

**Pike County Housing Authority
Board Meeting Minutes
6/21/18**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, June 21st, 2018 at the PCHA Barry, IL office.

The meeting was called to order at 3:02p.m. with guest Dianna Castleberry 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 May 2018 Regular Session Minutes occurred. There were no corrections or changes recommended for the minutes.

Occupancy:

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

Financials:

A brief review of the May 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 May 2018 Regular Session Minutes, June 2018 Occupancy Report, and May 2018 Financial Reports. Motion seconded by Pat P.

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 June 2018 we received \$51,565.00 in Operating Subsidy, which was prorated at a 93.27% clip.
2. CFP 2016. Still finishing up the final details on the project. We've received the final payment request, warranties, lien releases, payrolls, etc. from Trotter General Contracting. We've also received the contractor review form from Eggemeyer Associates and they scored TGC a 62 out of a possible 100, which was less than stellar. TGC took hits on responsiveness, paperwork completion, carpentry work, etc. There are a few units they need to come back to, but for all intents and purposes the project is complete. Due to this Chris B. has gone in and submitted the closeout paperwork for the CFP 2016 grant to the field office. HUD Chicago has received this closeout request and returned the paperwork from their end. Once our FYE 12/31/18 Audit is completed then we will have the grant fully closed out.
3. CFP 2017. This project is gearing up. John Beatty of EA has put together an estimate for the completion of the maintenance building, which is \$256,894.13. We had \$50,000.00 budgeted in operations in the CFP 2017 grant, as well as \$183,285.00 budgeted for the work. Adding these together leaves us about \$24,000.00 short on the work total. Keep in mind that this is just an estimate and once bidding occurs we may end up at a lesser amount. We could also of course end up higher. It wouldn't be as high if not for the over \$60,000.00 in estimated fencing costs, but this is something that must be done. Chris B. reports that it will be in the local paper for the next two weeks seeking bids. Bids are due in no later than August 7th, 2018 at 2:00p.m.
4. Johnson Controls EPC. Ameren has been in Pittsfield this week working on the even side of Landess Terrace with the switchover and Marold has most if not all of the lights hooked up. We won't make the June completion date, but July is looking promising. We had been promised an invoice in the amount of \$115,000.00 from Johnson Controls, which has still not been received.
5. Baylis Wastewater System. John B. of EA is working on getting people involved in the development of plans for the new system at Baylis. However, he is running into much of the same trouble that we did. Jane Johnson is on medical leave and evidently no one at the Pike County Health Department can approve these plans but her. We are still pushing to get this done. When HUD was here they were less than enthused with the way the PCHD is dragging this out.
6. Waters Concrete Wall Collapse. Last month we approved the settlement agreement with Waters Concrete in the amount of \$10,000.00. To date we have not received a check nor the signed settlement paperwork. Mark Thielen has resent the paperwork this week to WC attorney Ed Tucker and has requested for them to complete and return it, along with the \$10,000.00 check.
7. LTW Board Training – Roles & Responsibilities. A review of the HUD Lead The Way Quick Reference for Foundations: Roles and Responsibilities occurred at this juncture.

Chris B. discussed Board of Commissioner, Executive Staff, and Executive Director Responsibilities from the handout.

8. HUD Site Visit. HUD was here the week of May 21st – 25th, 2018. All in all the visit went pretty well with HUD representatives Steven DiPietro and Erik Sandstedt. They had some suggestions, which we knew would occur. For this section Chris B. mainly discussed the HUD reps Lead Based Paint comments for which we were told we were being given a finding. Under our LBP procedures we had been giving the clients the Protect Your Family booklet and the LBP form on all pre-1978 built units. This was correct, however, the HUD reps objected to how we marked the LBP forms. We had felt that since nearly all items had been encapsulated or replaced we could mark the forms that we have no known issues. They disagreed. As a result, we have sent out new forms, marked correctly, to all affected tenants. In addition, we also instructed all affected homes with children to have the children tested. We also requested that they share with us the results of any high tests. Chris B. had a feeling this would spread hysteria to the clients and was correct. Recently, he took a call from the PCHD inquiring as to what we sent our clients. Evidently, they've had numerous people wanting to come in for LBP testing which is directly attributable to the recent correspondence. On another note, as a result of the HUD visit we received the formal letter granting Undergoing Mod status for Unit 30 from last year, which had the floor shifting issue.
9. Pam Simpson FYE 12/31/17 Audit. Last month, we should have approved the MD&A for the FYE 12/31/17 Audit, but we missed it. As a result, we need to pass it this month. Also, the FYE 12/31/17 audit went well, with minimal issues. Aside from the MD&A, which Chris B. completed, we needed either Pam S. or Urlaub to complete the SAS 115. Chris B. had Pam S. do this as it was a slight savings over Urlaub. Chris B. has also sent out all banking and legal confirmations as well as completing and returning the Understanding Agreement.

