

Pike County Housing Authority
Board Meeting Minutes
5/15/14

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, May 15th, 2014 at the Landess Terrace Community Building in Pittsfield, IL.

Those attending the meeting were Board Chairman Carole Bradshaw, Commissioner Don Peebles, Commissioner Mark Pulliam, Resident-Commissioner Pat Patterson, Minutes Recorder Amber Nelson, and Executive Director Chris Bruns.

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

Minutes:

After reviewing the April 2014 minutes a motion was made by Don P. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

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

A separate vote accepting the April 2014 closed session minutes was made by Don P. and seconded by Mark P.

Voice vote was as follows:

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

Occupancy:

We have 9 vacancies this month and our waiting list is still strong with a total of 96 families in line to receive assistance. Now showing on the Property Manager's report are the bedroom sizes of the vacant units so that they can be matched up with the waiting list bedroom sizes, as per Board request. At this time, Mark P. motioned to accept the Occupancy Reports as presented. Motion seconded by Don P.

Voice vote was as follows:

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

Financials:

In reviewing the check registers, Chris B. states there is nothing of significance to be noted, just the usual day to day expenses.

Looking at the financial statement for the month, Chris B. reports that our income increased mainly due to additional rental income and also the regular and catch up operating subsidy draw. Also, adding to the increase were less expenses than were incurred in previous months.

In reviewing the year to date information provided by C. Naber & Associates, Chris B. reports we are right on line in most categories.

Past Dues:

In reviewing active delinquencies there were a total of 6 evictions issued. Active delinquencies went up \$26,665.53 from the previous month, primarily due to the excess utility charges being billed. In reviewing inactive delinquencies there was an increase of \$1,926.30 from the previous month, mainly due to move outs with a balance.

After review of the financial reports and past due reports it was motioned by Don P. to accept them as presented. Pat P. seconded this vote.

Voice vote was as follows:

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

Executive Director Report:

Old Business:

1. CFP 2012. We have 3 quotes for the remaining 117 refrigerators we need. Chris B. obtained quotes from GE (\$54,405.00), Dick Van Dyke (\$63,882.00), and Appliances Connection (\$75,776.22). At this time a motion is made by Mark P. to purchase the remaining 117 refrigerators from GE, Don P. seconds this motion.

Voice vote was as follows:

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

Prior to the meeting we had one quote for stoves from GE (\$77,280.00) already. In reviewing the quote from GE and speaking with George Snyder, Chris B. began to feel like we were replacing too many of the stoves. Some of the stoves we have are in very good shape and we felt that they did not warrant replacement at this time. As a result Chris B., has bid each stove out as originally planned, but also bid it out reducing the number of 30" electric stoves in alternate bid #2. By going with the alternate version we would be able to close out the CFP 2012 grant and only come out of pocket to roughly \$7,000.00. After discussion it was decided that the quote from GE, alternate #2, was the way to go. Motioning to accept the GE alternate #2 was Mark P., which was seconded by Don P.

Voice vote was as follows:

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

2. CFP 2014. All previously required funding paperwork was sent in. However, HUD decided that additional items were needed. Chris B. had to supply them a letter stating that we held a public hearing (this was supplied to them in the form of an email to HUD in the funding submission package)

and also the environmental declination letter from Pike County. Since this was such a difficult endeavor the last time Chris B. made it simpler this time around, penning the letter as needed and just having the Pike County Board Chairman Andy Borrowman check a box and sign and date. This method worked very well as the afternoon it was sent, it was returned.

