

**Pike County Housing Authority  
Board Meeting Minutes  
4/19/18**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, April 19<sup>th</sup>, 2018 at the PCHA Barry, IL office.

The meeting was called to order at 3:17p.m. with no guests present.

**Members present:**

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

**Members absent:**

Commissioner Don Peebles

**Minutes:**

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

**Occupancy:**

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

**Financials:**

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

At this time, Noelle F. motioned to accept the consent agenda of the March 2018 Regular Session Minutes, April 2018 Occupancy Report, and March 2018 Financial Reports. Motion seconded by John B.

Voice vote was as follows:

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

**Executive Director Report:**

**Old Business:**

1. Op Sub 2018. For the month of April 2018 we received \$72,777.00 in Operating Subsidy, which was at a 90% proration level. It is felt that the payments for the remaining 8 months of the year should be in the range of \$55,000.00 - \$60,000.00 per month.
2. CFP 2016. This project is winding down. A final completion review was held 4/9/18 to go over the correction items previously identified by Eggemeyer Associates John Beatty. On this review there were several items still in need of correction and will require Trotter General Contracting to return and make repairs. Payment request #4 from TGC was received in the amount of \$46,062.90, of which \$34,504.30 was drawn from ELOCCS for and the remainder (\$11,558.60) paid out of low rent. The remainder of bills received from TGC will be paid from low rent, but the bills received from EAA will be reimbursed through the CFP 2016 grant. Contract modification #1 between TGC and PCHA was received from EAA, which should be approved. This modification changes only the date of completion, all other terms and conditions are unchanged.

At this time, Noelle F. motioned to accept the Contract Modification #1 with Trotter General Contracting, changing the completion date, but leaving all other terms and conditions unchanged. Motion seconded by John B.

Voice vote was as follows:

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

3. CFP 2017. EAA had been asking for information to assist with completion of the Part 58 Environmental Review, which was returned and the ER has now been completed. Pike County Chairman Andy Borrowman has been sent the full ER document to be signed and returned, and also a copy of the ER for Pike County's records since they are the Responsible Entity. The Baylis situation with the wastewater plant reared its head once again and Chris B. has been putting pressure on EAA to come up with a solution. EAA has been attempting to find engineers to assist with the design, however that has been a challenge for the project. EAA had most recently contacted Benton & Associates in Jacksonville, but Benton & Associates had no interest in the project. EAA is now contacting Jane Johnson with the Pike County Health Department to try and find someone to design the new waste system for the site.

At this time, John B. motioned to accept the Part 58 Environmental Review as prepared by Eggemeyer Associates Architects. Motion seconded by Noelle F.

Voice vote was as follows:

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

4. Johnson Controls EPC. Previously, Dan Selby from Ameren indicated a final payment due in the amount of \$7,910.58 for W. Griggsville, which was a surprise. In reviewing the original 6/9/16 billing estimate from Dan S. the scheduled work totaled \$134,274.69. In reviewing our payment records we have paid \$124,274.95. In looking at our records further we've received bills for Pleasant Hill, E. Griggsville, Landess Terrace, Barry (office area), Barry (Greene St. area), Baylis, and Perry. Thus, the bill for W. Griggsville would be due and payable. Overall, we came in at \$2,089.16 below the original estimate. The final bill from Ameren will be reimbursed from the energy grant funds. A project status meeting was held on 4/3/18 and it was thought that the Griggsville work could be finished in April and Landess Terrace by June. All of the energy efficient measures have been done for a long time and Griggsville is in a spot to go ahead with the changeover of switching electric to the clients from PCHA. Therefore, beginning 4/16/18 we've been meeting with Griggsville clients to apply the Utility Allowances to their accounts and getting them signed up with Ameren for the utility responsibility.
5. Staff Training. As discussed last month, several staff members attended the annual Maintenance Management Clinic held in Decatur 4/11/18 – 4/13/18. This went over very well as all attendees had positive responses about the experience. Next year the clinic will be held in Springfield at the Crowne Plaza. Based upon feedback from staff we might very well send everyone once again as in the past, depending on curriculum.
6. HUD Communication & Site Visit. As mentioned last month, the Chicago Field Office tasked us with responding by 3/30/18 regarding our vacancies due to us having a vacancy rate over 6%. We had previously been told we were under a quarterly occupancy review, but this was much less than 3 months. This timeframe was asked about and Chris B. was told it was due to the CFO Director Daniel Sherrod's directive. It was asked by Steven DiPietro why we had been moving people out prior to them leaving the program, which was responded to. Ultimately, we found that the move out dates do not have much impact in the system. Apparently once you enter the move out it registers as vacant immediately. Therefore, we have ceased this practice and will move clients out the day of. Steven D. once again supplied us with a snapshot of the PCHA at the current juncture. We had been receiving communication from Steven D. regarding late re-certifications, and Chris B. has compiled data showing the HUD systems are not current. As a result, we've began relying on our own data to make sure these re-certifications are completed timely. Chris B. participated in a phone conference regarding our Smoke Free Initiative readiness with Steven D. on 4/9/18. This went well with minimal follow up regarding the matter.
7. IDHS IES System Access. Last month, we talked about attempting to gain access to the new benefit verification system the State of Illinois uses. We are now to a point where we are only waiting for them to finish up the access. Chris B. has went in and signed a Certificate of Understanding and Confidentiality Agreement, all staff have taken the HFS Data Security Training, and all staff have taken the HIPAA and Privacy Policy Training. Chris B. has signed off on the COU for each employee regarding adherence to HFS/DHS rules, policies, procedures, and Chris B. has signed off on HIPAA Privacy Policy Training Attestations for each employee. Overall, this is very similar process to the HUD

EIV training for security awareness and use of the EIV system, which has been done by all employees for the year, as well. The IDHS and EIV training must be re-taken annually by all staff who will use the systems.

8. Accident 3/2/18. Josh Harrison's work vehicle was struck while unattended. The family of the responsible individual indicated they were going to pay for the damage instead of turning it in to their insurance. They have not done so, and as a result, we have turned in the claim to their insurer State Farm. It is expected the repairs will be completed within the next week.
9. HUD Litigation. The Federal Government has asked for and received a second extension in its response to the complaint. The new response is due no later than 4/18/18. Chris B. has heard that the Judge who awarded the verdict in this case did not oppose the Federal Government's ability to withhold the funds, but more objected to the manner in which that it was done. Regardless, a precedent has been set and a verdict in favor of PHA's is still expected in this second lawsuit.
10. HUD FY18 Budget. As we discussed last month, Congress and the President passed a phenomenal budget from a housing perspective. Now there seems to be some effort to rescind funding from that budget package. Also, due to Congress's lack of approval for reform initiatives, the President has now signed an Executive Order regarding work requirements. As new data is available on these subjects Chris B. indicates he will keep the Board informed.
11. HUD Financial Appeal 4/16/18. Last month we discussed the reveal of our preliminary PHAS score, which was an 81. We went from a 90 score to an 81 due to increases in tenant accounts receivable, lower occupancy percentage, and debt service. In one of Chris B.'s classes at the Maintenance Management Clinic it was brought to his attention that we may appeal the debt service portion due to our HUD approved Energy Performance Contract. As a result, Chris B. has gone in and made this appeal.

**New Business:**

1. PCHA Trespass Policy Revision 4/19/18. Our original Trespass Policy was passed 9/17/16. That policy was serviceable until we had a recent issue which requires a little more clarity. A recent forcibly evicted family began to live on the property in Pleasant Hill in their van in the parking lot. They were also going in and out of a unit, without being permitted guests. As a result, Chris B. has gone in and cleared up any loopholes that might permit this behavior.

**Resolution 2018 – 13**

At this time, Noelle F. Resolved to accept the draft of the revised Trespass Policy as prepared by Chris B. Resolution seconded by John B.