At this time, John B. motioned to approve the MD&A for FYE 12/31/17 as prepared by Chris B. Motion seconded by Noelle F.

Voice vote was as follows:

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

10. PILOT FYE 12/31/17. Urlaub and Chris B. have been debating about PILOT since Urlaub supplied our year end financials. We have always paid 5% of shelter rents for PILOT, but Urlaub says the customary amount is 10%. Chris B. knew this, but we have always paid less. As a result, we've looked through most of our files, finding nothing, and even questioned the Collector's office, but got nowhere. When Pam S. was here for the Audit, she pointed out that she thought something was on the books for the State of Illinois. In researching this, Chris B. found the Statute, which dictates the 5% of shelter rents, and forwarded it to Urlaub. They have agreed with this and to reduce the amount for PILOT to 5%, which will save us in the area of about \$16,000.00. Pam S. has some

audit adjustments to make which will slightly increase the amount of shelter rents, but we will still see a significant savings.

New Business:

1. PCHA By-Laws Review. It's time again for our semi-annual review of our By-Laws for any suggested changes and also to decide whether to open up our closed session minutes or keep them closed. Chris B. suggests no change for the By-Laws and would continue to keep the closed session minutes closed.

Resolution 2018 – 16

At this time, John B. Resolved to leave the PCHA By-Laws unchanged and also to leave the closed session minutes closed. Resolution seconded by Noelle F.

Voice vote was as follows:

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

2. Source Advertising. As we've discussed before, Chris B. would like to expand the reach of our advertising to the area surrounding us. The Source is a free Jacksonville paper, which has a generous circulation each week. Chris B. has been negotiating with them and has gotten their rate for a ¼ page color ad basically cut in half. As a result, Chris B. greenlighted the contract with them for the next year at a total cost of \$4,400.00. They've done the ad creation at no additional cost and we have 3 ads to rotate as we see fit.
3. Illinois Comptroller Filing FYE 12/31/17. As a local governmental entity, we are required to report our financials to the Illinois Comptroller's Office. Using our year-end financial data from Urlaub and ELOCCS, Chris B. has completed this task for the recently ended calendar year.
4. CFP 2018. HUD has begun rolling out the CFP 2018 process and we received a welcome surprise. Most often our CFP grants are in the \$225,000.00 range, unless we get high performer, which put them closer to \$250,000.00. This grant, due to recently approved federal budget legislation is almost \$400,000.00. With this level of funding we will most certainly be able to complete all items planned for the 2018 grant as well as some potential emergency ones brought to Chris B.'s attention during the HUD visit. The emergency ones involve our handicap accessible units. HUD thought some of these did not meet ADA standards. Chris B. has asked EA to review these unit's specifications.
5. PCHA Board Composition. Few things going with this subject. First, this is Pat P.'s last meeting on the PCHA Board and Chris B. wants to express a big thank you from all of us for her time and service. Our guest, Dianna Castleberry, has indicated she would be interested in taking Pat P.'s position. Mark P.'s term is also up and he has already agreed to serve another 5 year term. We also have officer terms expiring in August and we

should elect new ones to start serving in September. After brief discussion, it was decided that Noelle F. would be nominated to be the new chairman effective 9/1/18, John B. would be nominated to be the new vice chairman effective 9/1/18.

