

**Pike County Housing Authority  
Board Meeting Minutes  
1/18/18**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, January 18<sup>th</sup>, 2018 at the PCHA Barry, IL office.

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

**Members present:**

Chairman Mark Pulliam  
Commissioner John Birch  
Resident Commissioner Pat Patterson  
Executive Director Chris Bruns

**Members absent:**

Commissioner Don Peebles  
Vice Chairman Noelle Flesner

**Minutes:**

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

**Occupancy:**

A brief review of the January 2018 Occupancy Report occurred next. There were no questions or concerns raised.

**Financials:**

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

At this time, Pat P. motioned to accept the consent agenda of the December 2017 Regular Session Minutes, January 2018 Occupancy Report, and December 2017 Financial Reports. Motion seconded by John B.

Voice vote was as follows:

John B: Aye            Pat P: Aye            Mark P: Aye

**Executive Director Report:**

**Old Business:**

1. Op Sub 2018. HUD had delayed the submission schedule for the subsidy calculation due to working on the excel tools. They have now gotten those ready and all forms are to be returned to the field office no later than 2/2/18. Ours will be prepared by Urlaub and Company this time around as they office this service for free. Chris B. has given them a few numbers for the tools, and has done a rough calculation for an estimate. He has figured that we will receive around \$660,000.00 prior to any proration. For January 2018 we received \$42,120.00, which was prorated at a 90% level.
2. CFP 2016. The window replacement work has been ongoing in Barry, but with the holidays and cold weather Trotter General Contracting has been spotty with their working. TGC issued pay request #2 in the amount of \$95,218.20, which has been drawn and paid. We now have \$69,485.50 left in the 2016 CFP grant, anything remaining beyond that we will come out of pocket for.
3. CFP 2017. A fully executed 2017 CFP amendment was received from the CFO. In the packet they referred to the Environmental Review requirement. We are waiting on the West Central Development Council to supply us with this information. Last month we approved the Eggemeyer Associates A&E contract fee of \$29,080.00, plus \$3,450.00 in reimbursable expenses. Chris B. has been negotiating these fees with John B. and we have found a way to cut \$1,850.00 from our overall cost. We will hold the pre-construction meeting by teleconference and Josh H. will do the wage interviews with the workers. As a result of the lower price we should make a new motion accepting the new and final total.

At this time, John B. motioned to revise the amount on the approved contract from Eggemeyer Associates from last month's meeting. The new value of the contract will be \$28,080.00 in basic fees and up to \$3,450.00 in reimbursable expenses. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Mark P: Aye

Also discussed was the CFP 2017 Budget and 5 Year Plan 2017 – 2021. Both documents need to be revised due to pulling the 2021 work forward and pushing the 2017 work back. This would be revision #1 for both forms.

At this time, John B. motioned to accept Revision #1 to both the CFP 2017 Budget and 5 Year Plan 2017 – 2021. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Mark P: Aye

4. Johnson Controls EPC. Work is still ongoing with this project. Ameren has been to Greene St. and Marold is still following them and trenching for the new lights. Chris B. has been working with Johnson Controls to get numbers for the 2018 subsidy calculation and as part of that they have supplied us with new our new utility allowance rates for 2018. This will need to be accepted via resolution and we must give the clients' a 30 day notice prior to implementation.

### **Resolution 2018 – 1**

At this time, John B. Resolved to accept the 2018 Utility Allowance rates as supplied by Johnson Controls, and to implement them with a 30 day notice. Resolution seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Mark P: Aye

