

Pike County Housing Authority
Board Meeting Minutes
6/24/16

The re-scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Friday, June 24th, 2016 at the PCHA Barry, IL office. This meeting took the place of the June 16th, 2016 regular meeting, which had to be cancelled due to illness of the Executive Director.

The meeting was called to order at 2:00p.m. with no guests present.

Members in attendance:

Chairman Don Peebles
Vice Chairman Mark Pulliam (entered meeting at 2:15p.m.)
Resident Commissioner Pat Patterson
Commissioner Noelle Flesner
Executive Director Chris Bruns

Members not in attendance:

Commissioner Carole Bradshaw

Minutes:

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

Occupancy:

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

Financials:

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

At this time Noelle F. motioned to accept the May 2016 Minutes, June 2016 Occupancy Report, and May 2016 Financial Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

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

Executive Director Report:

Old Business:

1. Op Sub 2016. For June 2016 we received \$42,421.50, which is the same as we received in May 2016. No word on the amount for July 2016, but we expect a similar dollar figure.
2. Johnson Controls EPC. Chris B. met with PCHA counsel, Mark Thielen, at his office one afternoon to go over the full terms and conditions of the Energy Performance Contract and Section 30 submission. He has forwarded on all comments and concerns and JCI has been very agreeable in making the necessary changes. We are hoping for an 8/1/16 start date, but the Section 30 submission to HUD will heavily impact this. We also have received the information from Ameren for their portion of the work. The estimated cost is \$134,274.69 and we will have a matching amount from an outside contractor for the work being done on the building themselves. JCI has procured the outside vendor as a subcontractor through their EPC, so we will not have to go out for bids.
3. EPA Baylis. Chris B. has been working to find a solution for the Baylis wastewater facility. He has reached out to Jane Johnson from the Pike County Health Department and Jim Miles from the Illinois EPA. In speaking with Jim M. he thinks that with the low flow of volume through the site we may not even have to have the NPDES permit. If we are able to eliminate the NPDES permit it would also mean the elimination of the testing contract with Kristy Jeffers and also the testing charges for the samples from the site, which in the long run would be a significant savings. Our permit is coming up for renewal early next year and we would have to begin the process soon if we need to renew, so we are staying on top of the situation.
4. Bursting Bubbles. The first sessions of the Bursting Bubbles mental health course with Diana Castleberry and James Begley has went over very well. They are going to extend the time of the next course but reduce the number of sessions to try and accommodate more people's schedules. Thus far the partnership has cost us a total of \$60.00.
5. HUD Streamlining Regulations. Last month it was discussed and approved the HUD mandatory and discretionary streamlining provisions that we felt would serve our program the best. In the upcoming months we will have an update to our ACOP with the changes. Until this document is finalized we are utilizing the approved changes in our operation.
6. Board Terms/By- Law Review. Last month it was discussed regarding the expiring term of Carole B. and also the expiring position terms Mark P., Vice-Chairman, and Don P., Chairman. Chris B. spoke with someone regarding the board opening, but was declined due to her schedule, so we will continue the search. As far as the Chairman and Vice-Chairman terms, these were approved to a reduced two year term last month in the revision to the PCHA By-Laws. Mark P. is set to become the next Chairman, but we a new Vice-Chairman needs to be elected. After discussion it was decided that Noelle F. would be the next Vice-Chairman.

Resolution 2016-13

At this time, a Resolution was made by Mark P. to elect Noelle F. as Vice-Chairman and elevate himself to the Chairman position for a two year term starting after the August 2016 meeting. Resolution seconded by Pat P.

Voice vote was as follows:

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

The updated By-Laws were reviewed, but no changes were recommended. Also, the closed session minutes were reviewed, but were elected to keep closed.

Resolution 2016-14

At this time, a Resolution was made by Mark P. to accept the current PCHA By-Laws as presented with no changes being made. Also, as part of this Resolution it was determined to keep the closed session minutes closed to the public. Resolution seconded by Noelle F.