3. Operating Subsidy 2014. We are now caught up on Operating Subsidy for the year. We made the second monthly draw of \$52,535.50 in a row to accomplish this.
4. Gunterman's. Gary Gunterman's scope of work was expanded from the original quote for Landess Terrace. Essentially, he was asked to do almost twice as much sidewalk replacement work as originally bid. Gary G. has been asked to go to Griggsville next to work on steps that are eroding and give us a quote on building a retaining wall by the new parking area. Gary G. did submit his bill for the Landess Terrace work, which included extra labor and dirt that was needed for the extra work mentioned above. His original quote was for \$9,752.00 @ 736sf. This bill comes to the total of \$22,868.00 @ 1668sf. We were charged the same square foot rate as on his original quote. After brief discussion, a motion accepting the expanded scope of work and the additional charges was made by Mark P., this was seconded by Pat P.

Voice vote was as follows:

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

5. VICC. VICC had completed the road work in Pleasant Hill and began working in Barry, but then their foreman got the call that he was up for a kidney transplant. This work is delayed until his return. They did patch some areas on Greene Street before they left, which took care of the huge potholes towards the front of the site.
6. HUD FMR 2014 – Flat Rents. Last month we approved to change our Flat Rent Policy as per the recently enacted legislation at 80% of our areas Fair Market Rents. We are now ready to go for the June 1st deadline. There are a few who will remain on flat rent, but many have switched to income based as we had expected. An interesting footnote is that they will reduce our Operating Subsidy in accordance with the flat rents, but how much remains to be seen.
7. Reporting Rate. Becky Rennecker has retained her 100% score on her re-certification reporting rate. This will be a challenge going forward as we began our re-certifications for the year, which means every month for the next 6 she will face deadlines on getting the tenants updated information calculated and submitted.
8. Perry Electrical Upgrade. Brian Bower of Bower Electric has gotten all materials in needed for this work and began 5/14/14 on the upgrade of the equipment. He should only take two days to perform all of the work and power will have to be off to the building he is working on. Ameren has been back to the site and their original information to Brian was wrong. Brian will have to take measures to run the power into the building differently, which will certainly increase his bid. Ameren will take over the site after this work is done, pending their final review.
9. Part Time Hires. Last month Chris B. hired Alicia Rennecker as our part time receptionist. This month he has hired Mallery Hudnall as our new part time cleaning person. Mallery H. is going to take care of

all 3 community buildings we operate and also be in charge of unlocking the building in Barry when it is rented out. Chris B. had hoped to hire a resident for this work, but due to the lack of quality applications he had to go public to complete the hire.

10. PCHA Lease Revision Pg. 16 #10. The PCHA lease has been updated with the approval from last month changing the notice we are required to receive to 30 days from the 15 days it had been. This change went into effect 30 days after the May newsletter went out and notice was published to all residents.
11. REAC Inspection 2014. The inspector, Willie Murray, subcontracted by BISCO was here 4/30/14 – 5/1/14 to conduct our physical inspection. We received a preliminary score of 32/40 which is a 6 point improvement from our last inspection score of 26/40. Chris B. is going to install a preventative maintenance program to continue the improvement and also reduce the number of work order items called in to the office or identified by him and Becky on inspections. Our fire system at E. Adams was late for the annual testing by United Systems so they were called to conduct this test. The inspector wanted to see any signed acknowledgements of LBP in the tenant files, which has never been done. As a result, Chris B. had Becky R. send these acknowledgements and LBP booklets out to all units that were built prior to 1978. On new leases she will hand out the appropriate paperwork as new residents come in to complete the lease process.
12. Tenant Lawsuit. This was thought dropped due to hearing Ms. Johns was near death, but apparently her condition was greatly exaggerated. She completed a recent deposition with AHRMA attorney Chuck Pierce and had some interesting things to say. She admitted that she was not disabled, nor did she require a handicap accessible apartment. She also admitted to placing the blocks on the sidewalk (which created a trip hazard) and hanging the plant on the handrail. She even admitted to having the boxes on the front porch that morning, but did not agree that they were in her way. Ultimately her party is seeking \$200,000 plus medical expenses, however her attorney does not appear to be very aggressive in pursuing this case. Chuck P. is going to interview resident Doug Seal and also our pest control firm representative Kory Dunker to get their version of events documented.

