

**Pike County Housing Authority  
Board Meeting Minutes  
8/14/18**

The re-scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Tuesday, August 14<sup>th</sup>, 2018 at the PCHA Barry, IL office.

The meeting was called to order at 3:11p.m. with no guests present.

**Members present:**

Vice Chairman Noelle Flesner  
Resident Commissioner Dianna Castleberry  
Commissioner Don Peebles  
Executive Director Chris Bruns

**Members absent:**

Chairman Mark Pulliam  
Commissioner John Birch

**Minutes:**

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

**Occupancy:**

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

**Financials:**

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

At this time, Dianna C. motioned to accept the consent agenda of the July 2018 Regular & Closed Session Minutes, August 2018 Occupancy Report, and July 2018 Financial Reports. Motion seconded by Don P.

Voice vote was as follows:

Noelle F: Aye

Dianna C: Aye

Don P: Aye

### **Executive Director Report:**

#### **Old Business:**

1. Op Sub 2018. For the month of August 2018 we received \$51,696.00 in Operating Subsidy, which was prorated at a 93.46% clip. For the yearly total we are to receive \$620,375.00.
2. CFP 2017. Invitation for bids on the maintenance building addition project were published 6/27/18, 7/4/18, and 7/11/18 in the Pike Press. Bids were due to the office no later than 2:00p.m. on 8/7/18 from prospective bidders. In order to save on A&E expenses we did not hold a pre-bid meeting for the work, nor did Eggemeyer Associates come up for the bid opening. A total of 3 bids were received from Gunterman's Construction (\$275,963.00 base bid), Schlipman Construction (\$307,000.00 base bid), and Trotter General Contracting (\$395,000.00 base bid). These bids were all higher than the estimated cost per EA. The full surround fencing is a sizeable portion of the cost, but upon conferring with Attorney Mark Thielen he believes it to be a necessary one due to the easy access to the roof of the maintenance building and the liability from that. Brief discussion ensued and all were in agreement with this point of view.

At this time, Don P. motioned to accept the low bid for the maintenance building addition from Gunterman's Construction in the amount of \$275,963.00. Motion seconded by Dianna C.

Voice vote was as follows:

Noelle F: Aye

Dianna C: Aye

Don P: Aye

3. Johnson Controls EPC. Ameren has been working on the project, but Marold's performance is still sub-standard. Ameren has as much done as they can, but Marold has not been seen on site for almost 3 weeks. Chris B. indicates he is going to be ramping up the pressure on Johnson Controls to get this project finished. Last month Chris B. mentioned the toilet issue we've been experiencing. Chris B. went online and found toilet inventory

for us to have in case of emergencies. Supply.com had the same toilets as installed by RTS at \$336.98 a piece, which is the best price he found for them. Chris B. ordered 6 at that price which totaled \$2,021.88 and we are going to be reimbursed from Johnson Controls for that amount. A bill was received from Johnson Controls in the amount of \$24,859.00, which was puzzling. According to their last bill we received we had paid a total of \$1,909,297.00 that left \$131,643.00 in the contract. This new bill stated we had only paid \$1,884,438.00 on the contract. Chris B. went through the numbers and found that the \$1,909,297.00 is correct and brought the error to Johnson Controls attention. As mentioned before we will only pay the \$131,643.00 remaining in the contract to Johnson Controls upon completion of the project.

Chairman Mark Pulliam enters the meeting at 3:27p.m.

4. Baylis Wastewater System. John Beatty of EA is still working with the Pike County Health Department on developing a new wastewater system for our site in Baylis. Jane Johnson replied to him and stated that she has asked Illinois Department of Public Health for assistance because she didn't feel comfortable approving any plan at less than 1500 gallon per day. Jane J. has asked John B. for Eggemeyer Associates proposal, so that it can be sent to the State. Chris B. is working on correspondence to Anita Andress, PCHD Administrator to see if she can intervene so this project can get moving.
5. LTW Board Training – HCV Program. A training session on the Housing Choice Voucher program from the HUD Lead The Way training materials was discussed at this time.
6. HUD Site Visit. Last month we discussed our response to the formal notice received from HUD for their visit in May 2018. Our response addressed the finding, which was required, and also the other items they brought to our attention. As a result of our response all matters have now been closed satisfactorily.
7. PCHA Board Composition. At the 7/23/18 Pike County Board Meeting it was approved that Dianna C. would fill out the term as Resident Commissioner for the remainder of Pat P.'s term ending 6/30/19. Also, a 5 year term was approved for Mark P. through 6/30/23. As we discussed, Noelle F. and John B. will be PCHA's next Chair and Vice-Chair

respectively beginning September 2018. Chris B. thanks Mark P. for his service as Chairman for the last 2 years.

