

**Pike County Housing Authority  
Board Meeting Minutes  
9/21/17**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, September 21<sup>st</sup>, 2017 at the PCHA Barry, IL office.

The meeting was called to order at 3:06p.m. with no guests present.

**Members present:**

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

**Members absent:**

Commissioner John Birch

**Minutes:**

A brief review of the August 2017 Regular Session Minutes occurred. There were no corrections or changes recommended for the minutes.

**Occupancy:**

A brief review of the September 2017 Occupancy Reports occurred next. Noelle F. asked which units were done/not done. Chris B. reported that he would check and update the sheet accordingly.

**Financials:**

A brief review of the August 2017 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Noelle F. motioned to accept the consent agenda of the August 2017 Regular Session Minutes, September 2017 Occupancy Reports (with the updated information), and August 2017 Financial Reports. Motion seconded by Don P.

Voice vote was as follows:

Noelle F: Aye      Pat P: Aye      Don P: Aye

**Executive Director Report:**

## **Old Business:**

1. Op Sub 2017. For the month of September 2017 we received \$44,751.00 in operating subsidy. No word so far on the amount for next month, but according to the final eligibility as of 9/5/17 we are still supposed to receive \$568,718.00 for 2017.
2. CFP 2016. There were a few things to discuss regarding this grant. First, an invoice was received from Eggemeyer Associates (\$1,000.00) for their work, which has been drawn and paid accordingly. Secondly, at E. Adams there is an outer door and then another inner door a couple of feet later. This width between the doors has been causing problems for Trotter to locate a door that would fit that also would not interfere with the electronics of the outer door. As a result, it has been decided to eliminate the interior door and make it an entrance area only. Trotter is experiencing a long lead time in getting the windows manufactured and they formally requested a stop work on 8/23/17, which was granted. They are saying 10 to 12 weeks to get the windows made, which will significantly push this project back. Trotter had come up with the idea of boarding up windows or using temp windows, which was not accepted. Trotter was alerted to this and also notified about paperwork that was needed from them still. TGC was back on site 9/13/17 to re-measure windows that they failed to measure before. At that time, they returned more paperwork due to us and the architect.
3. Johnson Controls EPC. There are a few things with this project to discuss as well. Marold is now being held up by Ameren on completing the outside meter box switchover. Peter's still has a bunch of finishing work to address, with the piping cutouts and drain piping trip hazards. Marold has given us a price to convert the overhead utility room lights at some E. Adams units to operate via switch (\$151.00 per unit), and in New Canton they have gotten in a light to fit the overhead spaces that were left. A meeting was held with JCI on 9/12/17 and they have given a verbal price quote for the outside lights (38 @ \$140,000.00). They will be sending us something soon formally for our approval. As far as funding, there is still money left in our escrow account for change orders. With the outside lights it is expected to obtain another grant to offset roughly \$20,000.00 - 30,000.00 of the cost. Michelle L. and Amber S. have begun the process of bringing clients in to switchover to Ameren. Thus far we've had about 50 people in and only 3 have come back with previous bills. There was some trouble with the Lindsey Software in getting the flat rents to take the utility allowance, which led to an interesting conversation with Lindsey Software. Evidently, HUD is not following the federal regulations that state no utility allowance may be subtracted from a flat rent, but the software does. Lindsey Software gave us a workaround to comply with the HUD directives. A status query was received from Johnson Controls insurer, Liberty Mutual, which was completed and returned. Chris B. states that the Ameren supplied utility responsibility addendum should be formally accepted via Resolution to be used with our lease as part of our leasing process.

## **Resolution 2017 – 15**

At this time, Don P. Resolved to accept the Lease Addendum for Utility Responsibility and its inclusion in our leasing process. Resolution seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye            Pat P: Aye            Don P: Aye

4. Waters Concrete Work – Barry Maint. Bldg. Pending litigation to be discussed later in the meeting in Closed Session.
5. Gunterman’s Concrete Work – Landess. Gunterman’s is done except for a few little things to correct. They have sent in their final bill and we are working through it to make sure it’s right before final payment is issued (the bill received seems lower than it should be). John B. from EA was on site 9/13/17 and he and Chris B. reviewed LT and the cracking issues at E. Adams. Overall, it was felt that the work looked very good. John B. is working on putting together an estimate for all of the work at Landess Terrace and is also preparing a final punch list for Gunterman’s. This project will be finished by the end of the month. Chris B. placed an order for ADA warning pads that maintenance will install at the sections where the sidewalks go to the road.
6. Pam Simpson FYE 12/31/16. Pam Simpson was here 7/31/17 to perform the FYE 12/31/16 Audit. This audit went quite well and no major issues were identified. She has turned in the completed audit which should be accepted for our records. She also had a few adjustments, which were forwarded to Urlaub & Co. Chris B. has gone in and uploaded the audit to HUD, which was well before the 9 month deadline. Chris B. has also furnished the Pike County local government a completed audit copy. In addition, Chris B. has sent a copy to all of our Chicago Field Office contacts for their records as well. Chris B. goes on to say that he has begun to prepare the RFP for audit services for the next 3 years and we should have bids to review by the November 2017 meeting.

