

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

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, April 18<sup>th</sup>, 2019, at the PCHA Barry, IL office.

The meeting was called to order at 3:05p.m., without any guests present.

**Members present:**

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

**Members absent:**

Vice-Chairman John Birch

**Minutes Review:**

A review of the Revised February 2019 Regular Session Minutes and March 2019 Regular Session Minutes occurred. The February 2019 Regular Session Minutes were revised due to the omission of Resolution information, with no other changes. There were no corrections or changes recommended otherwise.

**Occupancy Reports:**

A review of the April 2019 Occupancy Reports occurred next. There were no questions or concerns raised.

**Financial Reports:**

A review of the March 2019 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Don P. motioned to accept the consent agenda of the Revised February 2019 Regular Session Minutes, March 2019 Regular Session Minutes, April 2019 Occupancy Reports, and March 2019 Financial Reports. Motion seconded by Dianna C.

Voice vote was as follows:

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

**Executive Director Report:**

**Old Business:**

1. Op Sub 2019. Chris B. submitted the 2019 Operating Subsidy form and tools on 3/25/19, two weeks before they were due on 4/9/19. The 2019 calculation came out to \$684,955.00, which is \$21,168.00 more than the 2018 calculation of \$663,787.00. If proration is at the same level then PCHA should receive \$21,168.00 more than last year, but that is still unknown. For April 2019, PCHA received \$48,407.00, same as last month. The Board needs to formally accept the submission.

**Resolution 2019 – 10**

At this time, Dianna C. Resolved to accept the 2019 Operating Subsidy form and tools as presented and their submission to HUD. Resolution seconded by Mark P.

Voice vote was as follows:

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

2. CFP 2017 & CFP 2018. There are some documents still arriving, but the Maintenance Building expansion project is all but finished. Gunterman's Construction poured concrete to level where the fence was going, however the electrician didn't get the wiring ran for the keypad, which left us a choice, go with a wireless keypad or break up the concrete for a wired alternative. Ultimately, Chris B. selected the battery powered wireless keypad, which will work off of keypad or remote control. Gunterman's Construction, Eggemeyer Associates, Chris B. and Josh H. had a substantial completion review on 4/9/19 and the new addition looks very nice. Of course, there were a few things to address and this has been communicated from Eggemeyer Associates to Gunterman's Construction. While on the substantial completion review it was discussed about adding more concrete on the open yard side to create additional parking space and make it easier to mow by, which will be pitched as another contract mod, depending on

price. Also, on the other side of the site there is a smaller fence, which drew Chris B.'s ire as to why it had not been replaced. Evidently, between Eggemeyer Associates, Gunterman's Construction, and PCHA maintenance, no one knew whose fence it was, but by the afternoon Chris B. had resolved that and found out it is PCHA's fence. Thus, at some point Chris B. would like to balance that end out so it matches the other 3 sides. After the review, Chris B. met with John B. of Eggemeyer Associates and Josh H. to discuss the upcoming work at Landess Terrace, which consists of fascia, siding, soffits, and tuck-pointing. It was also discussed with Eggemeyer Associates regarding PCHA handicap accessible & hearing/vision impaired units. It was agreed the best course of action is to conduct a review of the current units to see if they are up to code or whether it is feasible to even bring them up to code if they're deficient.

3. Johnson Controls. Gunterman's Construction still has to repair the cut electrical wiring feeding the outside lights at Greene Street. Josh H. has compiled a list of outside lights that are not working properly and Bruce C. of Johnson Controls indicated he was going to get it taken care of. Russ B. of Johnson Controls has left the company and so Bruce C. is wearing several different hats. In speaking with Bruce C. recently he indicated that the credits are a done deal on the final invoice from Johnson Controls to PCHA. On 4/17/19, Chris B. has a meeting with Bruce C. and Jim W. of Johnson Controls to go over PCHA's year 2 EPC report, which is due to HUD by the end of April 2019.
4. HUD Lead The Way Board Training – Understanding SEMAP. The HUD Lead The Way Board Training on Understanding SEMAP was reviewed at this point.
5. Baylis Wastewater System. Originally, Chris B. had been told by Illinois EPA that there was a massive submission to renew PCHA's NPDES permit. Chris B. eventually found out that the submission consisted of two different much smaller forms. Kristy J. and Chris B. met two different afternoons to complete the NPDES application submission so that it could be sent in to IEPA, which was done on 3/22/19. Based upon the speed Chris B. has noted IEPA to operate, it may be awhile before we're notified whether PCHA's NPDES renewal submission was successful or not.
6. Area Disposal Trash Service Contract 4/1/19 – 3/31/22. Last month the Board approved the contract with Area Disposal for the next 3 years. Chris B. notified Area Disposal that they were successful in bidding and they forwarded the initial contract to be reviewed. Chris B. had a couple of tweaks, but now has the signed final agreement completed. The tweaks consisted of minor verbiage changes, according to our terms and conditions, but now all suggested changes have been satisfied.
7. BRPC Pest Control Contract 4/1/19 – 3/31/22. Last month the Board approved the contract with Big River Pest Control for the next 3 years. Chris B. notified Big River that they were successful in bidding and forwarded them a contract with the revised terms and