8. A&E Services RFQ. Last month we reviewed scoring of the RFQ's for A&E services. Eggemeyer Associates was selected and the term of their services shall run through 6/30/21. At that time, A&E services will be re-bid once again.
9. Pam Simpson FYE 12/31/17 Audit. Pam S. has finalized our audit and it is ready for Board approval. There were no findings and minimal concerns discussed on the exit interview with Pam S. and in Chris B.'s review of the document it's felt as though it is complete and accurate. As a result, it has been submitted to REAC, submitted to HUD Chicago, and to Pike County Board for their records. It was interesting to note that once the document was submitted to HUD and our scoring reviewed again that we received the additional 2 points returned to us for our EPC that we had previously been told we would not get. PCHA's final PHAS score for the year will be an 83, not the 81 as was previously assigned.
10. SOI IES System Access. As we discussed some time ago, the State had switched benefit verification systems. We had been in the line to get access, which has taken awhile. Chris B. reached out to them recently and they thought we should have been live. After doing some research they resolved the problem on their end and we now have access to the Integrated Eligibility System. This allows us to see income in households, benefits, household members, etc. We began using the new system immediately.
11. Waters Concrete. The Waters Concrete settlement agreement has come to a completion. We have a fully executed settlement agreement and now have a check in the amount of \$10,000.00. Mark Thielen's office cashed the check from Water's Concrete to ensure it would clear and now that it has, has in turn forwarded a guaranteed check to us.
12. HUD Litigation. Coan & Lyons is still working on the HUD class action suit we are a part of. Previously, the government filed a motion to dismiss on the basis the claims court does not have jurisdiction over the case. C&L has now filed a motion in opposition. The new deadline for the government to respond is 8/10/18, and it is thought they most certainly will appeal.

13.ACOP Revision June 2018. Last month we approved the drafts of the changes to the ACOP document from June 2018. We have been through the time frame for comments, held a public meeting and received no further comment, and now these are ready for final approval.

**Resolution 2018 – 26**

At this time, Noelle F. Resolved to accept the previously approved draft changes to the Admissions & Continued Occupancy Policy dated June 2018. Resolution seconded by Dianna F.

Voice vote was as follows:

Noelle F: Aye                      Dianna C: Aye                      Don P: Aye

14.CICHO President Nomination. Last month Chris B. reported that his interest was being gauged for the Central Illinois Council of Housing Officials Presidency and that he was debating it. Chris B. accepted the nomination for the position and at their last meeting was elected President. This is a prestigious position and he looks forward to leading the Council for the next two years.

**New Business:**

1. FA Policy & Agreement Revision 7/30/18. Chris B. believes an update to our Repayment Agreement Policy & Agreement is in order. What we've been encountering is people getting behind and then wanting to do these agreements to stretch out the time they'll end up staying and also racking up further balance. There are a few tweaks cleaning up some language and also requiring 25% down. Brief discussion ensued.

**Resolution 2018 – 27**

At this time, Don P. Resolved to accept the changes to the Repayment Agreement Policy & Agreement as presented. Resolution seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye                      Dianna C: Aye                      Don P: Aye

