

**Pike County Housing Authority  
Board Meeting Minutes  
2/15/18**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, February 15<sup>th</sup>, 2018 at the PCHA Barry, IL office.

The meeting was called to order at 3:02p.m. with no guests present.

**Members present:**

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

**Members absent:**

None

**Minutes:**

A brief review of the January 2018 Regular & Closed Session Minutes occurred. There were no corrections or changes recommended for the minutes.

**Occupancy:**

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

**Financials:**

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

At this time, Don P. motioned to accept the consent agenda of the January 2018 Regular & Closed Session Minutes, February 2018 Occupancy Report, and January 2018 Financial Reports. Motion seconded by Noelle F.

Voice vote was as follows:

John B: Aye            Pat P: Aye            Don P: Aye            Noelle F: Aye

**Executive Director Report:**

**Old Business:**

1. Op Sub 2018. The excel tools had been published by HUD and Urlaub & Co had indicated at the time that this was a service they provided. Urlaub was supplied data for the tools and had the submission to us on 2/1/18, which was sent to HUD ahead of the 2/2/18 due date. After the tools were furnished a bill from Urlaub in the amount of \$250.00 was received. This was confusing, because at no time did they indicate we had to pay for the service. Chris B. objected to the claim but got nowhere with his complaint. As a result, Chris B. has instructed them to remove us from their contact list for next year. Chris B. states that this is something he is more than capable of completing, would have had it done sooner, and would have eliminated the cost. Chris B.'s initial calculation of \$660,000.00 before proration was pretty close, as the calculated submission amount came to be \$663,787.00. After the submission, our CFO POC contacted us with some questions from the submission, which were answered and returned. For February/March we were provided funding of \$84,239.00, or \$42,119.50 per month. This again is funding prorated at a 90% level. A motion accepting the 2018 subsidy calculation was asked for.

At this time, Don P. motioned to accept the 2018 Operating Subsidy calculation as presented. Motion seconded by Noelle F.

Voice vote was as follows:

John B: Aye

Pat P: Aye

Don P: Aye

Noelle F: Aye

2. CFP 2016. Trotter General Contracting has nearly completed the window work in Barry. TGC still has to return and install the trim pieces that they had forgotten to order for the Barry site. TGC has since moved on to New Canton, which was completed, and are now over at E. Adams. On 1/23/18, a meeting was held with Eggemeyer Associates and TGC to go over the work to that point. Another meeting will be held on 2/13/18 with the same group for the same purpose. EA sent us a bill for their services on the project in the amount of \$1,000.00 which has been drawn and paid. Chris B. had the wrong figure in mind last month when he said it would be about \$15,000.00 we'd be out of pocket for. That figure is closer to \$30,000.00 due to the office security screens we added.
3. CFP 2017. Chris B. has sent in the CFP 2017 and 5 Year Plan Revision we approved last month to the CFO for them to make the changes in ELOCCS. EA has sent us a bill for their services on the project in the amount of \$2,150.00 that has been drawn and paid. An email was received from the CFO that reminded us about the Part 58 Environmental Reviews and the HEROS system. As with anything else HUD has rolled out lately, the HEROS system is supposed to be more complicated. In the letter received it states the CFO is completing too many of the ER's compared to other FO nationwide. It is believed the shift is more due to the change in ideology at the CFO where they feel as though they are only there to provide oversight and reviews, not provide technical assistance. Regardless, it must be done and we are working with the West Central Development Council to get the ER taken care of.

4. Johnson Controls EPC. Work is still ongoing with the Energy Performance Contract project add-ons. Marold Electric has setup new meters for Greene St. and half of Griggsville. Josh H. has stated that the new lights are in over at Griggsville. A status request was received from Johnson Controls insurer Liberty Mutual, which was completed and returned. Also, last month the 2018 Utility Allowances were approved, but we've hit a snag in implementing them. Our software will not accept the change portion and so we need to revise them by rounding the numbers up/down. A Resolution was asked for to accept the new numbers even though they're quite similar.

