

**Pike County Housing Authority
Board Meeting Minutes
3/16/17**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, March 16th, 2017, at the PCHA Barry, IL office.

The meeting was called to order at 3:05p.m. with no guests present.

Members present:

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

Members absent:

Commissioner John Birch

Minutes:

A brief review of the February 2017 Regular Session Minutes occurred. There were no corrections or changes recommended for the minutes.

Occupancy:

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

Financials:

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

At this time, Don P. motioned to accept the consent agenda of the February 2017 Regular Session Minutes, March 2017 Occupancy Reports, and February 2017 Financial Reports. Motion seconded by Noelle F.

Voice vote was as follows:

Pat P: Aye Noelle F: Aye Don P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2017. For the month of March 2017 we received \$33,082.00 in subsidy, which was about \$3,000.00 less than we received last month. HUD has changed our proration level to 85% instead of the 90% we had been receiving, it is not known whether this will be a permanent change or temporary one. Because our formula amount was larger than last year we should still see an overall increase even if the 85% is permanent. .
2. CFP 2016. We have been working with John Beatty of Eggemeyer Associates in getting the window project ready to bid out. We are soliciting a base bid and two alternates for this scope of work. Last week the IFB was published in the Pike Press and on our website for public solicitation of bids. Interested parties have until 4/6/17 @ 2:00p.m. to submit their proposals.
3. Johnson Controls EPC. There were several topics covered regarding the EPC. First off we had an issue with the electrician and how they wanted to leave the connections into the panel. This has been remedied to our satisfaction. Secondly, we have received the sub award documents from the University of Illinois for the gas and electric grants and these have been signed off and returned. Finally, we have returned the signed easement document to Ameren for the location behind the office. There had been the question of the sidewalk under the lines and what would happen if it was damaged by Ameren. This was explained to me that if they damaged the sidewalk under the lines then it would be on their dime to replace it.
4. Baylis Wastewater Facility. The contractor, Bobby Armistead, told us he has forwarded on the plan to Jane Johnson @ the Pike County Health Department for their review and approval. This plan must be approved by the PCHD before we can be told anything about their design, price, etc.
5. Gunterman's Custom Edging Work. Gunterman's finally was able to complete the necessary paperwork for the architect. As a result they have been allowed to continue over to E. Adams for the work scheduled there. The architect reviewed the work at the Perry site and according to his estimates the work was done at a cost of roughly \$4,000.00 less than his estimate. He also felt that the work looked very well done.
6. CDS Wiring Quote. As we discussed last time there was a miscommunication regarding what we wanted to have done with the network and phone wiring in the office. We ironed out the particulars and this work has been done very satisfactorily. There are a few things to touch up on our end, but all the ports for the network are now operational. They also removed several phone jacks that were inoperable and unnecessary.

7. Quorum Census FYE 12/31/16. The audit of the retirement plan for the recently concluded year has gone very well. There was only the one issue of contributions being posted to the wrong participant. The other two things were regular housekeeping issues of the new participant and terminated participant. The first two items have been addressed, but the terminated participant issue persists. From what we have been told is that we cannot force the liquidation of the account, since the value is over a certain threshold. We will pursue the liquidation or rollover of the account from the former employee to get them off of the HA's retirement plan.

At this time, Noelle F. motioned to accept the Retirement Plan Census for FYE 12/31/16 as prepared by Quorum Consulting. Motion seconded by Pat P.

