

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

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

Members in attendance:

Chairman Don Peebles
Vice Chairman Mark Pulliam
Resident Commissioner Pat Patterson
Commissioner Carole Bradshaw (entered at 3:07p.m.)
Commissioner Noelle Flesner
Executive Director Chris Bruns

Members not in attendance:

None

The meeting was called to order at 3:00p.m. with no guests present.

Minutes:

A brief review of the February 2016 Minutes occurred. There were no questions or concerns raised.

Occupancy:

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

Financials:

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

At this time Noelle F. motioned to accept the February 2016 Minutes, March 2016 Occupancy Reports, and February 2016 Financial Reports as presented. Motion seconded by Mark P.

Voice vote was as follows:

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

Executive Director Report:

Old Business:

1. CFP 2014. Eggemeyer Associates has been now been paid in full for their contract in overseeing the kitchen remodel at Landess Terrace. Cox Home Improvement has been paid in full for the add-on work they did at the Landess Terrace Community Building. The final bill from them was \$4,228.00 instead of the \$3,960.00 that they had previously bid due to additional materials being necessary for job completion.

At this time Mark P. motioned to accept the contract modification from Cox Home Improvement and the expenditure of the additional \$268.00 on their final bill. Motion seconded by Noelle F.

Voice vote was as follows:

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

John Flach Builders has also been paid in full for the work remodeling the kitchens at Landess Terrace. As discussed previously, they were to be paid an additional \$28,190.00 to complete the contract, but they were assessed liquidated damages in the amount of \$6,000.00 for their failure to complete the job in a timely manner. Final payment to them was a total of \$22,190.00. The architect Eggemeyer Associates has given us an unfavorable review of John Flach Builders work.

2. Op Sub 2016. We have received \$37,351.00 in subsidy for the month of March 2016. No word as to the status of the 2016 subsidy calculation submission yet.
3. REAC Submission FYE 12/31/15. Sandi at C. Naber & Associates has completed the submission of our financial information for the FYE 12/31/15.
4. Personnel Policy. Last month it was approved to allow for the unlimited accrual of sick time for our employees. It had been discussed regarding the creation of a sick time bank to assist those employees financially who may be suffering from a catastrophic illness and are out of sick time. Brief discussion of the sick time bank provision ensues.

Resolution 2016 – 3

At this time Carole B. Resolved to accept the Personnel Policy revision allowing for the establishment of the sick time bank provision. Resolution seconded by Pat P.

Voice vote was as follows:

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

5. LT Comm. Bldg. Tankless. Our maintenance staff has completed installation of the tankless water heater system at the Landess Terrace Community Building. Estimated savings doing this job ourselves is roughly \$4,500.00.
6. Trailers. The maintenance trailers purchased last year have been outfitted with shelving to better allow for the organization of maintenance materials. One trailers shelves are removable to allow for transport of larger items.

New Business:

1. Annual Plan 2016. Last year we submitted our full 5 year Annual Plan document. As a small housing authority we are only required to do this once every 5 years. The other 4 years we only have to certify our compliance with civil rights requirements. This certification form is being held here for review along with last year's 5 year submission until 4/22/16, which is the date a public hearing will be held on the document.

Resolution 2016 – 4

At this time Noelle F. Resolved to accept the Annual Plan 2016 as prepared and also it's submission to HUD. Resolution seconded by Pat P.

Voice vote was as follows:

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

2. CFP 2016. All required documents have been completed for the CFP 2016 and it has been submitted to HUD on 3/8/16, which is well ahead of the deadline. The local Pike County officials have been contacted to determine whether they can complete the Part 58 Environmental Review that is required. They have declined doing this, which means HUD will complete the ER. The CFP 2016 is available for review at our office until 4/22/16, which is the date a public hearing will be held on the document.

Resolution 2016 – 5

At this time Carole B. Resolved to accept the CFP 2016 package as prepared and also it's submission to HUD. Resolution seconded by Mark P.

Voice vote was as follows:

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

3. WASS/PIC/EIV Spring Audit 2016. The Spring 2016 Audit of our readiness in the WASS/PIC/EIV systems has taken place. We have supplied the Audit letters to HUD on 2/29/16 stating our ability in these areas. Our readiness level is thought to be very good at this time.
4. 2015 Section 3 Reporting. The Section 3 reporting for FY 2015 has been completed and sent to HUD. Section 3 involves the use of low income persons from our jurisdiction being put to work by the housing authority during the course of their contracting activity. We did not have any data to report this FY.
5. Site Based Waiting Lists. We have been communicating with HUD on the establishment of site based waiting lists. Currently we use HA wide waiting lists broken out by bedroom size. It is thought that switching to site based lists would allow for the lists to become more organized and get people to the towns they are most interested in living. Discussion ensued as to the steps needed to make this switch.