Voice vote was as follows:

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

7. AHRMA 2015 Work Comp Audit. Our workers' compensation insurance went up \$1,387.00 after the final payroll audit figures were submitted to AHRMA. This was mainly attributed due to additional staff being hired and working more hours than previous staff.
8. Community Foundation Grant. The grant application has been sent to the Community Foundation prior to the deadline. We have asked for \$10,000.00 to be used at the Landess Terrace site for the step and sidewalk work planned. We will have to wait and see if we are funded.

New Business:

1. HUD Capital Fund Guidance. We received a letter from HUD regarding the use of Capital Fund Grants. Essentially, these are to be used for Capital Improvements only and are not to be transferred to Operations. We had previously been instructed by HUD representatives Patrick Cano and Erik Sandstedt at the IAHA Annual Meeting in Peoria two years ago that we can do this as a small housing authority. This is not a problem, we will simply go back to the way we had done our grants previously. The letter was interesting in that it was a direct conflict with what we had been told by HUD staff.
2. HUD PHAS Score FYE 12/31/15. We received notice of our PHAS Score for FYE 12/31/15. We have scored an 88 thus far, but with a physical inspection and FYE 12/31/15 Audit looming, these will impact the score either positively or negatively. We are shooting for the high performer score of 90.

3. Land of Lincoln Legal Aid FOIA Request. On 6/2/16 LOLA submitted a FOIA request wanting to obtain all documents used to operate our public housing program. This FOIA was responded to well before the 5 day response required by law. We sent them copies of our ACOP, lease, lease addendums, and several other policies. This has evidently satisfied their request as we have had no further contact with them.
4. Pam Simpson Audit Contract Extension FY 2015/2016. Our audit contract with Pam Simpson was only for the FYE 12/31/14 Audit. She has offered to extend the agreement at the same cost of \$4,145.00 per audit. In comparison Rector, Lofton, & Reeder was the only bidder previously at a cost of \$6,770.00 per audit.

A motion accepting the FY 2015/2016 Audit contract extension with Pam Simpson was made by Noelle F. Motion seconded by Pat P.

Voice vote was as follows:

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

5. Accident 5/31/16. Chris B. reports that the maintenance had another accident. This one did not involve a vehicle, but instead one of the new mowers. The mower ceased to operate and upon trying to tow it up the hill at Landess Terrace it broke loose striking the car of a resident. It has been reported to AHRMA and the resident is allowed to take their vehicle to a shop of their choice. They had gotten two quotes for the insurance company (Craig's Collision Center - \$1,213.79, White Auto Body - \$1,179.02). They have chosen to go to Craig's Collision Center. Since the damage was not caused by a vehicle, there is no deductible to be paid by the authority.
6. BCBS MSP Form 1/1/16. Each year BCBS has us file a Medicare Second Payer Form with their office. We have done so for this year.
7. Office Staff Phone Reimbursement. It was discussed how Chris B. and Amber N. use their personal phones for work. Chris B. used to have a company provided phone, but it was cumbersome carrying two phones all of the time and so he gave his old number to Brent W. Maintenance Supervisor George S. uses his company phone as his personal phone, but the other men have personal and business phones. The maintenance phones are paid for in full and all monthly costs are paid for in full as well. Brief discussion ensues regarding the issue.

A motion to fully reimburse Chris B. and Amber N. for their personal phones (phone purchase, phone service, phone insurance, etc.) was made by Noelle F. Motion seconded by Pat P.

Voice vote was as follows:

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

8. Thank You's. Chris B. reports that a couple of thank you notes were received from the residents and Western School during the month for service our staff has provided.

Handouts (if any):


1. Fair Housing Assessment Tool. PHADA published an article in their monthly newsletter casting much skepticism on the upcoming Fair Housing Assessment Tool that will be required to be completed by PHA's. Many of our own thoughts such as staffing issues, overreach, HUD preparedness, etc. are echoed within the article.


At 3:36p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Pat P. motioned to adjourn. Motion seconded by Noelle F.

Voice vote was as follows:

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
7/21/16


Don Peebles, Chairman
Pike County Housing Authority
7/21/16