5. Waters Concrete Work – Barry Maint. Bldg. On 1/8/18, we received the report for our records from Prairie Engineers regarding the wall built at the Barry maintenance building. As we've discussed before it collapsed due to a number of reasons, most notably insufficient reinforcement and footing. The PE engineer estimated the good work value to be at \$21,437.68. Previously, John B. valued the good flat work at \$22,552.80, which gives us a good total of \$43,990.48. We paid Waters \$57,572.00 for the work he did, which gave him \$13,581.52 more than he should have received. Additionally, cleanup of the defective wall is estimated to be \$5,846.13. Chris B. has forwarded on the report to counsel, and will be having a conversation with him soon on our options at this point.
6. LGHP Health Insurance. At this juncture, all employees have either gotten all of their new insurance cards or printed temporary ones. Also, Chris B. had signed the agreement to extend the healthcare reimbursement arrangement service with BPC on the old plan for an additional 90 days. This worked out well, as 2 employees have gone in and submitted claims for reimbursement after the BCBS coverage ended 11/30/2017.
7. Flat Rent Policy 12/21/17. As we approved last month, the updated flat rent policy was put into immediate use since we had already given the 30 day notice prior to our meeting. Amber S. has been going through and sending new paperwork for the revised flat rents to the clients so they can make a choice as to which method they would like their rent to be figured under. This matter is now closed until the federal government updates fair market rents again around October.
8. AHRMA Insurance 1/1/18 – 1/1/19. Last month, we approved the quarterly payment of the AHRMA premium, and payment was remitted to them for the 1<sup>st</sup> quarter of 2018. As a result, they have supplied us with all of our policy documents for FY 2018. The next quarterly payments will be made prior to April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>.

9. Mid-America Billboard Contract #1. One of the new billboard designs is up and features Michelle L. this time around. This is the billboard going out of Pittsfield towards the Griggsville area. This time we went with a sky blue color on the background of the design and it really pops out at you when you go by. The other billboard featuring Josh H. will be installed within the next few weeks using the same overall layout.
10. CFO LBP Guidance. The Chicago Field Office recently sent out notice reminding Illinois PHA's that the annual LBP report is no longer required to be sent in, but that the new Lead Safe Housing Rule must be followed in all reported EBLL cases. Also, the notice reminded that LBP inspection reports should be available for all pre-1978 housing properties until their disposition.
11. AFFH Final Rule Delay. HUD has come out and suspended submission of the AFFH tool for local governments until 2020. To date only some local governments were required to submit an Assessment of Fair Housing and these submissions have not gone well. More than a third of the submissions were rejected by HUD on their first submission. PHA's like us have not been required to submit, and in fact, they have not even put a schedule out there for submission dates. This process is burdensome, complicated, and to be honest does not put PHA's in a favorable situation. Chris B. still has hopes up that this could eventually be cut from being completed altogether.
12. Sexual Harassment Policy 12/21/17. Last month we passed an updated SHP, which affects anyone affiliated with the housing authority. All employees have signed off on the updated policy and these have been placed within their personnel files.

#### **New Business:**

1. CFO Re-Assignments. Previously, we had been alerted to the fact that changes were coming with our contacts within the CFO. What they have done is create a one stop shop system where each housing authority has one main point of contact with the CFO. This contact will handle all matters and bring people into the mix to assist with certain issues as they arise.
2. Homeless Admissions. We received communication from the CFO that one of the strategic goals for 2018 is to end homelessness. As part of this, they want to track homeless admissions and have given us instruction on how our 50058 form submissions should be marked. To take this a step further, Chris B. anticipates that they will be coming out with some sort of requirement to give homeless admissions priority over people on our current waiting list.
3. HUD 4750 – 1.1.18. Each year we must supply HUD with our Maintenance Wage Rate Recommendation for the new Fiscal Year. This recommendation not only includes wage information, but also fringe benefit information as well. Fringe benefits include everything each position receives in addition to their hourly wage.