### **Resolution 2018 – 3**

At this time, Noelle F. Resolved to accept the rounded 2018 Utility Allowance figures, so they may be accepted by the software. Resolution seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Don P: Aye                      Noelle F: Aye

5. Wall Collapse. Our counsel, Mark Thielen, has sent off letters to Waters Concrete's attorney Edward Tucker, to no response. If we don't receive a favorable response Mark T. would like to go ahead with filing suit, even though in the long run we might not receive anything from it. Chris B. believes we must exercise our fiduciary responsibility and go after Waters Concrete for the inadequate work. This will be discussed in Closed Session regarding pending litigation later in the meeting.
6. E. Adams Boiler System. Chris B. reported last month that he had accepted the low bid quote from Rocky's HVAC. There was a question on the labor portion of the quote. This was a typo on the quote by Rocky's. The total labor is \$1,755.00, which were part of the terms for which the quote was accepted. The materials have been ordered and were to arrive 2/12/18. One of the units is much colder than the other 11 in the building, and Chris B. is going to issue this client a credit for not being able to stay in the unit. The other units have been observed at no lower than the lower 60's. Space heaters have been bought and offered for those that want them.
7. Security & Pet Deposit – Revised ACOP, Lease Att. A – Pet Policy, Pet Permit, Updated Charge List. Last month we approved going to a flat \$300.00 across the board on security deposits and eliminating the pet deposit. The security deposit was pretty simple to change since it was only on the resident charge list. However, the pet deposit was much more complicated. We had some simple revisions to our ACOP provided for us by our ACOP revision service through Nan McKay. Chris B. took those changes with our changes and updated the entire ACOP, Lease Att. A – Pet Policy, Pet Permit, and Resident Charge List. These will be approved as drafts and they

will be out for public comment and we'll have a public meeting on them after the 30 day window. The notice for this process will appear in The Paper on 2/14/18 and 2/28/18.

**Resolution 2018 – 4**

At this time, Don P. Resolved to accept the draft ACOP Revision as presented. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye            Pat P: Aye            Don P: Aye            Noelle F: Aye

**Resolution 2018 – 5**

At this time, Pat P. Resolved to accept the draft Lease Att. A – Pet Policy Revision as presented. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye            Pat P: Aye            Don P: Aye            Noelle F: Aye

**Resolution 2018 – 6**

At this time, Don P. Resolved to accept the draft Pet Permit Revision as presented. Resolution seconded by Noelle F.

Voice vote was as follows:

John B: Aye            Pat P: Aye            Don P: Aye            Noelle F: Aye

**Resolution 2018 – 7**

At this time, Noelle F. Resolved to accept the draft Resident Price List Revision as presented. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye            Pat P: Aye            Don P: Aye            Noelle F: Aye

8. HUD Litigation. The 2<sup>nd</sup> lawsuit is still ongoing over the withheld 2012 Operating Subsidies. The Federal Government had until 1/16/18 to file a response and have asked for and received an

extension from the court. The FG now has until 3/19/18 to respond. Chris B. has heard that these payments are lump sums and those involved in the first suit have been getting paid out.

9. Pike County Development Corporation. Our Not for Profit has been created, which brings us one step closer to further affordable housing creation. Chris B. is going to have counsel work on setting up a tax exemption for the NFP. Also, Chris B. has had a conversation with one of the property owners we contacted, which was very encouraging.

#### **New Business:**

1. Personnel Policy Revision 2/15/18. Previously, we made the Property Manager and Maintenance Supervisor salaried positions. Chris B. states that this is not working out as well as he would have liked. Chris B. goes on to say that there are opportunities for both employees to work extra, but in doing so they would be penalized, which he is not in favor of. Chris B. feels as though the only salaried position at PCHA should be the Executive Director. A Resolution updating the Personnel Policy was asked for at this time.

