

Pike County Housing Authority
Board Meeting Minutes
02/18/16

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, February 18th, 2016 at the PCHA Barry, IL office.

Members in attendance:

Chairman Don Peebles
Vice Chairman Mark Pulliam
Resident Commissioner Pat Patterson (via phone)
Commissioner Carole Bradshaw
Executive Director Chris Bruns

Members not in attendance:

Commissioner Noelle Flesner

The meeting was called to order at 3:06p.m. with no guests present.

Minutes:

A brief review of the January 2016 Open and Closed session minutes occurred. There were no questions or concerns raised.

Occupancy:

A brief review of the February 2016 Occupancy Reports occurred next. Carole B. notes that there are a total of 9 vacancies shown, but at the bottom of the current report the total says 11. Chris B. confirms that 9 is the correct number.

No other questions or concerns were raised.

Financials:

A brief review of the February 2016 financial reports occurred next. Pat P. questioned why the final payment to Shultz lawn care was issued so late. Chris B. explained that it was due to damage they had caused to a storm door and we had to wait to see what the final repair cost was going to be before we paid their final bill. All were satisfied with this response.

No other questions or concerns were raised.

At this time Carole B. motioned to accept the open/closed session minutes, occupancy reports, and financial reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Pat P: Aye

Executive Director Report:

Old Business:

1. CFP 2014. Last month it was discussed and approved to do a contract modification with the architect Eggemeyer Associates due to their extra work involved in the contract with John Flach Builders (went well over time allotted for completion). We received a final bill from EA and it was broken down in to 2 parts. One for the final amount of \$750.00 and the other for the modification of \$1,050.00. In getting this bill ready for payment it was discovered that a previous payment to them had not yet been cashed. We have stop paid this previous check and we will reissue this payment with the above to complete the contract with EA. We have not received a final bill from the contractor JFB yet.
2. OP Sub 2016. For the first few months of 2016 we are worked under an estimation for our Operating Subsidy grant. In February 2016 we received \$36,090.00. A brief review of the 2016 Operating Subsidy grant that Chris B. has prepared took place at this time. The materials were fairly straightforward and Mark P. motioned to accept the calculation and submission of the calculation to HUD. Carole B. seconded this motion.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Pat P: Aye

3. FYE 12.31.14 Audit. The FYE 12.31.14 Audit Finding was discussed. We had taken this audit finding on the condition of our tenant files. We had to implement Quality Control reviews and also update our Internal Controls Policy to cover the review of tenant files in an ongoing basis. As a result of that audit finding we also have to submit quarterly reviews to HUD for the first 6 months of reviews. Chris B. reports that he has reported the reviews to HUD for the first quarter. He randomly reviewed 16 files and found several to be missing required data. These are going to be followed up with further and if the missing documentation is not turned in as requested then the tenant will receive a 30 day lease termination notice. During that 30 days they would have one final opportunity to present the information before their lease is terminated.
4. HUD Remote Review. In September 2015 we received numerous requests from HUD for data. We were just told that we were under a random review but no further information was given. We finally have clarity on the matter as we received a notice indicating that it was a remote monitoring review. They do these from time to time to encourage cooperative problem solving. Chris B. reports that he feels as though it went quite well. They did offer feedback on tenant accounts receivables, work orders, and REAC inspections. They suggested to be more aggressive in tenant collections/evictions, implement a schedule to complete work orders (already done before we received the letter), and to address point deductions prior to REAC inspections such as trip hazards (we have a plan in place to address this as well).
5. Johnson Controls. Johnson Controls has been working with the only bidder for the financing portion of the Energy Performance Contract (PNC Equipment Finance) to ensure that the payback is successful for the life of the note. If the payback from the energy

savings is not there to cover the note, PNC would have to alter their terms or we would go back out to solicit lending partners.