At this time, John B. motioned to accept and submit the HUD 4750 Maintenance Wage Rate Recommendation for Fiscal Year 2018 as prepared. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Mark P: Aye

4. Exempt Property 2018. Each year we must submit to the local assessor our Certificate of Status of Exempt Property. This has been done for 2018 for all properties owned by the PCHA. There are two submissions because due to previous issues with the Sny Island Drainage District our counsel recommended we send in a separate one for Pleasant Hill.
5. E. Adams Boiler System. The boilers at the long building at E. Adams have been acting up once again. Chris B. had entertained the notion of replacing the boilers with the Daiken units in each apartment, but found that option to be out of cost consideration at this time. Therefore, we asked for two quotes to repair them back to a serviceable level (Rocky's \$4,339.34, Peter's \$4,561.00). The pricing is within his limits and Chris B. has accepted the low bid from Rocky's. Mark P. had a question regarding the labor amount on the bid from Rocky's. It was done with a much higher amount than the other quotes shown. Chris B. reported that he was sure it was a typo, but would investigate the matter and report back.
6. Security & Pet Deposit Comparison. Chris B. has reached out to PHA's across the state for their security and pet deposit information and has compiled a sheet with an analysis. In compiling the data, one ED told Chris B. that they had been challenged by Fair Housing for having different deposits for different bedroom sizes. Chris B. would like to come up with a revised deposit schedule, eliminating the pet deposit, which would be implemented for all existing and future clients, after a 30 day notice. Brief discussion on the matter ensued.

**Resolution 2018 – 2**

At this time, John B. Resolved to accept the suggested Security Deposit of \$300.00, eliminating the Pet Deposit, and further requiring all new and existing clients to be responsible for the new amount, given a 30 day notice. Resolution seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Mark P: Aye

7. Quorum FYE 12/31/17 Census. Each year Quorum asks us for information regarding our payrolls for the year, eligibility status for new hires, etc. so that they may make sure all retirement plan participants have received all contributions due to them. Chris B. has gone in

and supplied all requested information to them so that they can compile the census. No issues are anticipated.

8. Urlaub & Co. 1099 & W2. Urlaub has reached out to us to ask if we want them to complete our W2's or 1099's for 2017. This service carries a charge of \$90.00 per hour, and was declined.

**Handouts:**

1. REAC Submission FYE 12/31/17. Michelle L. and Chris B. have put compiled a litany of information for Urlaub & Co. to review regarding our FYE 12/31/17 REAC Submission. This submission will serve as our unaudited financial numbers in the REAC system, which will be verified once we have our FYE 12/31/17 Audit.
2. Dearborn National 3/1/18 Renewal. Dearborn National has sent us their renewal notice for the new coverage period beginning 3/1/18. The rates are not changing.

At this time, John B. motioned to accept the renewal rates for the period beginning 3/1/18. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Mark P: Aye

3. EPIC Submission FYE 12/31/17. Each fiscal year end, we must go into the EPIC system and report on any energy efficient upgrades that have been done over the course of the year. Chris B. has gone in and reported on CFP 2014, 2015, 2016, and 2017.

**Closed Session:**

1. Employee 4<sup>th</sup> Quarter 2017 Evaluations.

At 4:37p.m. John B. motioned to exit regular session and enter closed session for purpose of individual employee performance evaluations and bonus discussion. Motion seconded by Pat P.

Voice vote was as follows;

John B: Aye                      Pat P: Aye                      Mark P: Aye

At 4:53p.m. It was decided to re-enter regular session to approve the items as discussed during closed 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 John B.

Voice vote was as follows;

John B: Aye

Pat P: Aye

Mark P: Aye

At this time, Pat P. motioned to accept the 4<sup>th</sup> Quarter 2017 individual employee performance evaluations as presented and also the bonuses tied to those evaluations. Motion seconded by John B.

Voice vote was as follows:

John B: Aye

Pat P: Aye

Mark P: Aye

At 4:55p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Pat P. motioned to adjourn the meeting at this juncture. Motion seconded by John B.