**Resolution 2017 – 16**

At this time, Don P. Resolved to accept the FYE 12/31/16 Audit as prepared by Pam Simpson. Resolution seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye            Pat P: Aye            Don P: Aye

7. Scott County Interagency Agreement. Last month we talked about the opportunity to manage or provide support services to SCHA. Unfortunately, they have declined our proposal and promoted from within their office. Chris B. states that he will continue to monitor the situation.
8. HUD Litigation. As we approved in our 6/15/17 meeting, we joined the 2<sup>nd</sup> class action lawsuit against HUD for recapturing 2012 Operating Subsidy. HUD lost the 1<sup>st</sup> case

against the housing authorities and had the opportunity to appeal, but declined to. Therefore, these agencies will be getting their funds distributed to them. Since we are in the second wave and no appeal was made on the first, we stand to be awarded our funds also, unless they appeal and fight the second, which would be unlikely. Our estimated amount to receive will be about \$380,000.00.

9. IDOL Prevailing Wage Rates 9/1/17. As we approved in our 8/17/17 meeting, we adopted the Prevailing Wage rates for 9/1/17 as published by the Illinois Department of Labor. About a week after that, IDOL published an update for those rates. All updated rates are effective the same date as we approved, so we are still compliant.
10. Lead Safe Housing Guidance. Recently, HUD published Notice 2017-13 regarding the Lead Safe Housing Rule. This memo documents the steps an agency should take when an elevated blood lead level (EBLL) is found. Nothing for us to do with the guidance, until an issue should occur.

**New Business:**

1. CFP 2018 Certification. Last month at our meeting we talked about the issue we were having in getting the correct bedroom count information in PIC for this certification. Chris B. had gone back and forth with the Chicago Field Office/REAC about it, and quite honestly Chris B. knew more about the system than they did. This back and forth continued, and finally while on vacation, Chris B. was able to submit the certification. This was completed about 3 days before the final deadline.
2. Flat Rent Policy Revision 9/21/17. About 3 years ago we met the decree of Congress, creating our flat rent policy which set flat rents at 80% of the HUD published annual Fair Market Rents. Recently, in a PIH Alert email blast they published new data, with a section that caught Chris B.'s attention. This section indicated PHA's also have the ability to select small area fair market rents or if they are in an area that does not have SAFMR's, then they may select the unadjusted rents if they are in a non-metropolitan area. Pike County does not have SAFMR, but the portion regarding the unadjusted rents is applicable. Chris B. reached out to our HUD rep (DiPietro) and has found that we can use the unadjusted rents if we choose to do so. These unadjusted rents are what is determined for our area prior to any markup by HUD. While it may only be a slight reduction, Chris B. believes we should go to using 80% of the unadjusted rents to make ourselves more competitive in the market.

**Resolution 2017 – 17**

After brief discussion, Pat P. Resolved to accept the revision to the Flat Rent Policy, which indicates the Pike County Housing Authority will, annually, set their flat rents at the lowest of 80% of Fair Market Rents, 80% of Small Area Fair Market Rents, or 80% of the Unadjusted Rents. Resolution seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye

Pat P: Aye

Don P: Aye

3. AHRMA 2018 Pre-Renewal. Chris B. has been working on completing the AHRMA 2018 Pre-Renewal so they may calculate our rate for the next calendar year. The packet has been returned to them well before their deadline. Chris B. is expecting a small increase in the rate for next year.
4. BCBS Health Insurance Renewal 12/1/17. Just like last year we are faced with another 20 plus percent increase in our rates for health insurance coverage. Chris B. has reached out to Dan Snodgrass to go over our options with Met Life, has looked at a plan through the IAHA, and a plan through the State of Illinois, the Local Government Health Plan. As more information becomes available he will share. The health insurance renewal begins 12/1/17, so we have a little time to come up with a plan.
5. Principal AD&D – Life Renewal 10/1/17. Our Principal AD&D/Life policy is also up for renewal. This one did not change in rates. We will need to motion to formally accept the renewal since it's an employee benefit at the meeting.