2. SAVE System. The Systematic Alien Verification for Entitlements (SAVE) is a required verification step for us when we are verifying noncitizen applicants and participants in HUD's rental programs. Chris B. has gone in and signed up himself and Michelle L. for access to the SAVE system through Department of Homeland Security.
3. Resident Claim. On 7/26/18 when Amber S. and Chris B. were out doing inspections they were approached by a client who indicated they had fallen the night before off the neighbors step and had broken their wrist and been to the hospital. This was interesting because Chris B. and Amber S. had to tell this person the day before they are not permitted to smoke in their unit. The client indicated they wanted to know what was going to be done and Chris B. responded that it would be turned in to our insurance for their review. Chris B. knew that the claim would be denied but he wanted the insurance to be aware. The person said they tripped on a rock on the porch, but the people living in that unit indicated they thought she just missed the edge of the porch.
4. Tree Trimming & Removal Quotes. While out inspecting properties Chris B. has noticed several stumps, dead trees, and trees that need trimmed back significantly. The smaller trees we are able to address, but this is a little beyond what we can reach. Chris B. had Josh H. get some quotes for the service and was surprised to see that Morath is no longer the low bid. We checked three vendors and received quotes from two (Morath \$9,200.00, Greener Lawns \$5,800.00). With the \$3,400.00 savings it was a no brainer and Chris B. instructed Josh H. to contact Greener Lawns and authorize the work.
5. HOTMA Over Income. This had been talked about for a while and it was expected that HUD would be publishing something soon. Last year there was a press article regarding people making good income living in public housing. These individuals qualified for the program upon admittance, but improved themselves and their households by getting better jobs. Some people complained and now we have this situation. The HOTMA legislation had a section pertaining to this and they have now finalized the terms. This will give us one more thing to monitor and report annually on. The good news is that we have no one that would fit this cap. This is just for information at this juncture, as an update to our full ACOP document was recently released by Nan McKay. We will be going through the public comment/hearing protocol again in the next couple of months.

6. Getz Fire Test 7/25/18. Recently, Getz Fire was on site to do their annual fire testing service. As usual the technician found a few things to repair and replace and the invoice came out to \$726.50. Next year's estimate is \$1,365.00 due to fire extinguishers needing replacement in addition to the usual. Chris B. will look into that prior to their arrival and see if he can get a cheaper bid or perhaps purchase the extinguishers ourselves at a lesser expense.
7. Flat Rent Notice 2017-23. In December 2017 there was also a PIH Notice 2017-23, but it was slightly different. That one had an effective date of 11/15/17, where this one has an effective date of 11/30/17. They are by and large identical with one difference in the unadjusted rent percentage. Chris B. would like to try and lower rents but he wants to consult with the CFO to ensure the accuracy of this document before even starting the process.
8. Staff Training. Different staff have been going to different courses to expand their knowledge and skills. Recently, Michelle L. was at a rent calculation course, Tonya E. is interested in taking the same, Josh H. is going to the certified manager of maintenance soon while Michelle L. is taking the certified financial specialist course. All office staff are taking the EIV training on 8/16/18, maintenance have their annual asbestos tile courses to be scheduled, and Chris B. is looking at a Section 3 and procurement course in Springfield, Fair Housing course, as well as the IAHA Annual Meeting. Amber S. is going to take the Fair Housing course also.
9. IHDA PPA Submission Schedule. IHDA had set the time for applications for LIHTC development in January, but now it appears they are changing it to November. As a result, Chris B. and the team are scrambling to get the pieces ready for submission.

**Handouts (Informational Purposes Only, Not Discussed):**

1. August 2018 Newsletter.
2. PIH Alert July 2018.
3. NAHRO Monitor 7/31/18
4. PHADA Advocate 7/25/18 – 8/8/18.

At 4:48p.m., there were no further topics for discussion and so it was called for a motion to adjourn. Don P. motioned to adjourn the meeting at this juncture. Motion seconded by Noelle F.

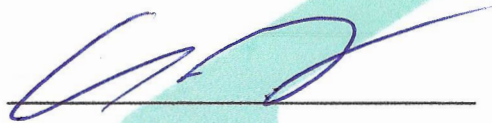
Voice vote was as follows:

Noelle F: Aye

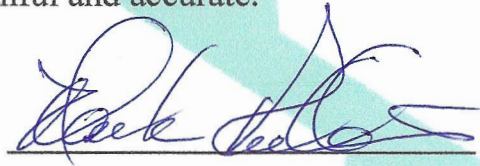
Dianna C: Aye

Don P: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
9/20/18



Mark Pulliam, Chairman  
Pike County Housing Authority  
9/20/18



Pike County  
Housing Authority