

Pike County Housing Authority  
Board Meeting Minutes  
5/19/16

The scheduled regular monthly Board Meeting of the PCHA Board of Commissioners was held on Tuesday, May 19<sup>th</sup>, 2016 at the PCHA Barry, IL office.

The meeting was called to order at 3:03p.m. with no guests present.

**Members in attendance:**

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

**Members not in attendance:**

None

**Minutes:**

A brief review of the April 2016 Open and Closed Session Minutes occurred. There were no questions or concerns raised.

**Occupancy:**

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

**Financials:**

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

At this time Carole B. motioned to accept the April 2016 Open and Closes Session Minutes, May 2016 Occupancy Report, and April 2016 Financial Reports as presented. Motion seconded by Noelle F.

Voice vote was as follows:

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

**Executive Director Report:**

**Old Business:**

1. Op Sub 2016. For May 2016 we received \$42,421.50, which is \$6,083.50 more than we received for the previous month. Next month we will receive the same amount. Currently we are being funded at an 89.73% rate.
2. CFP 2015. We drew down the remaining funds from the CFP 2015 grant, which amounts to \$66,800.00. This grant is now fully expended and we are able to send in the preliminary closeout paperwork to HUD.
3. CFP 2016. HUD has processed a funding change for our CFP 2016 grant. We are eligible for \$249,974.00 in this grant, which is about \$30,000.00 higher than normal due to the high performer designation we received at the end of FY 2013. They have not fully released the funds as HUD still has to complete the Environmental Review. Once they do then we will be able to pull the funds down. Most of the items in this grant have already been completed previously, so we are able to use the funds for other capital items as needed.
4. Sny Island. Our attorney Mark Thielen has sent in the FOIA request to the Sny. We received a large parcel of items back from them. As far as can be told there are a lot of places being billed that we have been questioning, but no data was returned as far as whether payments have been received. It also appears that definitely some places are being billed while others are not. No action recommended at this juncture.
5. Audit Finding FYE 12/31/14. As per the terms of our corrective action plan with HUD we are supplying them a 2<sup>nd</sup> quarters worth of file reviews regarding the audit finding from FYE 12/31/14. This completes the terms of that agreement and should allow for the audit finding to be dropped. Previously, we have supplied HUD a 1<sup>st</sup> quarter file review, and all but one of those issues have been eliminated. We expect the 2<sup>nd</sup> review to be eliminated faster than the first.
6. Fair Housing Assessment Tool. Last month we discussed the recently published fair housing assessment tool for PHA's to use. This tool is overly burdensome and PHADA has jumped all over it in their most recent newsletter. In the newsletter there are several unreasonable demands mentioned as well as discussing the justified fears that the promised data sets for completing the tool will not be available, which will hinder PHA's ability to complete the tool. More on this as it develops.
7. Johnson Controls EPC. Recently, we received a request from PNC Finance for additional information about us to complete their documents for final underwriting. All requested information has been returned to them and we have sent the form of lease agreement to our attorney Mark Thielen for his review. In discussing this with Johnson Controls, we are going to have to complete a Section 30 waiver for HUD to review as well. Section 30 allows for the financier to obtain greater collateral for the purposes of lending for the EPC. PNC has requested this and it would come only with HUD approval.

### **Resolution 2016 - 9**

At this time Noelle F. Resolves to allow completion of the Section 30 waiver and it's submission to HUD for further approval. Carole B. seconds this Resolution.

Voice vote was as follows:

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

8. Accident 3/23/16. As mentioned last month we have received \$6,700.00 for the totaled Chevrolet S10 from Lancer Insurance. We also received \$300.00 for the towing of the vehicle to our shop. The property portion of the claim is now closed. The personal injury portion is still active in case John L. has any lingering issues. Chris B. has spoken with Chris Little regarding the wrecked vehicle and he indicated that the Barry Fire Department would like to have it for Jaws of Life practice. We will have the local papers come out for a photo opportunity when the turnover is complete. A motion of support in releasing the vehicle to the BFD would be appreciated.

### **Resolution 2016 - 10**

At this time Pat P. Resolves to donate the totaled Chevrolet S10 to the Barry Fire Department for purposes of Jaws of Life practice. Mark P. seconds this Resolution.

Voice vote was as follows:

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

9. Safety & Security Grant 2016. Last month we discussed and approved the submission of the 2016 Safety and Security grant for additional Capital Funds to enhance client and facility security. This document has been completed and submitted. Now we simply wait to see what, if any, funding we will be approved for.
10. HUD Spring Audit – EIV/WASS/PIC. Two months ago we supplied HUD our Spring 2016 audit letters indicating our readiness in EIV/WASS/PIC systems. They have reviewed those letters and data and have now issued technical disapprovals for any violations they have encountered. We completed our audit without any issues, but others were not so fortunate.
11. Retirement Plan Statement. As we discussed last month we were able to make changes to our retirement plan statement without penalty. We elected to take advantage of the opportunity to tighten up the policy and make corrections to trustees, loans, vesting percentages, etc. These were sent on to Quorum for implementation and they have supplied us with an updated packet for distribution.