New Business:

1. Tenant Rent Miscalculation. Our resident Charles Mott, Jr. has been generating many questions by himself and also with the assistance of James Doyle. One of the questions he brought to the table was whether the land he sold back in 2008 had any bearing on his rent when he was admitted. After Becky and Chris B. investigated this, it was determined that it did. This was not removed from the calculation of his rent and therefore left him unable to make an informed choice regarding his rent, which ultimately led for him to pay rent amounts that were greater than he would have elected. As the statute of limitations goes back 10 years on contracts, both attorney Mark Thielen and Chris B. felt as though we should generate this resident a credit. He was very satisfied with the efforts Becky R. and Chris B. put forth to get to the bottom of this.
2. EPC Training – 7/28/14. HUD is holding a 1 day training session on Energy Performance Contracting on 7/28/14, which Chris B. will attend. This may provide us with help in reducing our utility bills even further than we have.

3. EPA Portfolio Manager Webinar – 5/6/14. Similar to above, Chris B attended this webinar on Portfolio Manager which would allow us to enter and monitor the buildings we possess and allow us to track energy use and also allow us to track any energy efficient improvements we are making as well.
4. Lindsey Software Inspection System Quote. With the recent discussion regarding work orders Chris B. thought this would make large steps to address that. By going to these tablets there would no longer be a paper copy to lose and it would not clear from the system until it was completed. It would also let us know exactly when the work order was completed, which would eliminate forgery of times and dates. From what is known it would also give us the ability to track maintenance staff whereabouts as well, which sometimes is a concern. Total outlay of investment for this is to be around \$4,500.00 up front then \$1,700.00 annually. After brief discussion Don P. motions to accept the purchase of the tablets and the Lindsey Software quote, Pat P. seconds this vote.

Voice vote was as follows:

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

5. HCV Funding Availability. We discussed last month the interest of the Board in the Section 8 (Housing Choice Voucher) Program and Chris B. indicated it was to his knowledge that they were not funding new programs at the current time. This was confirmed with HUD staff members. Chris B. will continue to monitor this situation.
6. LIHTC RFQ's. We have previously discussed the option of Low Income Housing Tax Credits before, but Chris B. didn't feel as though we had an opportunity to be funded with the previous scoring we had earned through HUD. With our increased scoring on our physical inspection we may be in the game. As a result Chris B. has asked for qualifications from 5 different developers who are successful in this process. The list is comprised of Morrissey Construction, Windsor Homes, Gateway East, Capstone, and Verigreen Development. This is just the beginning of the process to make additional affordable housing for Pike County.

Handouts:

1. ED Retreat. This is being held at Pere Marquette Lodge 6/17/14 – 6/18/14. Chris B. plans to attend if possible to network with peer agencies.
2. Board of Commissioner Contact Information. This is included for reference.

Closed Session:

1. Executive Director Review FYE 12.31.13.

At 5:09p.m. It was decided to enter closed session for purposes of personnel discussion, regarding Chris B.'s review and raise percentage for FYE 12/31/13. Initial motion made by Don P., motion seconded by Mark P.

Voice vote was as follows:

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

At 5:17p.m. It was decided to exit closed session and reenter regular session. Initial motion made by Don P. Motion seconded by Mark P.

Voice vote was as follows:

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

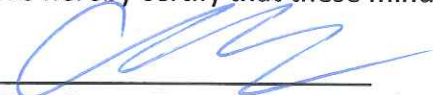
Chris B.'s salary was reviewed and a raise percentage was discussed within closed session. Mark P. makes the initial motion to approve the pay increase discussed, Don P. seconds this vote.


Voice vote was as follows:

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

At 5:20p.m. there were no further topics for discussion and so it was called for a vote to adjourn. Don P. makes the motion to adjourn, Pat P. seconds this motion.

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
6/19/14


Carole Bradshaw, Board Chairman
Pike County Housing Authority
6/19/14