Voice vote was as follows:

Pat P: Aye Noelle F: Aye Don P: Aye

8. HUD FYE 12/31/15 Audit. HUD recently notified us that they have reviewed our audit report for the FYE 12/31/15 as prepared by Pam Simpson. There were no findings, which left us without any issues to address for them.
9. HUD Smoke Free Notice. Recently, HUD released notice PIH 2017-03 regarding the implementation of the smoke free rule. We have already addressed the implementation of the plan previously (public notification/hearing) and with our previous smoke free rule, it is not thought that this new plan's revised verbiage would constitute a significant amendment to our PHA Plan.
10. Access Control System. Last month we discussed the interest in switching away from the keyed entryways. We talked about the card systems, but then it was mentioned that people have found a way to duplicate those cards. The other method commonly out there is the programmable fobs. This was discussed briefly.
11. Personnel Policy Revision. At the last two meetings we have discussed the transition to a quarterly basis review and bonus system based on merit. A revised Personnel Policy incorporating these concepts was presented for Board review at this juncture.

At this time, Noelle F. Resolved to accept the Personnel Policy Revision dated 3/16/17 as prepared. Resolution seconded by Don P.

Voice vote was as follows:

Pat P: Aye Noelle F: Aye Don P: Aye

New Business:

1. HUD Semi-Annual Labor Reporting. Semi-annually after March and September month ends we are required by HUD to report on our contracting activity and any labor violations incurred during that time period. This time around they want us to report on activity through March even though the month is not over yet. We have done so and also turned in an information update form for their records.
2. BPC HRA Plan Amendment. BPC reached out to us regarding our plan change for the deductible reimbursement amount. They needed a signed plan amendment for the change, which Chris B. has provided. They also had a handout like BCBS which we needed to furnish to all employees. This has been done as well. Previously, the plan change and reimbursement change had been approved in our November 2016 meeting.
3. Landess Terrace Site. Chris B. has reached out to Pittsfield Mayor Hayden and Economic Development Director McCartney regarding the Landess Terrace site and our interest in opening up the alley on the back side of the site. McCartney was going to check with the Mayor and get back to me with information. City Clerk, Cindy Prentice, also was interested in looking into this for us.
4. CICH0 Grant 3/1/17. Each year the Central Illinois Council of Housing Officials offer grant opportunities to excellent students seeking to further their education. We had one student interested in the grant opportunity thus far and we have sent all pertinent documents to CICH0 for their consideration.
5. CSH. Recently, Chris B. met with this group, Pittsfield Economic Development Director Bill McCartney, Patty McIntosh of the Health and Wellness Foundation of Pike County, and Michele Westmaas of Expect Extraordinary regarding development opportunities for Pike County. Michele's group is interested in opportunities for DD clients to have affordable housing. As we have discussed before, we would like to expand the opportunities for affordable housing to all of Pike County. Next month at the MMC Chris B. will be speaking with our development team to see what steps are available.
6. HUD Outlook. Some random information as to rumblings, speculations, and recommendations in the HUD program under the Trump administration was discussed. First thing being discussed was a \$6 billion cut in the HUD budget, NAHRO has put together a Transition 2017 document detailing numerous recommendations for the administration to consider, CLPHA/NAHRO/PHADA issued a joint letter to Secretary Carson regarding deregulation efforts of interest to the groups, and still being touted is the SHARP legislation in favor of PHADA/NAHRO.
7. M&M Clinic 2017. We are getting ourselves setup for the upcoming Maintenance and Management clinic. Chris B. indicates that we will send as many people as we did last year, since it appears the courses are substantially the same. Chris B. is attending and the MMC falls right in the week of our meeting next month. Meeting change times

were discussed briefly and Tuesday, 4/18/17, was selected. Chris B. will have the meeting change time advertised and posted.


8. IAHA NFP Training. The IAHA is holding a training on not for profits that Chris B. would like to attend. This is on 5/19/17 and only a part day course. No objections were presented.

At 4:12p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Don P. motioned to adjourn the meeting at this juncture. Motion seconded by Pat P.

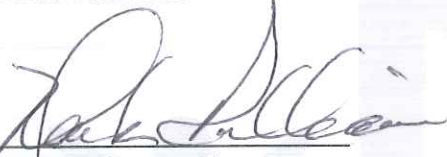
Voice vote was as follows:

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
4/18/17



Mark Pulliam, Chairman
Pike County Housing Authority
4/18/17

