

Pike County Housing Authority
Board Meeting Minutes
9/18/14

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, September 18th, 2014 at the PCHA Barry, IL office.

Those attending the meeting were Board Chairman Don Peebles, Vice Chairman Mark Pulliam, Resident-Commissioner Pat Patterson, and Executive Director Chris Bruns.

The meeting was called to order at 3:30p.m. with no guests present.

Minutes:

After reviewing the August 2014 regular session minutes a motion was made by Mark P. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Pat P: Aye Mark P: Aye

Occupancy:

We have 6 vacancies this month and our waiting list has a total of 30 families in line to receive assistance. Chris B. notes to the Board the dramatic decrease in the number of families on the waiting list. He believes this is the result of his effort to obtain a copy of the waiting list from Property Manager Becky Rennecker. To date he has not received the waiting list and expresses his dissatisfaction with the length of this process. Pat P. motioned to accept the Occupancy Reports as presented. Motion seconded by Mark P.

Voice vote was as follows:

Pat P: Aye Mark P: Aye

Financials:

In reviewing the check registers, Chris B. notes there were large expenses paid out to JDS and Cox Home Improvement, other than that just the usual day to day expenses.

Looking at the financial statement for the month, Chris B. reports that we had another down month, which could be said that the payment to JDS was responsible for. Bank account wise we are hovering right where we were a month ago. Mark P. motions to accept the financial reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Pat P: Aye Mark P: Aye

Past Dues:

In reviewing active delinquencies there were several evictions, move outs, and payment agreements for the month. Active delinquencies went up \$2,318.32 from the previous month, primarily due a few nonpaying renters, which many were issued evictions. In reviewing inactive delinquencies there was an increase of \$1,687.93 from the previous month. This increase is expected to be offset by tenant security deposits kept on balances due. At this time Pat P. motioned to accept the past due reports as presented. Mark P. seconds this vote.

Voice vote was as follows:

Pat P: Aye Mark P: Aye

Executive Director Report:

Old Business:

1. Operating Subsidy 2014. Chris B. has drawn down the payment of \$32,744.50 for the month of September 2014. It is unknown at this time what the next funding allotment will consist of.
2. Gunterman's/VICC. Chris B. has received the quote from Gunterman's for the work in Griggsville, but has not received the quote from VICC yet. We should have this for next month. VICC still needs to replace the uneven parking space in Griggsville.
3. Reporting Rate. Becky Rennecker's rate has dropped to 98.11% on her re-certification reporting rate. As discussed before 95% is required.
4. LIHTC RFQ's. As discussed last month the Board is interested in speaking with Morrissey and Capstone to break the tie on their scoring. Letters were sent out informing both the successful and unsuccessful companies of their positions. One of the unsuccessful companies (Windsor) was in the office and didn't appear happy with the verdict on their proposal, but this has been resolved. Chris B. has been working to set up a time for the two meetings.
5. Computer Quotes. CDS Office Technologies has been in the office this week completing the computer systems upgrade. This process has went pretty smoothly overall.

6. Pam Simpson FYE 12/31/13 Audit. Pam Simpson has completed our FYE 12/31/13 Audit without any significant findings, but she did have some recommendations regarding Board travel, C. Naber & Associates, and retirement forfeitures. The last two items are easily addressed, but the first is more involved, but the main thing is that our travel policy needs to be revised. This ties in with the next topic.
7. Board Mileage. In seeking information for the revised travel policy, Chris B. has searched over the web, discussed with HUD, and discussed with Mark Thielen in order to come up with a solution. In that search and discussion he has found that the State of Illinois has a law on the books regarding housing authorities and board travel. With housing authority jurisdictions of our size, the main theme is not to pay for board travel. In reviewing this with the attorney Mark T. he has concurred with that assessment. After brief discussion it was felt by all present that payments for board travel should cease, unless new information presented itself.
8. Board Officer Election. It's official. Mark P. will serve as Vice Chairman, and Don P. will serve as Chairman for the next two years. We will revisit the topic in July/ August 2016.
9. EPC Inspections. Johnson Controls and the University of Illinois have been here to conduct assessments regarding our possibility of an Energy Performance Contract. Chris B. feels as though this is the next step in making the PCHA energy efficient and also providing us with significant savings. As details emerge, we will discuss this topic further.
10. Baylis Wastewater Testing IFB. We placed bids for the Baylis Wastewater Testing and once again only received one bid for the job. Mark & Kristi Jeffers have bid \$250.00 per month to perform this service. They previously did the work at \$200.00 per month. With no other options it was motioned by Mark P. to accept their proposal. Pat P. seconded this vote.

