

Pike County Housing Authority
Board Meeting Minutes
7/21/16

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, July 21st, 2016 at the PCHA Barry, IL office.

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

Members in attendance:

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

Members not in attendance:

Commissioner Noelle Flesner

Minutes:

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

Occupancy:

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

Financials:

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

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

Voice vote was as follows:

Mark P: Aye Pat P: Aye Don P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2016. For July 2016 we received \$38,466.50, which is the same as we will receive in August 2016. We are receiving funds at an 89.76% proration level.

2. CFP 2015. Previously we discussed the closure of the 2015 CFP Grant as we have drawn and expended all funds. We have completed the closeout paperwork and submitted it to HUD for their review and approval. HUD has turned this around quickly and sent us their notification of preliminary closeout and reminder that the file will not be fully closed until review by an independent auditor.

At this time Mark P. motions to accept the CFP 2015 Preliminary Closeout paperwork as prepared. Motion seconded by Pat P.

Voice vote was as follows:

Mark P: Aye Pat P: Aye Don P: Aye

3. CFP 2016. The CFP 2016 grant has been prepared for some time and we have finally received notice from HUD of its approval. It had been delayed due to the Environmental Review process. We will coordinate this grant according to the terms of the recent HUD letter, which means the \$56,836.00 allotted for operations has been drawn down for immediate use. The remaining \$193,138.00 will be slated for Capital Improvements such as new windows and step/sidewalk work planned at Landess Terrace.
4. Johnson Controls EPC. We have received all insurance certificates from JCI adding us as an additional insured for the upcoming work. We have been working diligently to get the Section 30 paperwork completed for the HUD submission. The hold-up had been finding someone to do the title searches, but we may have lucked out in that we found some very old original Declaration of Trust documents. Despite not all of them being present the lender is willing to accept the properties that we have found. This information is going to be sent to HUD for purposes of the Section 30 submission and hopefully we will receive an approval. If not we may have to go back and get the same properties DOT's but more current. Section 30 is required by the lender to give them additional collateral in the case of a default in payment.
5. EPA Baylis. Chris B. has been working to find a solution for the Baylis wastewater facility, which would hopefully allow us to cease having to monitor the discharge from the site and also eliminate the NPDES permit and testing agreement we have had to utilize. He met with Jane Johnson from Pike County Health Department in 7/18/16 and it is believed that this can be done. He was going to follow up with vendors supplied by Jane to have them come out and survey the situation.
6. Safety & Security Grant 2016. We had sought the additional Capital Funds supplied by HUD for safety and security, but unfortunately we were denied for the additional grant award. In their denial they mentioned that we did not describe a specific safety threat, and that our local crime data was not up to date, and a narrative from an official to speaking to crime data was missing. Since we were not awarded we will seek this grant once again next year.
7. Arrest Records. A follow up discussion was held on the efforts of HUD to reintroduce formerly incarcerated individuals into housing and also the efforts to not hold previous convictions against people seeking housing assistance. Criminal records cannot used against a person to deny or terminate housing assistance, but the pattern of behavior

can be used. It was noted that some of the re-integration programs that HUD would like to see assisting these formerly incarcerated individuals would create an additional burden on PHA's nationwide.

8. Father's Day 2016. We held our Father's Day event once again on 6/25/16 to less than stellar turn out. We hosted about a dozen people on the day which is about 20 less than last year, despite the much larger site we hosted. It was thought that we would cease the Father's Day events for the time being to see if turnout would improve in a few years.
9. Pam Simpson FYE 12/31/15 Audit. Pam Simpson has received our approval of the extension of the audit agreement and has targeted 8/29/16 as her arrival date. We have been gathering the information she needs prior to her arrival. We have supplied everything except the MD&A which will be discussed next month.
10. Office Staff Phone Reimbursement. This was approved last month. Chris B. and Amber N. will receive full reimbursement for their use of personal phones for work purpose. The first reimbursement was high (\$533.92) due to insurance, plan startup, etc. It should level off to around \$180.00 per month. Chris B. notes that reimbursement will be made only if a bill is presented to bookkeeping for processing.
11. Maintenance Trucks. It was hoped that the new trucks would be on site and in use by the time of our meeting. They were not. It is expected that they will be here early next week. These have been delayed to inventory issues with the service bodies.
12. CSC Service Works. The new washers and dryers scheduled to be installed 7 months ago have finally been put in. Chris B. reports that he had to ratchet up the efforts with CSC to get this put to rest. He also has requested a calculation from them on how they calculate their fees. His calculations do not seem to agree with theirs.
13. SHARP Endorsement. Both the House and Senate have measures going through to reduce the burden on smaller PHA's like ours. Chris B. has sent in letters of support to Senator's Kirk and Durbin on the matter.

