

**Pike County Housing Authority
Board Meeting Minutes
5/18/17**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, May 18th, 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
Resident Commissioner Pat Patterson
Executive Director Chris Bruns

Members absent:

Commissioner Don Peebles
Commissioner John Birch

Minutes:

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

Occupancy:

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

Financials:

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

At this time, Noelle F. motioned to accept the consent agenda of the April 2017 Regular & Closed Session Minutes, May 2017 Occupancy Reports, and April 2017 Financial Reports. Motion seconded by Pat P.

Voice vote was as follows:

Pat P: Aye Noelle F: Aye Mark P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2017. For the month of May 2017 we received \$40,284.00, which is less than what was expected. After this payment we have received \$201,421.00 thus far on the year. They had indicated that our subsidy eligibility was \$568,718.00 for the year and they now appear to be funding at an 85% rate. This could reduce the overall amount of subsidy we receive. Part of the fluctuation in payments is due to Congress stating that numbers have indicated that the programs are generating more revenue, which means they need less federal money.
2. CFP 2016. Last month it was approved to reject all bids received and that the window project would be put out for re-bid. The invitation for bids ad is being ran in the Pike Press on 5/10/17 & 5/24/17, with all bids being due in to the office no later than 2:00p.m. on 6/8/17. This will be ready for approval at next month's meeting. The scope of work was changed slightly from the last time due to the re-bid. Previously, the office security screens and the maintenance building windows & long building windows/doors at E. Adams were in the package as alternates. All items are now included in the base bid with the exception of the interior doors and windows at E. Adams Long building now being the only alternate. Another bill was received from Eggemeyer Associates for their services which was drawn and paid from the CFP 2016 grant. In speaking with them they are only going to charge \$550.00 plus any additional copying costs for the re-bid of the window project.
3. Johnson Controls EPC. The sub-contractors have been working in order to complete the project. The plumber (RTS) is completely done with their portion of work. Peter's is nearing completion of the HVAC, which leaves the focus on the electrician Marold to tie the lighting and HVAC to completion. It was discussed during our last progress meeting starting to phase in the switchover of the utilities to the clients. It is hopefully anticipated notifying some of the sites that we are going to require them to have the utilities in their name within the next 30 days. In the meantime we did receive the first round of grant funding (\$242,083.00) and have prepared and sent the final invoices for the grant. However, we will not get the final grant payment until Johnson Controls has their completion paperwork to include with the submission.
4. Waters Concrete Work – Barry Maint. Bldg. Waters has been working diligently at the maintenance building in Barry. The project could be wrapped up by early next week, if weather permits. The first two bills have been received (\$28,786.00 each) from them for the work and these will be paid out this week. Fencing contractors are being sought to supply bids for a fence running around the rear of the maintenance building and down the side to where the expansion has been added.
5. Gunterman's Concrete Work – E. Adams. Gunterman's has also been working on their phase of work. They have completely finished E. Adams and are now over at Landess Terrace ripping out old walks and steps. They have sent in an invoice for the remaining work they completed at E. Adams and payment of \$50,496.30 (90%) was authorized. The rest will be held until John Beatty from EAA can review the work done at the site.

In speaking with John B. it was noted that we have only incurred about \$1,500.00 in fees from EAA for their services in this project. The quote given at the onset of the project was not to exceed \$5,500.00 for their services in oversight of this project, so we are doing well in cost.

6. CICH0 Grant. Two months ago it was reported that we had a student from Western that lives in our Barry site seeking to obtain a scholarship through the Central Illinois Council of Housing Officials (CICH0). They were successful in obtaining this grant. She will receive a total of \$750.00 for FY 2017-2018. A press release will be prepared once we get a photo and release from the household.
7. Baylis Wastewater Facility. Still in a holding pattern on this. We reached out to Bobby Armistead and have heard nothing further from him, the health department, or the State of Illinois.
8. PCHA Bldg#13 Unit#30 Status Change. We have been seeking a contractor to come in and do the core drill to see what the issue is with this building. We haven't had any luck and John B. from EAA suggested we get someone to come in and look at the pipes with a camera to verify there is no leak. We actually have some of this equipment and so Chris B. instructed Josh H. and the men to see what they could find. We found what we believe is the problem. Where the step area is for the back door there was a water pipe entering the building that had collapsed in two spots. After what's probably been years of doing this, it has more than likely been the cause of this problem. Once this section of pipe is repaired we are going to run the equipment in through the line to look for any further issues. If this was indeed the cause of the problem then we are going to have a contractor come in and pump up the slab. In the meantime a reminder has been sent to HUD regarding granting the status change request.
9. HUD Building Corrections. Nothing new on this subject. Although in our PIC data it now lists we have two units with zero bedrooms that we never had before. Chris B. will follow up and see what the issue is and verify that these changes are getting made to correct the data errors.
10. REAC Inspection 3/14/17 & Appeal. Last month it was discussed how we appealed the inspection items and were denied. Chris B. reached out to the CFO and did not get anything back. Then he took this a step further and went to Washington to the REAC department heads. In speaking with Delton Nichols he indicated that only work in progress would be considered for the basis of returning points. The window project was in the bidding phase so it's out, but the concrete work was definitely in progress. He has authorized the re-review of this portion to see if there is an adjustment to be made.

