

Pike County Housing Authority  
Board Meeting Minutes  
5/21/15

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, May 21<sup>st</sup>, 2015 at the PCHA Barry, IL office.

**Members in attendance:**

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

**Members not in attendance:**

Commissioner Noelle Flesner

The meeting was called to order at 3:07p.m. with no guests present.

Brief discussion ensued about recent difficulty encountered serving an eviction notice to a resident on Greene St. It was discussed about the notice being served and also the resident's appearance in the office. It was agreed by all that a witness should be present serving these notices, preferably a maintenance man or possibly the sheriffs department.

**Minutes:**

After reviewing the minutes of the April 2015 regular meeting a motion was made by Mark P. to accept the minutes as presented. Motion seconded by Carole B.

Voice vote was as follows:

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

**Occupancy:**

Chris B. reports that we have 2 vacancies this month (5 less than last month), our waiting list has a total of 50 families in line to receive assistance, and our submission rate on reexaminations is sitting at 100%, which is great. Brief discussion ensued regarding maintenance turnaround time and issues with that.

After this discussion, Carole B. motioned to accept the Occupancy Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

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

**Financials:**

In reviewing the April 2015 check registers, Chris B. notes there was a large check written to Cox Home Improvement (\$5,318.70) to close out their work. With the exception of this check the rest were for normal day to day items. The payroll register reflects employee paychecks for the month and we had no security deposit refunds.

Looking at the financial statement for the month, Chris B. reports that we had a positive month. Our income was over our expenses by \$17,445.68. This is our first positive cash flow month of the year. More should be expected as the year progresses.

In looking at the credit card bill, most of the items are self-explanatory. Chris B. mentions two large expenditures, one for Shagtools (\$1,126.37) for cove base inside/outside corners and the second for the Decatur Conference Center (\$1,027.57) for all staffs rooms for the MMC.

In reviewing active delinquencies there were several evictions sent out, resident move outs, and payment agreements for the month. Active delinquencies went up \$8,282.48 from the previous month. It is thought that this increase was attributed to utility bills. In reviewing inactive delinquencies there was a decrease of \$17.17 from the previous month.

At this time Pat P. motioned to accept the financial reports as presented. Motion seconded by Mark P.

Voice vote was as follows:

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

**Executive Director Report:**

**Old Business:**

1. Operating Subsidy 2015. For May 2015 we received \$37,028.50 in Operating Subsidy. We expect to receive the same for June 2015.

2. CFP 2014. John Flach Builders had placed their materials on order for the kitchen upgrades at Landess Terrace and now are ready to begin installation. On June 1<sup>st</sup> they will begin and expect to be finished with the work by September 2015.
3. CFP 2015. It was discussed previously that HUD wanted the unit of local government to complete the environmental review. The Pike County government expressed interest in helping, but were not comfortable in taking on the assignment. Therefore, HUD has completed the ER and the CFP 2015 grant was finalized. All monies have been spread accordingly in ELOCCS and are ready to be pulled down. Brief discussion ensued regarding a future budget revision for the grant, removing two projects (E. Adams maintenance building, P. Hill road resurfacing) and either pulling work forward or simply placing the funds in operations.
4. Gunterman's. Gunterman's Custom Edging is coming back to repair the height of the handrails in Griggsville, as they are not in compliance with ADA code. Full payment cannot be made until this has been addressed.
5. Johnson Controls. We have a verbiage change in the project development agreement requested by our attorney, which shouldn't be a problem. Also, Chris B. has met with them individually on 4/23/15 to go over information they need from us and the above mentioned change. All PCHA staff met with JCI on 5/4/15 to allow JCI to introduce themselves and go over the scope of this project. On 6/9/15, JCI will hold a resident reception to meet the residents and get feedback from them for the project as well.
6. LIHTC Submission. Still no word on the submission yet.
7. Tax Credit Specialist Training. Two people went to take this course with one passing score and one failing score. Chris B. reports that he expects the failing score to successfully take the test in the future. This was an open book test and it was noted that it was difficult for a first time exposure.
8. AHRMA 2014 Work Comp Audit. Chris B. sent in our FYE 2014 workers compensation payroll audit. AHRMA has determined our premium was \$528.00 short. This payment has already been sent in to close this out.
9. HUD Father's Day 2015. PCHA's version of this event will be held on 6/13/15 at the Barry office and community building. Amber Nelson has been in charge of planning.
10. Long Term Disability Quote. We had previously approved the addition of this to our benefit portfolio. However, with the carrier we have hit a snag. In disclosing the ailments of our staff they have declined to furnish the coverage. We will continue to investigate our options for adding this coverage.

11. Square Scrub Machine. Last month we discussed this piece of equipment and its purchase. At the time it was slightly below Chris B.'s threshold for purchasing and so no vote was needed. However, after adding a few supplies to go along with the machine it went over. Motion was called for to accept the purchase of this machine and the accompanying supplies.

At this time Mark P. motions to accept the Square Scrub machine and supplies from Area Distributors in the amount of \$5,281.18. Motion seconded by Carole B.

Voice vote was as follows:

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

12. Hon filing Cabinets. The cabinets discussed from [ibuyofficesupply.com](http://ibuyofficesupply.com) have been ordered and should be delivered soon.
13. Lindsey Merchant Agreement. Last month it was approved to try a new method of accepting credit card payments. This merchant account application has been completed and approved. After this, Chris B. had to complete a very length questionnaire regarding the use of our system to determine whether we were in compliance with the merchant account for accepting payments. After this was completed then a vulnerability scan of our system was required, which also passed. We had a brief training session on use of the system, which seemed very easy. Lindsey software is preparing door hangers and mailers to our residents to explain use of the system.

#### **New Business:**

1. HUD 4710 3/31/15. Chris B. has sent in our semi-annual contract reporting to HUD for the period ending 3/31/15.
2. Adams Fiber. Chris B. reports that he has pre-registered for Adams Fiber. This service would provide us exceptional internet speeds and also allow us to look at a voice over internet phone system (VOIP).
3. Exact Care. Brandy Wallace of Exact Care stopped by our office to see if PCHA would be interested in having her conduct a free seminar for the residents to get to understand their medications better. It was thought that this would be a nice benefit and she will host a session at Landess Terrace and Barry on 6/12/15 to meet with anyone interested.
4. Maintenance Trailer Quotes. It was mentioned that Chris B. is not in favor of renovating the maintenance building at E. Adams. He reports that he has been approached by maintenance about adding a storage facility in P. Hill, but he is not in favor of that either. It was mentioned that we could use an enclosed maintenance

trailer, which Chris B. thought was a good idea. Brief discussion ensued and it was felt that we should go with a larger trailer instead of a smaller one. Chris B. was going to get quotes and we would vote via email on the matter.

**Handouts:**

1. Maintenance Building Parking Lot. Chris B. reports that with all the vehicles and trailers at our maintenance building it is necessary to expand the parking lot. We have gotten two quotes Gunterman's Custom Edging (\$37,080.00) and Waters Concrete (\$14,655.00). Brief discussion ensued about Waters bid compared the other. It was felt as though we could not pass it by as long as they are paying prevailing wage. Chris B. reports that they have said they were, but he would include it in his letter to the business.

At this time Carole B. motions to accept the quote as presented from Waters Concrete. Motion seconded by Pat P.

Voice vote was as follows:

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

At 5:33p.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  
6/18/15



Don Peebles, Chairman  
Pike County Housing Authority  
6/18/15