

Pike County Housing Authority
Board Meeting Minutes
11/17/16

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, November 17th, 2016 at the PCHA Barry, IL office.

The meeting was called to order at 3:01p.m. with no guests present.

Members present:

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

Members absent:

None

Minutes:

A brief review of the October 2016 Minutes occurred. There were no changes recommended for the minutes.

Occupancy:

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

Financials:

A brief review of the October 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 October 2016 Minutes, November 2016 Occupancy Reports, and October 2016 Financial Reports. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye

John B: Aye

Don P: Aye

Pat P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2016. For the month of November 2016 we received \$38,078.75. We are anticipating a similar amount for the month of December 2016, which will close out this years grant.
2. CFP 2016. Chris B. reports he went with John Beatty from Eggemeyer Associates to New Canton, Barry, and Pittsfield to get measurements for the window project. With the time of year it is we will be able to get the preliminary work out of the way (designs, plans, bids, etc.) and look to start the project in Spring 2017. Chris B. Is preparing a budget revision for the current CFP 2016 grant, which should be ready next month.
3. Johnson Controls EPC. We have received HUD approval for the Section 30 submission. Once this was received we notified JCI of the notice to proceed on the contract. A project kickoff meeting is scheduled for next week. The utility allowance numbers have been sent over and they look better than expected, which should make the clients feel better about being responsible for the monthly electric bills. JCI has sent over another batch of materials submittals, which we should approve. We are nearly ready to sign the financial document for the loan, but PNC is requiring us to have a bond/tax opinion issued from our counsel. We do not have any bonds being issued nor do we intend to, but for some reason PNC is adamant they need this prior to financing. In researching this sort of work, Chris B. has found that Decatur Housing Authority paid a legal firm \$25,000.00 for this. We are seeking a cheaper alternative from other counsel prior to going that route.

At this time Noelle F. motioned to accept the materials submittals as presented. John B. Seconds this motion.

Voice vote was as follows;

John B: Aye

Don P: Aye

Pat P: Aye

Noelle F: Aye

4. Baylis Wastewater Facility. We have been pressing the original contractors we spoke with for a proposal we could review and approve. They have not been as responsive as we would like and so we have reached out to a few more to get more interest in the work. The way it works we will have to have the prospective bidders submit a package to the health department for approval prior to it coming to us for review. With the time of year it is, we would accept the first proposal we receive providing it is not out of line as this is needed to be done very soon.

5. Maintenance Building Concrete Work. We have spoken with Waters Concrete and they should be ready to start the job soon. Prior to them coming on site, however, we will need them to furnish us the appropriate level of insurance (\$500,000.00 general liability, \$300,000.00 auto liability) and sign some standard HUD agreements.

6. Perry, E. Adams, & Landess Concrete Work. George S. and Chris B. met with Gary Gunterman to review his bid for this scope of work. He indicated that his numbers were correct and from the field review we feel that they appear to be. They have started working at the Perry site and Chris B. and Josh H. met with him to go over additional things that are in disrepair. From this meeting there was additional work added for clothesline areas, sidewalks, and porches. Some of the previous work Gunterman did at the site is cracking and he is going to replace this at no charge to the authority. John Beatty from Eggemeyer Associates has been asked for a price to assist in the oversight of this work as it progresses. They will supply us a number soon. Gunterman's will also be frozen from doing any further work until they have supplied us the same insurance and contract information we discussed earlier.

7. ACOP Update 10/20/16. Last month we approved a draft of the ACOP Policy update and the elimination of the duplicate grievance policy. This has been out for public comment and nothing has been said about either of these items. Therefore, we are ready to finalize these via resolution.

Resolution 2016 - 24

At this time Don P. Resolves to accept the October 2016 revision to the ACOP and also the elimination of the duplicate grievance policy that had been present in addition to the one contained in the ACOP. Resolution seconded by Noelle F.

Voice vote was as follows;

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

8. Annual Plan 2016. This is another item that had been approved as a draft, but waiting on public comment to finalize. We put out the full plan for review even though as a not troubled Qualified PHA we only have to approve the annual civil rights certification. No comments have been made and therefore we are ready to approve the civil rights certification via resolution.

Resolution 2016 - 25

At this time Pat P. Resolves to accept the Annual Civil Rights Certification and approve for its signature. Resolution seconded by Noelle F.