### **New Business:**

1. EPA Baylis. Chris B. was contacted by Justin Cobb from the Pike Press regarding the significant EPA violations at our Baylis site. This phone call was a surprise and he directed us to the web link [echo.epa.gov](http://echo.epa.gov). This link indicates that we have significant violations, which is interesting as we have never received any notice of a violation of any kind for this property. We have reached out to Kristy Jeffers who does the testing for us at this site. She was also in the dark. Kristy works for the City of Barry, who had violations of their own, but again, have not received any sort of notice. We are still looking into this matter. Brief discussion ensued. Carole B. Suggested contacting

Jane Johnson from the Pike County Health Department to see if she could offer any suggestions. Chris B. indicated he would reach out to her.

2. Bursting Bubbles Cooperation Agreement. Recently at Rotary we had Dianna Castleberry and James Begley of Bursting Bubbles speak to the group regarding mental health issues. That presentation gave the idea of trying to incorporate their services into a program to benefit our clients. As a result of that we have reached out to them and have come to an agreement to offer a self-help group meeting in both Barry and Pittsfield weekly. The group will actually benefit the community at large, but the HA will reimburse Bursting Bubbles for the clients of the HA that participate. Not only will this benefit our clients' mental health status, it would also qualify to meet our community service and self-sufficiency requirement. We would only be obligated to pay \$10.00 per client that participates in the program. This charge is for the workbook only.

At this time a motion accepting the cooperation agreement with Bursting Bubbles was made by Carole B. Pat P. seconds this motion.

Voice vote was as follows:

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

3. GE Quote 5/2/16. There is still a need for more 30" stoves to replace older aging inventory. Chris B. gathered a quote from GE on 5/2/16 and also comparison quotes through Google. Home Depot beat the price from GE by \$4.00 (without tax), but did not show any in store. When trying to add to your cart online it referred you to the store. As a result of being unable to acquire these through HD a motion to make the purchase through GE was presented.

At this time a motion accepting the quote from GE in the amount of \$4,668.00 was made Noelle F. Carole B. seconds this motion.

Voice vote was as follows:

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

4. HUD Streamlining Regulations. HUD recently passed several streamlining provisions which we must look at. Some are mandatory, some are discretionary, and some we have already implemented. Review of PIH Notice 2016-05 ensued. It lists attachments of A – O, featuring the mandatory and discretionary changes to be made. K – O are for the HCV program which does not apply to us. After discussion of these items a resolution was called for to adopt streamlining provisions A, B, C, D, E, F, and H.

### **Resolution 2016 – 11**

At this time a Resolution accepting streamlining provisions A, B, C, D, E, F, and H from PIH Notice 2016-05 was made by Mark P. Pat P. seconds this Resolution.

Voice vote was as follows:

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

Chris B. indicated that notice of these changes would be published to all PCHA residents very soon.

5. HUD Sex Offenders. Recently, HUD published Notice PIH 2012-28 reminding PHA's of the requirements to ban lifetime sex offenders in public housing. However, the ban on sex offenders only applies to lifetime sex offenders who apply, not termination of those who may have become lifetime offenders after becoming residents. There are no requirements to ban those applicants who may be subject to less than lifetime registration.
6. IDOL Prevailing Wage Survey. The State of Illinois Department of Labor has sent us a notice requesting information on the contractors we did business with in 2015. This survey has been completed and returned to the State of Illinois Department of Labor for their review.
7. Tenant Thank You. We received a note from one of the residents thanking us for our service.
8. Board Terms. Two items to address here. We have 1 term expiring soon and also we need to discuss the terms of the Chairman and Vice Chairman. When we passed the vote on these the term was for 2 years, however By-Laws state 3 years. Carole B.'s term is the one expiring and she has stated that she is not going to seek being nominated for a new term due to the desire to spend more time with family and travel. We will seek new candidates for the opening. Regarding the terms of the Chairman and Vice-Chairman it was discussed and thought that two year terms were sufficient. Therefore, a Resolution changing the PCHA By-Laws was called for.

**Resolution 2016 - 12**

At this time a Resolution was made by Noelle F. modifying the By-Laws to change the terms for the Chairman and Vice Chairman from 3 years to 2 years. Pat P. seconds this Resolution.

Voice vote was as follows:

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

**Handouts (if any):**

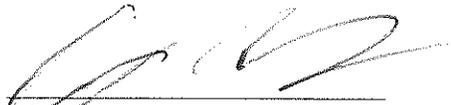
1. Trailer Lettering. We had New Way Signs in to expand the lettering on the red utility trailer. This looks considerably better than what had been on the trailer previously.

At 4:56p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Carole B. motioned to adjourn. Motion seconded by Noelle F.

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  
6/16/16

  
Don Peebles, Chairman  
Pike County Housing Authority  
6/16/16