Resolution 2018 – 17

At this time, Pat P. Resolved to accept the slate of Dianna Castleberry as Resident Commissioner effective immediately, Mark Pulliam continuing on as Commissioner for another five year term effective July 1st, 2018, John Birch as Vice Chairman effective September 1st, 2018, and Noelle Flesner as Chairman effective September 1st, 2018. Resolution seconded by John B.

Voice vote was as follows:

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

6. Staffing. Last month we touched on hiring a 7th person, and Chris B. has completed an analysis of the overtime for that. Essentially, by eliminating overtime we would be spending roughly the same amount for maintenance. After discussion, it was thought that maintenance staffing would be left to Chris B.'s discretion. Chris B. reports that we did hire a person for the maintenance position held by Brent W. Demetrius Welch is our new maintenance person and was brought in at a Tech 4 level. Due to poor turnout in applicants we had to spend a little more to get a person of good caliber.
7. A&E Services RFQ. As with all of our contractual agreements we must periodically put them out for bid. This request for qualifications is for architectural services which operates like fee accounting or audit services. Under these professional services we are not bound by price, but can decide by the qualifications of the interested firms. The deadline for submissions to the RFQ is July 13th, 2018 at 1:00p.m. Chris B. had the solicitation published in the local paper June 6th and June 13th, 2018. We will review the scoring of the firms that have submitted during next month's meeting.
8. Internal Controls Policy Revision. Chris B. reports that the only change occurs under the Purchases section item #2. This revised dollar mount ties in with the Procurement Policy Revision and cleans up any verbiage differences.

Resolution 2018 – 18

At this time, Noelle F. Resolved to accept the Internal Controls Policy Revision as prepared by Chris B. Resolution seconded by John B.

Voice vote was as follows:

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

9. Procurement Policy Revision. During the HUD visit the reps recommended some language changes to the Procurement Policy from the previous version. As a result, Chris B. has gone in and revamped the entire policy to be more up to date. The former policy was one put in place by previous management. Many of the terms and conditions are the same, however the \$5,000.00 spending limit Chris B. was under has been removed.

Resolution 2018 – 19

At this time, Noelle F. Resolved to accept the Procurement Policy Revision as prepared by Chris B. Resolution seconded by John B.

Voice vote was as follows:

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

10. Section 3 Policy. This policy is mainly being changed because the Procurement Policy has been revised. Previously, the Section 3 requirement was contained within the old Procurement Policy. Since Chris B. revised that policy he made the Section 3 its own standalone policy. As with the Procurement Policy the Section 3 specifications were also put in place by previous management.

Resolution 2018 – 20

At this time, Pat P. Resolved to accept the Section 3 Policy as prepared by Chris B. Resolution seconded by Noelle F.

Voice vote was as follows:

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

11. Equal Employment Policy. This is a HUD visit recommended policy addition. We have a Sexual Harassment Policy for things sexual in nature. This policy is in regards to everything else. Conduct discriminating on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 & older), disability, or genetics is strictly prohibited.

Resolution 2018 – 21

At this time, Noelle F. Resolved to accept the Equal Employment Opportunity Policy as prepared by Chris B. Resolution seconded by Pat P.

Voice vote was as follows:

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

12. Satellite Dish Policy. We've had procedures for the installation of satellite dishes previously. However, during the HUD visit they indicated they wanted to see a Board approved policy on the matter. Chris B. has created a policy using our own procedures, other housing authority data, and the HUD suggestions presented during their visit. One thing to bring to your attention and for our discussion. Erik S. our engineer did not like the language requiring residents to pay for damages, however, as you can see other housing authorities include this language. Chris B.'s perspective is that our contract is with the client, not with the satellite providers. Erik S.'s suggestion was to not let the providers put their equipment on the property. In reviewing material for this policy though Chris B. discovered FCC ruling 98-273, which requires us to allow these types of dishes, but also gives us the right to dictate how they are installed. After brief discussion, the PCHA Board agrees Chris B.'s perspective.

Resolution 2018 – 22

At this time, John B. Resolved to accept the Satellite Dish Policy as prepared by Chris B. Resolution seconded by Noelle F.