Voice vote was as follows;

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

9. PCHA Personnel Policy. The recently approved changes to the personnel policy regarding performance bonuses, longevity bonuses, and the change of the Maintenance Supervisor and Property Manager positions to salaried have all been made.
10. Health Insurance Analysis. We have a few different vendors to look at for health insurance coverage. We have quotes from BCBS (\$6,247.10 per month), Health Alliance (\$6,777.70 per month), and LGHP (\$9,944.00 per month).

After discussion of the various plans it was elected to go with the BCBS plan G509PPO and also raise the reimbursement through the HRA to \$2,250.00 from the current level of \$1,250.00. Noelle F. makes then initial motion in support of this change. John B. seconds the motion.

Voice vote was as follows;

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

11. Legal Services Agreement. Last month we selected Thomson, McNeely, Crews, Hurst & Thielen as our regular counsel and also Mahoney, Silverman, and Cross as our special counsel. These legal service agreements have all been signed and returned. These firms will be under contract for a period of 3 years.
12. YMCA Grant. Chris B. reports we were unsuccessful in obtaining the grant for our clients to have free or reduced memberships at the YMCA.

New Business:

1. Op Sub 2017. We have a timetable for the completion of our 2017 operating subsidy calculation. All forms are due back to the field office as of 1/24/17.
2. US Cellular Switchover Analysis. We have brought all housing authority cellular devices under one roof by switching over everything to US Cellular. We had wanted to bring the old tablets from AT&T but were told they were not compatible. Therefore we have gotten all new tablets at a reduced rate. The savings from the switch will be \$50.00 per month and in just over 4 years the new devices will be paid for by the savings.
3. HUD Data Leak. We had been notified of a leak of client data by HUD but had no knowledge as to if we would have any clients affected. We have had people come in to the office with the letter from HUD regarding this. HUD is offering the affected clients

a year of credit monitoring for them to track their credit to cut off any possible fraud and identity theft activity. This leak occurred as HUD was looking into verifying whether clients were required to perform community service activity.

4. Commissioner Training. Chris B. included information on commissioner training. Although we cannot travel significantly for this, it is still something HUD would like to see. Chris B. referred everyone to the HUD Lead the Way training. He goes on to mention that the board will begin getting scored with the upcoming PHAS changes.
5. Surplus Trailer Sale. Chris B. reports that we took sealed bids on a surplus flatbed utility trailer which sold for \$600.00.
6. HUD 4710 9/30/16. Chris B. reports that he has sent in the contracting activity reporting for the period ending 9/30/16 to HUD. There were no issues reported.
7. Fee Accounting RFP. Chris B. reports that he has sent out RFP's to 5 different fee accounting firms for us to consider. It has been sent to C. Naber & Associates, Hawkins Ash, Urlaub & Company, Blosky & Associates, and Loucks & Schwartz. These will be ready next month for review.
8. AHRMA 2017 Renewal Package. AHRMA has sent us the bill for the 2017 coverages, totaling \$64,261.00. A motion accepting payment of this would be appreciated.

At this time Noelle F. motioned to accept the billing from AHRMA in the amount of \$64,261.00 and its payment. Motion seconded by Pat P.

Voice vote was as follows;

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

At 4:37p.m. It was decided to exit regular session and enter closed session for purposes of personnel discussion. Noelle F. makes the initial motion. Motion seconded by Don P.

Voice vote was as follows;

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

At 4:55p.m. It was decided to re-enter regular session to approve the items as discussed during closed session. Noelle F. makes the initial motion to re-enter regular session. Don P. seconds this motion.

Voice vote was as follows;

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

Don P. motioned to accept the revised wage rates for Amber Nelson, Josh Harrison, and George Snyder as discussed during the closed session. Motion seconded by John B.

Voice vote was as follows;

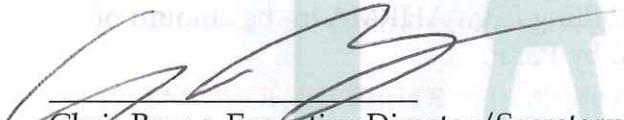
John B: Aye Don P: Aye Pat P: Aye Noelle F: Aye

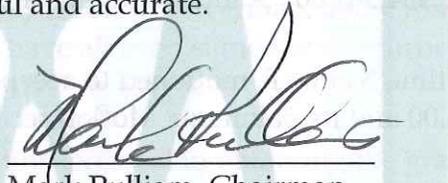
At 4:57p.m. There were no further topics for discussion and so it was called for a motion to adjourn. John B. makes the initial motion to adjourn the meeting. Motion seconded by Noelle F.

Voice vote was as follows:

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

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
12/15/16


Mark Pulliam, Chairman
Pike County Housing Authority
12/15/16

**Pike County
Housing Authority**