Voice vote was as follows:

Pat P: Aye Mark P: Aye

Chris B. indicated he still plans on getting a staff member certified to do this work, which would save us these funds for other purposes.

11. HUD FFY Occupancy Push. We received a call from Shirley Wong of HUD indicating we were behind our push from last year. We had 7 vacancies at this time last year, but have 16 this year. Upon further review it was discovered that our computer files were not updating in PIC as they should. After this was corrected we cut that total almost in half. We are now pushing for 5 vacancies total by the end of September.

12. Pike County Glass Quote. Chris B. has notified them to place this on order and it is expected to be installed soon.

New Business:

1. AHRMA 2015 Renewal Information. AHRMA has been supplied with all the preliminary information by Chris B. to calculate our 2015 insurance quote.
2. AHRMA Terrorism Insurance. This is a new product for AHRMA to offer. Chris B. doesn't feel as though in our location we need this sort of insurance, but with the cost being so low he thought he would get the opinion of the Board. After brief discussion the Board is in agreement.
3. BCBS Health Insurance Renewal. We received great news with our upcoming BCBS Health Insurance Renewal. Our rates have dropped almost 40% due to the ACA, which will save us roughly \$24,000.00 annually. As discussed before Chris B. will obtain comparison quotes from local vendors to compare with this renewal.
4. Principal Life Insurance Renewal. We have been alerted by Principal that there will be no change in our rates for this upcoming renewal.
5. Sny Island Levee Drainage District. We were once again sent an assessment from the Sny stating that we owed an additional assessment amount. Chris B. sent them the letter of exemption from last year and also informed them that no payment would be forthcoming.
6. Maintenance Trailer. Chris B. reports that our old trailer is in poor shape. We had gotten quotes on repairs and they were almost \$4,000.00. We went out and got quotes on a new one, which were much cheaper. As a result, Chris B. has informed Frank's 4x4 in Pittsfield that we have accepted their quote in the amount of \$2,608.00. Brief discussion ensued regarding the old trailer and it was thought an ad should be placed in the paper to see what we could get out of it.
7. PCUMN Board. Chris B. has been asked and accepted the offer to be Vice Chairman once again for the Pike County Unmet Needs Board.
8. IAHA Annual Award. Each year the Illinois Association of Housing Authorities recognize their members who have gone above and beyond in their various agencies. Chris B. has been informed that he will be presented with the IAHA Award for Operational Excellence at this year's conference. This is the first such award in the history of the PCHA and quite an honor for our organization.

Handouts:

1. CFP 2012. All refrigerators have been ordered for the CFP 2012. These will be broken into two shipments and delivered at the middle and end of October 2014.
2. Firearms & Weapons Policy. Chris B. has fully revised the Firearms & Weapons Policy and has it ready for review. Brief discussion ensued regarding the policy and all thought it was acceptable as presented. As a result Mark P. motions to accept the revised policy as submitted. Pat P. seconds the vote.

Voice vote was as follows:

Pat P: Aye Mark P: Aye

3. Tractor Quotes. Chris B. reports that our old tractor is in need of repair or replacement. We obtained differing quotes that were around \$4,000.00 on this a couple months ago, which didn't really tell us what needed to be fixed. We have asked for a quote on a new tractor and received three (Arends-Awe \$9,900.00, Oitker - \$6,800.00, and Oitker - \$11,150.00) Brief discussion ensued and it was decided that the low quote from Oitker was good, but left us with equipment that would not be compatible with the new tractor. The other Oitker quote was higher than Arends, which didn't make much sense. Therefore it was motioned by Mark P. to accept the quote as submitted by Arends Awe for \$9,900.00. Pat P. seconds this motion.


Voice vote was as follows:

Pat P: Aye Mark P: Aye

At 5:08p.m. there were no further topics for discussion and so it was called for a vote to adjourn. Pat P. makes the motion to adjourn, Mark P. seconds this motion.

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
10/16/14


Don Peebles, Board Chairman
Pike County Housing Authority
10/16/14