#### **Resolution 2018 – 8**

At this time, Pat P. Resolved to accept the Personnel Policy Revision, changing the Maintenance Supervisor and Property Manager to hourly positions. Resolution seconded by Noelle F.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Don P: Aye                      Noelle F: Aye

2. HUD Vacancy Notice. An email was received from our POC in the CFO regarding our vacancies. Right now there were 10 in the system, which barely put us below the 96% they would like to see. As a result, they are going to monitor us every 3 months and also requested some information from us, which has been returned to them well before the deadline. Amber S. has been instructed to get the units filled as quickly as possible and she tells me she has 5 of the 10 rented. With the email the POC sent, they also sent a copy of our reporting in their system, which was interesting to see.
3. City of Pittsfield Sewer Upgrade. Chris B. spoke with the City of Pittsfield recently and they are interested in improving the sewer system over by the Landess Terrace site. COP is working to obtain a grant to assist with this endeavor and asked for our client's income information. This is something that we cannot release due to privacy constraints, but Chris B. worked with them to figure an alternative solution to get the clients information from the clients themselves. It is uncertain as to how many will respond, but to aid this we alerted the clients that this request was legitimate.

4. Staff Training. Chris B. wants each employee to take some sort of training throughout the year. Some of the office staff haven't taken courses since they've been on board. As a result, Chris B. has signed them up for classes he thought would be beneficial to their positions. Maintenance Management is coming up in April, which will be attended by at least Josh H. and Chris B. Also, the maintenance staff has their annual asbestos refresher classes coming up soon.
5. Radio Advertising. One of the things we must do on a regular basis is advertise ourselves to the public. We've always done this via the local papers, but Chris B. feels that we need to mix it up. Chris B. states that WBBA has a St. Louis Cardinals Homerun package he believes we should take advantage of. To help fit this in the budget Chris B. has cut back on some of the advertising in the Pike Press and the Louisiana, MO paper. This HR package will give us 4 advertisements per game, with pre-season and post-season included at no additional charge. The HR package can be budget billed and broken out over a full year, which is also appealing. Chris B. states that the price of it is more than his limit, so we would need to approve it. Chris B. also states that in addition to the radio advertising he is looking at the free paper the Jacksonville Source, which reaches our area and has a large readership of 30,000+ weekly. Brief discussion ensued at this time.

At this time, Don P. motioned to accept the HR package from WBBA to be budget billed over a full year. Motion seconded by John B.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Don P: Aye                      Noelle F: Aye

6. HUD Notes. The NLIHC President had some interesting tidbits of information for the upcoming HUD changes. Some of the proposed HUD changes are rent reform to increase tenant rents, increasing minimum rents for able bodied households, work requirements, drastic reduction in Operating Subsidy, and elimination of the Capital Fund to name a few.
7. Employee Evaluation Changes. With the New Year Chris B. has some changes planned for the evaluation forms. Chris B. states that some things are more important than others, and he intends to change the value of some of the items to be weighted more on the reviews. Also, Chris B. will be doing some research on bonus levels for the current year as those will need to be updated as well.

**Closed Session:**

At 4:22p.m., Noelle F. motioned to exit regular session and enter closed session for purpose of pending litigation discussion regarding the wall collapse. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Don P: Aye                      Noelle F: Aye

At 4:26p.m., It was decided to re-enter regular session to approve the item as discussed during closed session. No votes were made during the closed session portion of the meeting. Noelle F. makes the initial motion to exit closed session and re-enter regular session. Motion seconded by Don P.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Don P: Aye                      Noelle F: Aye

At this time, Don P. motioned to authorize Attorney Mark Thielen to instigate suit, if necessary, against Waters Concrete for the collapsed wall at the maintenance building site. Motion seconded by John B.

Voice vote was as follows:


John B: Aye                      Pat P: Aye                      Don P: Aye                      Noelle F: Aye

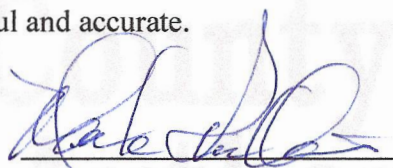
At 4:29p.m., There were no further topics for discussion and so it was called for a motion to adjourn. Noelle F. motioned to adjourn the meeting at this juncture. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Pat P: Aye                      Don P: Aye                      Noelle F: Aye

We hereby certify that these minutes are truthful and accurate.

  
Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
3/27/18

  
Mark Pulliam, Chairman  
Pike County Housing Authority  
3/27/18