New Business:

1. New Canton Accident 7/1/16. On 7/1/16 Chris B. received a call from Dep. Greenwood of the Pike County Sheriff's Department. Someone lost control of their vehicle and crashed into the side of our apartment building in New Canton, IL. Chris B. supplied PCSD with several leads and to date no one has been arrested. A repair quote has been requested by Cox Home Improvement. AHRMA insurance has also been notified.
2. CFP 2017. Certification for the upcoming CFP 2017 grant process has begun. In reviewing our properties Chris B. has come across some small issues with our housing inventory in the PIC system that need to be addressed, but nothing significant.
3. Board Training Opportunity. Chris B. reports that the Illinois Association of Housing Authorities is hosting two training session for Board Members. One on 8/23/16 and the other on 8/25/16. Let him know if you are interested.

Handouts (if any):

1. USEPA LBP. We received a notice from the US Environmental Protection Agency that reminds us that all work done on pre-1978 constructed housing be performed by those who have been certified to do so. Our properties have been tested and all concerns alleviated to the best of our knowledge. We will however send some staff to training to learn more about the issue.
2. IDOL Prevailing Wage. We received notice that all local government entities must resolve to accept the most recent Illinois Department of Labor Prevailing Wage Rates. As of now the most recently published ones are from July 2015.

Resolution 2016-15

At this time Mark P. Resolves to accept the adoption of the July 2015 Prevailing Wage Rates for our use. Pat P. seconds this Resolution.

Voice vote was as follows:

Mark P: Aye Pat P: Aye Don P: Aye

3. State of Illinois Comptroller Filing. Chris B. reports that the State of Illinois Comptroller Annual Registry Report for FY 2015 has been filed as of 7/20/16.
4. Quincy YMCA. Chris B. reports that he met with a representative of the Quincy YMCA recently to work together on obtaining a grant for purpose of assisting housing authority residents become more physically active. This partnership would also utilize our other partnership with West Central Mass Transit District to provide transportation to YMCA facility in Barry.

At 4:34p.m. There were no further topics for discussion in regular session and so it was called for a vote to adjourn and move into Executive Session. Pat P. motioned to adjourn. Motion seconded by Mark P.

Voice vote was as follows:

Mark P: Aye Pat P: Aye Don P: Aye

At 4:35p.m. Pat P. motions to enter Executive Session for purpose of personnel discussion. Mark P. seconds this motion.

Voice vote was as follows:

Mark P: Aye Pat P: Aye Don P: Aye

At 5:02p.m. It was motioned by Pat P. to exit Executive Session and re-enter regular session. Mark P. seconds this motion.

Voice vote was as follows:

Mark P: Aye Pat P: Aye Don P: Aye

Resolution 2016-16

At this time a Resolution was made by Pat P. to accept the promotion for the two individuals and the raises for the other two individuals as discussed in the Executive Session. Also, her Resolution includes a provision creating a longevity bonus for long term employees of the housing authority. This bonus shall be \$20 per year for each year of work for the housing authority payable on the employee's anniversary date via gift card. All 2016 employees who have had their anniversary will be retroactively rewarded. Mark P. seconds this Resolution.

Voice vote was as follows:

Mark P: Aye Pat P: Aye Don P: Aye

At 5:03p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Mark P. makes the initial motion to adjourn the meeting. Pat P. seconds.

Voice vote was as follows:

Mark P: Aye Pat P: Aye Don P: Aye

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
8/18/16


Don Peebles, Chairman
Pike County Housing Authority
8/18/16