6. DHS Access Request. We have had the interagency agreement with DHS to access their records, but have never applied for access to their systems. As we have become more thorough in investigating client accounts, it was felt that we should utilize this agreement to its potential. Chris B. has signed up and Amber N. will be doing so soon.
7. Concrete Grinder. In recent correspondence from HUD and AHRMA it was noted that we should try to alleviate as many trip hazards from our sites as possible. To this goal, we have solicited quotes from vendors for a grinding machine capable of alleviating these issues. Quote were obtained from Construction Equipment 4 Less (\$3,995.00), Patriot Contractors Equipment Sales and Supply (4,592.00), Discount Cleaning Products and Office Supplies.com (\$4,431.56).

At this time Carole B. motioned to accept the quote from Construction Equipment 4 Less in the amount of \$3,995.00. Motion seconded by Noelle F.

Voice vote was as follows:

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

8. TBC Copier Agreement. Our annual service contract for the Savin 9020 Multifunction machine is up for renewal. This machine is the one in the office that is utilized the most for many things we do. Cost of renewing the agreement is \$1,905.00, which is the same as last year. As per the terms of this agreement all repairs, toner, parts, etc. are included.

At this time Noelle F. motioned to accept the renewal quote from The Business Centre in the amount of \$1,905.00. Motion seconded by Pat P.

Voice vote was as follows:

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

9. 2016 Maintenance Management Clinic. It is once again time for the Illinois Association of Housing Authorities Maintenance Management Clinic to be held in Decatur, IL. This clinic provides local training opportunities to HA staff to learn new things and be refreshed on old things. This year's courses will be especially valuable since we have new employees and also old employees in new roles. With the cost of the event being high it was suggested for a motion to accept the staff being sent over to the 2016 MMC.

At this time Noelle F. motioned to accept the proposed staff being sent to the 2016 IAHA MMC. This approval includes both the registration and lodging fees. Motion seconded by Carole B.

Voice vote was as follows:

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

10. Credit Card Collections. It is reported to the Board that we collected \$52,980.88 in rent and other fees via credit card in 2015.

11. Tenant Letter. A resident had gotten into a dispute with a non-housing neighbor recently. The non-housing neighbor had expressed dissatisfaction with the person and previous tenants of the HA parking in the alley. Chris B. has addressed the issue with the residents at the site regarding parking in the alley. The non-housing neighbor had stated displeasure in what the ED had planned for notification of these residents and was invited to the meeting to discuss, but failed to show. As far as all is concerned this matter has been handled satisfactorily.

12. Pest Control Bids 4/1/16 – 3/31/18. Request for pest control bids was published in the 2/24/16 & 3/1/16 Pike Press. These were due in to the office no later than 3/14/16 at 1:00p.m. At the bid opening only one bid was received. Big River Pest Control has bid \$698.00 every 4 weeks or \$9,074.00 per year. This does not include additional services such as bed bugs, termites, wood destroying insects, carpenter ants, or brown recluse spiders. Brief discussion ensued regarding the terms that BRPC placed in their bid.

At this time Mark P. motioned to accept the bid from Big River Pest Control in the amount of \$698.00 per month through 3/31/18 providing BRPC is able to amend their quote to the terms we had specified in our request for pest control bids. Motion seconded by Noelle F.

Voice vote was as follows:

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

13. Trash Removal Bids 4/1/16 – 3/31/18. Request for trash removal bids was published in the 2/24/16 & 3/1/16 Pike Press. These were due in to the office no later than 3/14/16 at 2:00p.m. At the bid opening only one bid was received. Area Disposal has bid \$2,060.00 per month or \$24,720.00 per year. According to the terms of the proposal we are able to add additional trash receptacles at no additional cost.

At this time Noelle F. motioned to accept the bid from Area Disposal in the amount of \$2,060.00 per month through 3/31/18. Motion seconded by Carole B.

Voice vote was as follows:

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

Handouts:

1. PCI Certification. The annual re-certification of the HA with Trustwave has been completed. This certification is for the second method that allows us to accept client credit cards for payment. This certification takes us through 3/16/17.
2. Retirement Plan Restatement. According to the IRS every six years we must review the parameters of our retirement plan and include any changes that we deem necessary. Chris B. has prepared this revision with changes including when staff are eligible to participate, HA address correction, HA trustee correction, exclusion of temporary/seasonal workers from participation, vesting schedule, and loan parameters.

Resolution 2016 – 6

At this time Noelle F. Resolved to accept the HA retirement plan changes as submitted. Resolution seconded by Carole B.

Voice vote was as follows:

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

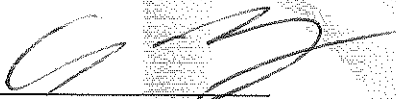
- 3. Mowing Safety. A review of the safety tips as suggested by the insurance provider AHRMA was done. These will come into play this upcoming mowing season.
- 4. U.S. Census Bureau Request. A request to complete the 2016 Government Units Survey has been made by the U.S. Census Bureau. This has been completed as of 3/17/16.

At 5:04p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Mark P. motioned to adjourn. Motion seconded by Pat P.

Voice vote was as follows:

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

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
4/19/16



Don Peebles, Chairman
Pike County Housing Authority
4/19/16

Pike County
Housing Authority