. Noelle F. seconded this motion.

Voice vote was as follows:

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

Brief discussion ensued about the need for backup alarms. It was thought that this would be a good thing to add and was not expensive.

7. HUD LBP Report 12.31.15. Each year we are to send HUD a report on the status of any Lead Base Paint issues we may have had. This has been done for FYE 12.31.15. We had one unit tested at Landess Terrace by the State of Illinois due to a complaint filed by an evicted tenant and they did not find any issues.
8. Dearborne National. Dearborne has contacted us and notified us of no change in rates for the renewal period. Also they have requested updated salary information, which will be sent to them after our raise discussion.

At this time brief discussion ensued about the possibility of doing a consent agenda for our minutes, occupancy reports, and financial reports. All thought it was a good idea to streamline our meetings.

Resolution 2016-1

At this time a Resolution was made by Carole B. to accept the creation of a consent agenda for our minutes, occupancy reports, and financial reports. Mark P. seconded this resolution.

Voice vote was as follows:

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

At 5:28p.m. It was decided to go into closed session for the purpose of personnel and salary increase discussion. Motion made by Noelle F. Seconded by Pat P.

Voice vote was as follows:

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

At 6:16p.m. It was decided to exit closed session after personnel and salary increase discussion. No votes were taken during the course of this closed session discussion. Motion made by Noelle F. Seconded by Carole B.

Voice vote was as follows:

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

At this time it was motioned by Noelle F. to accept the raises as recommended (to begin 1/1/16) by Chris B. for all staff. Pat P. seconded this motion.

Voice vote was as follows:

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

After approval of the employee raises, it was discussed regarding the Executive Director Chris B.'s raise. At this time it was motioned by Pat P. to give a 4% raise (to begin 1/1/16) for Executive Director Chris B. Motion seconded by Carole B.

Voice vote was as follows:

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

Briefly discussed were two handouts.

The first is that we have submitted our required information to C. Naber & Associates for our REAC submission for FYE 12/31/15.

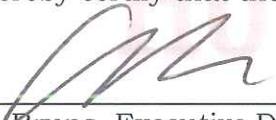
The second is that we are in the process of updating our depository agreements with the financial institutions we do business with currently.

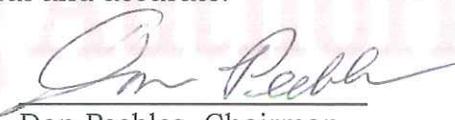
At 6:24p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Pat P. makes the initial motion to adjourn. Motion seconded by Noelle F.

Voice vote was as follows:

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

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
02/18/16


Don Peebles, Chairman
Pike County Housing Authority
02/18/16