Voice vote was as follows:

Noelle F: Aye

John B: Aye

Pat P: Aye

2. HUD 2018 Secure Systems Briefing. On 4/16/18, Chris B. and Michelle L. participated in a mandatory phone conference with the CFO regarding Secure Systems, PIC, and EIV. The scheduling of the conference was very poor, as the conference was scheduled on 4/12/18 at 5:30p.m. Regarding the material presented, it was much the usual, as this briefing is largely the same each year. Some items discussed were re-certifying EIV users, verifying procedures for the systems, and alerting us to upcoming deadlines. We already certified our EIV users on 4/6/18 and were well ahead of the month end deadline.
3. HUD FY 2018 Income Limits. Recently, HUD published the FY 2018 Income Limits for the Pike County, Illinois area. We must accept these for use in determining applicant eligibility.

### **Resolution 2018 – 14**

At this time, Noelle F. Resolved to accept the HUD published FY 2018 Income Limits to be used in determining eligibility for the Pike County Housing Authority public housing program. Resolution seconded by John B.

Voice vote was as follows:

Noelle F: Aye

John B: Aye

Pat P: Aye

4. SAM Update 4/9/18. Our System for Award Management registration was due to expire in June, and Chris B. was getting bombarded with offers from 3<sup>rd</sup> party vendors to update the registration. Therefore, Chris B. has gone in and updated the registration, which now is active through 4/9/19. We must be certified in SAM in order to receive federal grant opportunities.
5. LegalShield & IDShield. A representative from this company stopped by the office to gauge our interest in their services. This is something like AFLAC where it would be deducted from a person's paycheck. It is not meant to be another benefit provided by the HA. Chris B. has brought this to the employees' attention, and has received any feedback, positive or negative, from the employees. Therefore, we will decline the offer for the services.
6. Ace Hardware & Landess Terrace. Maintenance brought this issue to Chris B.'s attention. At Landess Terrace, behind the Community Building, we are receiving considerable water runoff from the Ace Hardware site. We've brought this to the attention of the City of Pittsfield and Ace Hardware and look to get this matter resolved.
7. HUD Lead The Way Board Training. This has become a popular topic for HUD due to the developments in the Alexander County Housing Authority and other places nationally. As a result, Chris B. is going to begin holding Board training sessions to go over HUD materials, slides, videos, etc. Of course the Board may look at these materials

on their own anytime as well. Just as an FYI, the amount of pages in the HUD Lead the Way Board training approaches 700. In addition to training Board members, the materials reviewed will also be discussed during regular staff meetings.

**Handouts (not discussed, for Board review only):**

1. April 2018 Newsletter.
2. NAHRO Monitor 3/31/18.
3. NAHRO Monitor 4/15/18.
4. PHADA Advocate 4/4/18.

**Closed Session:**

1. Waters Concrete (Pending Litigation).
2. Employee Quarterly Performance Appraisals (1<sup>st</sup> Quarter 2018).

At 4:28p.m. Noelle F. motioned to exit Regular Session and enter Closed Session for purpose of Pending Litigation discussion, Individual Employee Performance Evaluations, and Performance Bonus discussion. Motion seconded by John B.

Voice vote was as follows;

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

At 4:45p.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                      Noelle F: Aye

At this time, Noelle F. motioned to accept the 1<sup>st</sup> Quarter 2018 Individual Employee Performance Evaluations and the Performance Bonuses tied to those evaluations. Motion seconded by John B.

Voice vote was as follows;

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

At this time, Pat P. tendered her retirement from the PCHA Board. After discussion, Pat P. indicated she would stay on the PCHA Board through the end of June 2018 to allow Chris B. time to locate a replacement.

At 4:52p.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 John B.

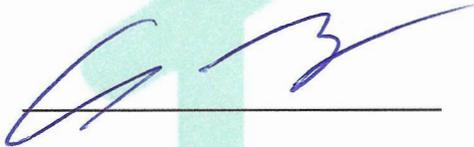
Voice vote was as follows:

John B: Aye

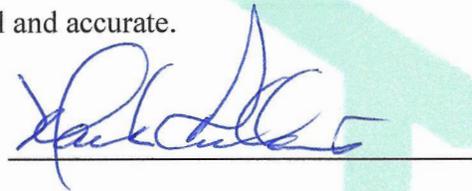
Pat P: Aye

Noelle F: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
5/17/18



Mark Pulliam, Chairman  
Pike County Housing Authority  
5/17/18