At this time, Noelle F. motioned to accept the AD&D/Life Renewal through Principal at the unchanged rates. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye

Pat P: Aye

Don P: Aye

6. Pitney Bowes Lease Agreement 8/31/17. Pitney Bowes approached us about the old postage meter we had and offered us a new wireless one, should we renew the lease agreement with them. The old monthly rate was \$54.00 and the new rate is \$55.65. Chris B. reports this is within his purchasing limit, so no vote is needed, just presenting the materials for information.
7. WCMTD Contract 7/1/17 – 6/30/18. Our agreement with West Central Mass Transit had expired and was due for renewal. This contract provides transportation opportunities for PCHA clients who may not be able to get to important things such as our office, Dr. appointments, pharmacy, banking, postal services, etc. This contract is well within Chris B.'s purchasing limit, but would also like to have the Board formally approve this as well, due to his involvement of being on the Board for WCMTD.

At this time, Noelle F. motioned to accept the service contract with WCMTD, providing transportation opportunities to PCHA clients. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye

Pat P: Aye

Don P: Aye

8. Tub Conversion. Awhile back at one of our meetings we discussed one of the clients demanding for us to install a walk in shower. Chris B. balked at the idea, due to his being taught that because it is a significant modification to the building and cost, we are not required to comply. Recently, Amber S. took a fair housing class in which the instructor stated we should do this if funds are available. Chris B. still does not agree with that, but has figured a workaround solution. There is a company called Cleancut, which makes tub conversion kits. This conversion kit will enable us to modify the existing tub and address these requests at a much cheaper alternative. A little more expensive than a ramp we would install, but not by much. Chris B. has placed an initial order for two of these kits to allow us to try them out.
9. EIV Use Guidance. HUD recently published notice PIH 2017-12, which states the parameters for using the EIV system. This system has been required for several years now, and the new notice is only to update and take the place of the previous notices instruction. Nothing to do on this, just presented for information only.

#### **Handouts:**

1. CFP 2017 Submission. Recently we sent in our full CFP 2017 Submission, which has been approved. They spread the funds in ELOCCS on 9/18/17 for our access. This grant totals \$258,285.00. Josh H. and Chris B. have been talking and we may very well swap out the work for the 2017 year with the work from 2021. This would bring the water heater replacement and maintenance building completion forward and push the work of fascia/soffit repair/replacement and tuck-pointing back. Chris B. reports that we have been replacing numerous water heaters lately and many are very old and in need of replacement.
2. PHADA Scholarship Program. Recently we received information from PHADA regarding their scholarships available for students who live in public housing properties. This information has been forwarded to all schools in the areas we serve.
3. FFYE Occupancy Push. Each September as the federal fiscal year end approaches we are reminded by HUD to push to fill all vacancies that we can. This years' correspondence indicates we are meeting our goal at 98.18%, but we will push to fill all that we can, despite meeting the 96% goal already.
4. Final Closeout Capital Fund Program Grant 2015. With the recently completed FYE 12/31/16 Audit by Pam Simpson, the 2015 CFP Grant has been confirmed to be fully expended. When Chris B. forwarded the audit copy to the Chicago Field Office they processed the closeout without further request. No action needed on our part for this.

#### **Closed Session:**

1. Waters Concrete Work – Barry Maint. Bldg.

At 4:30p.m. Noelle F. motioned to exit Regular Session and enter Closed Session for purposes of discussion of pending and probable litigation with Waters Concrete over their substandard work at the Barry Maintenance Building. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye      Pat P: Aye      Don P: Aye

During the Closed Session, the discussion pertained to the legal options the housing authority has with the recently collapsed wall built by the contractor. This discussion pertained only to legal strategy that if divulged in open session would expose the housing authority's plan and strategy.

At 5:07p.m. It was decided to re-enter Regular Session. No votes were made during the Closed Session portion of the meeting. Pat P. makes the initial motion to exit Closed Session and re-enter Regular Session. Motion seconded by Noelle F.

Voice vote was as follows:

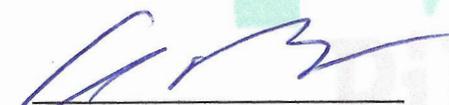
Noelle F: Aye      Pat P: Aye      Don P: Aye

At 5:08p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Noelle F. motioned to adjourn the meeting at this juncture. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: 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  
10/19/17

  
Mark Pulliam, Chairman  
Pike County Housing Authority  
10/19/17