conditions as had been discussed. Evidently, there was confusion on one or both parties, and the terms were not completely settled. The pest control portion was fine, but the bed bug portion was not. Instead of being billed per treatment up to the \$13,650.00, Big River meant to base the first year at \$13,650.00 and then revise it down in years 2 & 3 if the treatments were not necessary and excessive. Ultimately, Chris B. is of the impression that we will probably stay at the \$13,650.00 annually for bed bug contract costs, and feels the Board should accept the revised terms.

At this time, Don P. motioned to accept the revised terms with Big River Pest Control. The terms for the 3 year contract are \$698.00 every 4 weeks for routine pest control, and \$13,650.00 per year for unlimited bed bug treatments, with the understanding that if the amount is excessive, it will be reviewed for reduction in years 2 and 3. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

Don P: Aye

Noelle F: Aye

8. WBBA Radio Advertising 2019. Chris B. alerted WBBA that PCHA has chosen to renew its agreement for the 2019 St. Louis Cardinals advertising package. Chris B. asked for a copy of the last advertisement so that he could see what needed to be changed, and wasn't too happy with what he received. It was a mash-up of Chris B.'s and David F. voices, which seemed confusing. As a result, Chris B. created the ad on his own accord and was specific that it was good to go. This should be better going forward. Last month, the Board discussed using a promotion to gauge the efficiency of the advertising and Chris B. plans on doing that later in the summer.
9. HUD Operating Subsidy Litigation. The Federal Government is giving up on the current 2012 Operating Subsidy suit and appear to be waving the white flag. However, general opinion indicates the Federal Government is planning on losing this suit in order to appeal the case to a different court and judge. In other words, the battle may be won, but the war is far from over.
10. IAHA MMC 2019. It's a wrap for the 2019 Maintenance Management Clinic. All staff had a good time connecting with their peers and learning new things. After this, Tonya E., Amber H., and Chris B. will be certified in Fair Housing. John L., Josh H. and TJ B. will be certified in HVAC repair. Demetrius W., Ed N., Chris C., and TJ B. will be certified in LBP removal.

## **New Business:**

1. HUD Micro Purchase Threshold. On 3/12/19, a letter was received from HUD (was sent to all PHA's nationwide) regarding changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance. The micro purchase portion is no problem with going up to a \$10,000.00 threshold. However, under Illinois Procurement Code the \$250,000.00 may be in conflict. Since PCHA is a federal grantee, Chris B. has changed the Procurement Policy to be in accordance with the notice received, however, be aware this may need to be revised, if a conflict is confirmed. Since the Procurement Policy changed it also affected the Internal Controls Policy. Therefore, both policy changes will need to be adopted via resolution.

### **Resolution 2019 – 11**

At this time, Don P. Resolved to accept the revised Procurement Policy & Internal Controls Policy as presented. Resolution seconded by Dianna C.

Voice vote was as follows:

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

2. CFP 2019. The Capital Fund 2019 process is underway. According to the documents released by the Federal Government, PCHA is to receive \$415,547.00 for CY 2019 CFP. Compared to the \$401,274.00 PCHA received for CY 2018 CFP, it represents an increase of \$14,273.00. No other details have been released to this point. PCHA's CY 2019 CFP work item budget indicates \$255,000.00 worth of work to be done, so it should be possible to pull additional work forward or expand work planned.
3. PHAS Score Breakdown FYE 12/31/18. For FYE 12/31/18, PCHA has a preliminary PHAS score of 84, which technically is an 86 due to the 2 points HUD withheld for debt service. Last year PCHA started with an 81, which became an 83 after HUD gave the debt service points back. Brief discussion ensued on the PHAS scoring breakdown.
4. Maintenance Truck Accident 3/18/19. Josh H. was travelling from Pittsfield to Barry, when a small deer jumped out in front of his truck and he hit it. All pertinent reports were filed with the State of Illinois and AHRMA, and Josh H. also gathered two quotes for the repairs (White Autobody \$808.53 & Rennecker Collision and Restoration \$515.60). Chris B. had been thinking it would be under PCHA's collision deductible at \$250.00, but then found out it was under PCHA's comprehensive deductible at \$100.00.