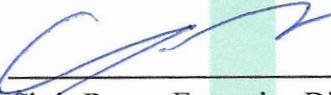
Voice vote was as follows:

John B: Aye

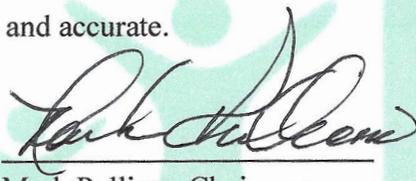
Pat P: Aye

Mark P: Aye

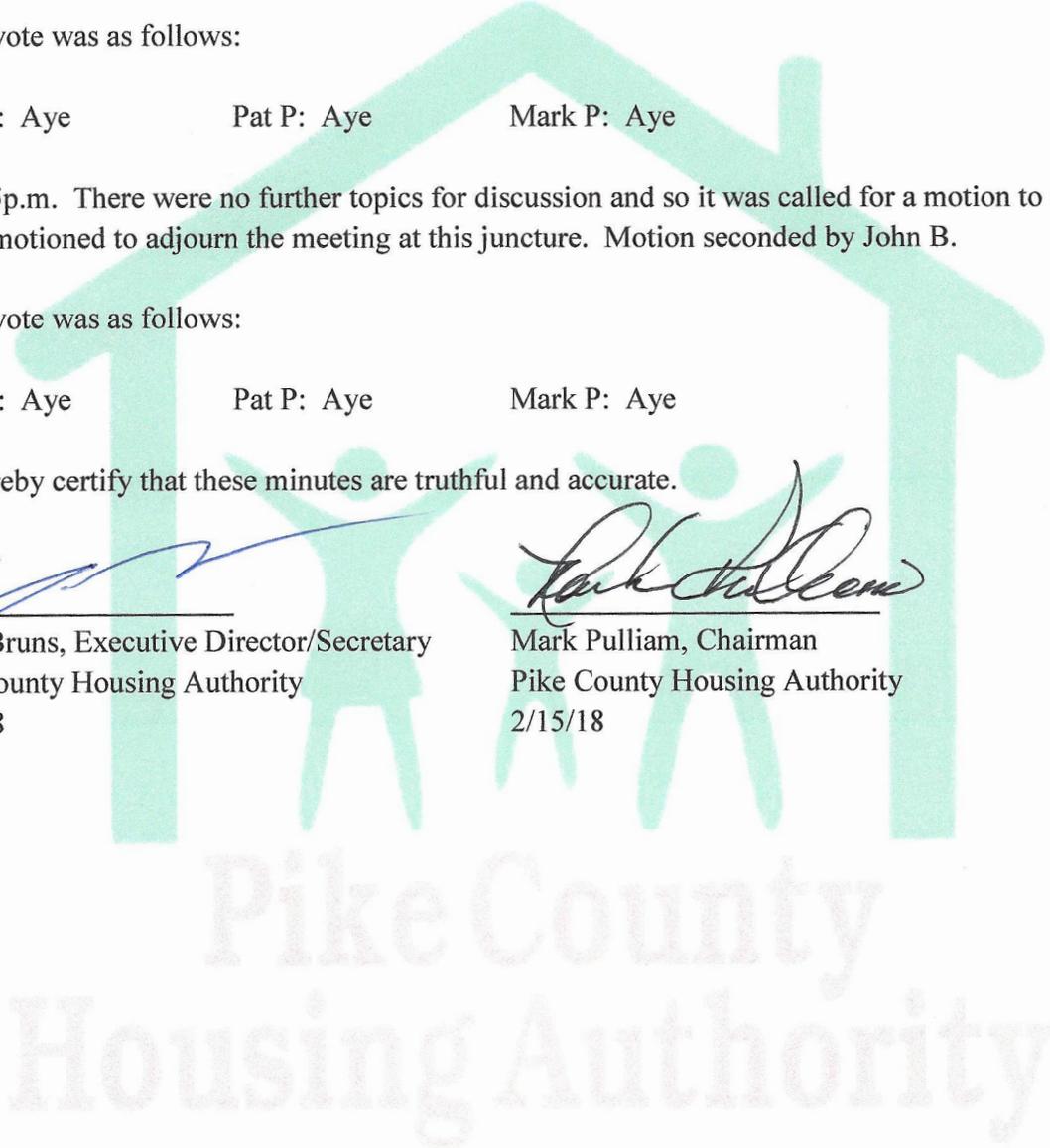
We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
2/15/18



Mark Pulliam, Chairman  
Pike County Housing Authority  
2/15/18



Pike County  
Housing Authority