New Business:

1. AHRMA Claims 4/19/17, 4/25/17. There have been a couple of auto claims filed with AHRMA. One for a neighbor's vehicle in Baylis that was allegedly hit by the mowing crew and the other for the accident Chris B. had in the company vehicle. The mowing

claim was denied by AHRMA, which is customary. Chris B. was going to still authorize the repair to the neighbors car, but then he started having things replaced that there could have been no way possible the damage was from the broken window. In the other claim Chris B. was ticketed for failure to yield and that claim was approved. Payment on the claim has been received for our vehicle and the vehicle Chris B. struck was able to be repaired and not totaled. The company vehicle will be repaired within the next month.

2. Brent Wyatt Truck 4/26/17. Brent W. had another incident in one of the company trucks. He was driving down the highway behind a semi-truck. Evidently, a wild turkey was along the road and when the semi went by it scared it and prompted it to run straight into the side of Brent's work truck. This damage is minimal and we are just having it checked out at the body shop for an estimate and repaired on our own. This week Brent went to use the step to get into his truck and the tube step broke. This will also be done at our cost to replace.
3. Authorized Signers Resolution 5/19/17. Chris B. noted that we need to update our authorized signers on our accounts with the various banking institutions to himself and the other current board members.

Resolution 2017 – 3

At this time Noelle F. Resolves to accept the updated account signers and their ability to conduct business on behalf of the Pike County Housing Authority. Resolution seconded by Pat P.

Voice vote was as follows:

Pat P: Aye Noelle F: Aye Mark P: Aye

4. VAWA Required Updates. Prior to June 14th, 2017 it was required of HPA's to make changes to their Violence Against Women Act policies and procedures. There are 4 different components to the required changes, which are based off HUD Forms 5380, 5381, 5382, and 5383. Form 5380 is in regards to the notice we must provide tenants and applicants of their rights under VAWA. Form 5382 allows applicants and tenants to report any instances of domestic violence, dating violence, sexual assault, or stalking. Form 5381 is our emergency transfer request plan for victims of domestic violence, dating violence, sexual assault, or stalking. Form 5383 allow these individuals to request to be transferred under the emergency transfer plan.

Resolution 2017 – 4

At this time Pat P. Resolves to accept the changes to our VAWA policies and procedures with the implementation of the newly created forms and their use going forward. Resolution seconded by Noelle F.

Voice vote was as follows:

Pat P: Aye

Noelle F: Aye

Mark P: Aye

5. LBP Updates. One of the hot topics at the maintenance management clinic this year was the changes made to LBP rules. There have been new requirements developed on LBP rules and also new testing methods which have caused some sites that previously were clean to all of a sudden test hot. We had these tests done about 4 years ago and had no problems, but Chris B. is thinking of having this done once again to see if there would be a different assessment.
6. PCHA Application Update. In the ED class taken by Chris B. at the MMC the trainer from Nelrod Company indicated that they sold fully complete and up to date applications to PHA's. This caught his attention as ours is very old. Therefore, Chris B. has enlisted the services of the Nelrod Company to provide us with the current application that satisfies all current HUD guidelines. This is at a cost of \$399.00 per year and will always be kept up to date and current. Once we get the document we will monitor the changes and if there are few, we will eventually cancel the service and update the document ourselves.
7. CSC Serviceworks Price Mod. Recently we received notice from CSC that they are going to include a 9.75% administrative fee to our machines in order to cover any claims regarding to taxes, vandalism, and other costs CSC is entitled to receive. This is basically \$.10 per machine per day.
8. MOU WCICIL. Our Memorandum of Understanding with West Central Illinois Center for Independent Living expired and thus it was time to renew. The previous agreement was for 2 years and we would make the new one 3 years in length, under the same terms as before.

Resolution 2017 – 5

At this time Noelle F. Resolved to accept the new Memorandum of Understanding with the WCICIL for a period of 3 years. Resolution seconded by Pat P.

Voice vote was as follows:

Pat P: Aye

Noelle F: Aye

Mark P: Aye

9. HUD Occupancy Reporting. In the request made by HUD it noted that we are well above the required goal for occupancy, however they still want us to report on the two vacancies we have in the system. Chris B.'s thoughts are that since we are meeting our goal, HUD resources could be put to better use for the agencies that are not meeting the 96% requirement. Chris B. indicates that we will respond to the request made by the CFO.
10. HUD PIC Audit. Another request made by the CFO that doesn't make sense. We were notified back in April that all PHA's should go in and make sure our contacts in PIC were correct. We did so, along with 40 other PHA's. However, over 60 other PHA's were not

in compliance. Therefore, it was required of all PHA's to attend at least one of the listening sessions on the importance of maintaining accurate contact data in PIC. Chris B.'s thoughts are that the agencies that are compliant should not have to partake in sessions designed for those that are not.

Handouts:

1. Stovetop Fire Suppressors. Chris B. reports that he and Josh H. both witnessed the safety provided by the stovetop fire suppressors at the MMC. Quotes were obtained for 300 of these devices from Autoout (\$4,800.00) and HD Supply (\$7,096.50). Chris B. indicated that since it is within his purchasing limit he would acquire these through Autoout.

At 4:25p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Pat P. motioned to adjourn the meeting at this juncture. Motion seconded by Noelle F.

Voice vote was as follows:

Pat P: Aye Noelle F: Aye Mark P: Aye

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
6/15/17


Mark Pulliam, Chairman
Pike County Housing Authority
6/15/17

Pike County
Housing Authority