Voice vote was as follows:

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

13. AHRMA Work Comp Audit 2017. Each year AHRMA asks us for year-end payroll data to ensure that our WC levels are appropriate. Chris B. has supplied them with last fiscal year's data and we more than likely will end up with a small bill.
14. Illinois Department of Labor OSHA Report 2017. This is a new reporting requirement. IDOL wants all units of local government to report on any accidents or illnesses that transpired due to work related causes. We had none and so Chris B. has reported as such. This will be an every year report going forward.

Handouts (Informational Purposes Only, Not Discussed):

1. June 2018 Newsletter.
2. PHADA Advocate 5/30/18.
3. PHADA Advocate 6/13/18.
4. NAHRO Monitor 5/15/18.
5. NAHRO Monitor 5/31/18.
6. NAHRO Monitor 6/15/18.
7. Miscellaneous Information.

At 4:39p.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 Noelle F.

Voice vote was as follows:

John B: Aye

Pat P: Aye

Noelle F: Aye

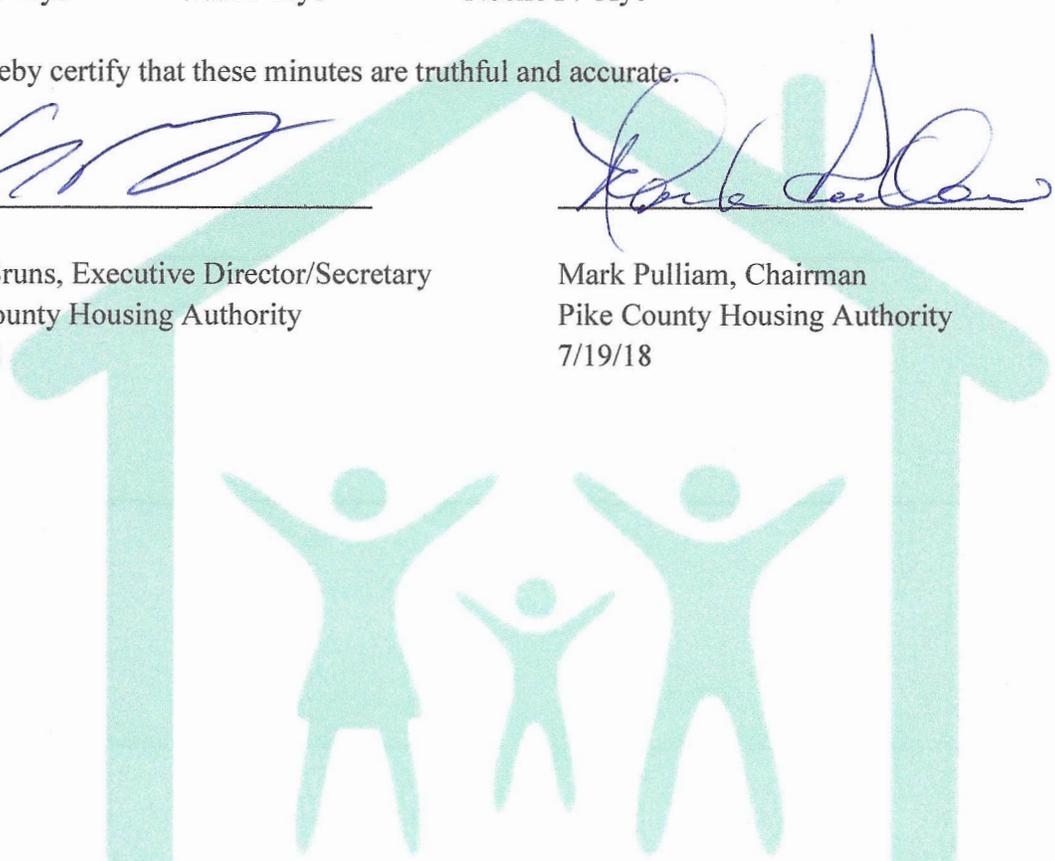
We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
7/19/18



Mark Pulliam, Chairman
Pike County Housing Authority
7/19/18



Pike County
Housing Authority