6. **Sny Island.** Last month we covered our counsel's opinion of the matter at hand with the Sny. Don P. has done some sleuthing and not everyone is issued an assessment or pays an assessment like the Sny states they are. We have requested a copy of their logs of assessments, but they referred us to the Pike County Treasurer and Assessors office. In calling them they referred us back to the Sny. Our attorney is going to issue them a FOIA request to get these logs. In the meantime it was discussed and felt by all that no action on our part should be the method of operation for the time being.
7. **Mowers & Accessories.** We have all the mowers and other equipment (trimmers, weed eaters, blowers) necessary for the upcoming mowing season. Chris B. has discussed with George S. and it might be a good idea to purchase a wood chipper to make disposal of sticks easier. Chris B. is going to research prices.
8. **AHRMA Auto Claims.** We had 3 outstanding auto claims with AHRMA. They were all of insignificant amounts and so they did not feel as though it would impact our rates. As a result Chris B. turned in the first 2 claims and we have received reimbursement of \$991.43 for the claims. Chris B. would have turned in the 3rd claim, however this vehicle is going to be traded in on the 2 new trucks since they have given us the price we wanted even with the damage. We are still going to pursue the resident that backed in to this vehicle for the lease infraction that they have done.
9. **AHRMA Loss Control Visit.** Chris B. has responded to the loss control visit by Don Tomlin of AHRMA in December 2015. All of the items identified were due a response within 60 days. We have either alleviated or are nearly completed alleviating these items.
10. **AHRMA 2016 Coverages.** Chris B. has provided the Board with a comprehensive breakdown of this fiscal year's insurance coverages.
11. **Quorum Consulting FYE 12.31.15.** Chris B. reports that we have received the report from Quorum on our FYE 12.31.15 audit of our retirement account. In reviewing the audit he noted the action items that were to be addressed. Quorum stated that payments were not made properly, forfeiture money needed to be allocated, a former employees funds were still to be disbursed, and employees to be added to the plan. In doing his own review Chris B. has discovered that Nationwide misapplied 4 different employees payments, the forfeiture of the left over funds has already been contributed, the former employee was notified about taking some action with the funds in their account, and also the employees are not due to be added to the plan until next year. Ralph B. of Nationwide is going to get the payment issue corrected. These errors with the audit were also brought to Quorum's attention as well.
12. **Truck Quotes.** Last month it was discussed about the purchase of two new trucks for our fleet. We are going to trade in the smaller more useless truck on the new ones. These have been placed on order and it will take 3 ½ months to be delivered. Cost for each was \$48,114.00 and we will receive \$1,728.00 on our trade (Chevrolet S10). Leaving us with a final cost of \$94,500.00 on the two trucks.

13. Over Income Tenants. It was discussed about the issue of over income tenants. HUD is going to implement a policy which will force HA's nationwide to deal with anyone over a certain threshold of income. Currently this is out for public comment. Chris B. disagrees with the stance on this. He feels as though people who earn more stabilize the sites and also provide income deconcentration to them as well. Not to mention the additional operating revenue generated by these tenants. He goes on to say that this is a knee jerk reaction in their part to bad press. As long as they met the parameters of the program to begin with is the most important thing.

New Business:

1. EPIC Reporting FYE 12.31.15. Chris B. reports that he has made our yearly report to HUD of our energy efficient improvements made with all open capital fund grants (2013, 2014, and 2015).
2. Maintenance Wage Rate Determination FY 2016. Chris B. reports that he has submitted to HUD our maintenance wage rate determination for 2016. This report indicates the lowest salary we are to pay for each maintenance position available with the HA.
3. Landess Terrace Incident. It was discussed about an incident with a unit at Landess Terrace. The person was in trouble for selling pets against the law and they decided it would be a good idea to leave the unit with the windows open and heat off. Everything was frozen in ice, but no damage to the pipes was found. We were very lucky.
4. Sick Time Analysis. We have been discussing a change to our Sick Time Policy, allowing for the opportunity to earn more time and also to allow the transfer of time to someone who may not have any time left. Chris B. has polled other HA's statewide and most allow for the unlimited accrual of sick time. At this juncture it was called for resolution to change our Personnel Policy to do the same.

Resolution 2016-2

At this time a Resolution was made by Carole B. to accept the change to our Personnel Policy to allow for the accrual of unlimited sick time. Pat P. seconded this Resolution.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Pat P: Aye

Chris B. indicated he is also in favor of changing the Personnel Policy to allow for the transfer of sick time to another employee through a sick leave bank. He will have this ready for next month. Carole B. noted she was in favor of the idea of the sick time bank.

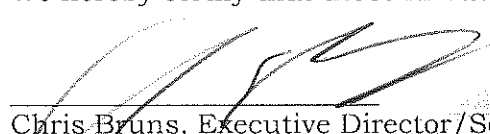
5. New Employee. Chris B. reports that we have a new employee as of 2/17/16. Brent Wyatt brings over years of experience with Likes Land Surveyors, Rollie Lee Stereo, and is currently elected as the Barry Township supervisor.

At 5:07p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Carole B. makes the initial motion to adjourn. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye 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
3/17/16


Don Peebles, Chairman
Pike County Housing Authority
3/17/16