In the end, Chris B. didn't feel as though it was worth opening a claim for this small of an amount. Therefore, Chris B. accepted the quote from Rennecker's, and repairs came in at just under \$500.00.

5. IES Annual Filing. Each year with the State of Illinois Integrated Eligibility System, PCHA must complete a security questionnaire regarding risk assessment in order to keep using the system. Chris B. has gone in and completed this task for the year and the submission was accepted.
6. Pam Simpson Audit FYE 12/31/18. Pam S. has alerted PCHA of her timetable to conduct PCHA's Annual Audit beginning on 5/20/19. That date works out well and Chris B. has accepted it. Chris B. is going to start sending over pre-audit materials and will have the MD&A ready for Board approval next month.
7. D. Castleberry Confirmation 4/18/19. Dianna C.'s term is expiring 6/30/19 and Chris B. has asked her whether she is interested in a new term, and she has indicated she is. Recently, John B. contacted Chris B. and has indicated his desire to step off the PCHA Board due to health concerns and his schedule. Chris B. has an excellent candidate to be recommended for John B.'s vacant seat. Brief discussion ensued.

At this time, Don P. motioned to accept Dianna C. for a new 5 year term on PCHA's Board, which includes not only Resident Commissioner status but also the remainder of John B.'s term as Vice-Chairman, also to accept the resignation of John B. from the PCHA Board, and also to accept the appointment of Leslie H. as Commissioner on the PCHA Board, replacing John B. All changes pending Pike County Board approval. Motion seconded by Mark P.

Voice vote was as follows:

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

8. Carbon Monoxide Notice 2019-01. This notice was issued to all REAC inspectors to collect data on the presence of Carbon Monoxide detectors in publicly assisted properties. There is proposed legislation out to require installation of CO detectors in all units, regardless of whether they possess gas HVAC systems or appliances. Ultimately, Chris B. believes we are going to end up putting in combo detectors in all units to cover the issue going forward.

9. CSC Serviceworks Contract. Recently, a certified letter was received from CSC Serviceworks regarding PCHA's laundry contract. Per the letter, not enough income was being generated and CSC wanted PCHA to make a choice regarding altered terms for the remainder of the agreement. Without knowing what revenue the sites brought in, Chris B. could not do that, so he reached out to CSC's sales rep for more information. Per CSC sales rep, Jacqueline W., she didn't see any reason for PCHA to have received the letter and told Chris B. to disregard, which was followed up by a written email confirming. Jacqueline W. indicated that the contract was coming up for renewal with CSC and that CSC would be interested in renewing. PCHA has been with CSC for about 5 years and the RFP process must be done before any renewal. One thing about the area we are located in, is that there is not many laundry providers, which will drastically affect the competition. In fact, there may be no competition. Early next year we'll put this out for RFP to see what sort of responses PCHA gathers.
10. Lamar Billboard Advertising. Recently, a notice was received from Lamar, indicating Lamar has assumed ownership of Mid-America advertising with whom PCHA has its billboard advertising agreements. None of PCHA's contractual terms and conditions are changing, just who payments are remitted to.
11. Legal Service RFQ 10.20.19 – 10.19.22. Later in the year, PCHA will begin the RFQ process for legal services. There is a new firm interested in bidding and they will be notified when the bid process begins.

**Closed Session:**

1. Employee Quarterly Performance Evaluations 1<sup>st</sup> Quarter 2019.

At 4:51p.m. Don P. Motioned to exit Regular Session and enter Closed Session for discussion of Employee Quarterly Performance Evaluations (1<sup>st</sup> Quarter 2019). Motion seconded by Mark P.

Voice vote was as follows:

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

At 5:01p.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. Mark P. Motioned to exit Closed Session and re-enter Regular Session. Motion seconded by Don P.

Voice vote was as follows:

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

At this time, Dianna C. Motioned to accept the scored Employee Quarterly Performance Evaluations (1<sup>st</sup> Quarter 2019) for all employees and the Bonuses tied to those evaluations. Motion seconded by Don P.

Voice vote was as follows:

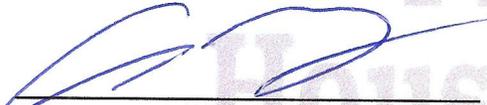
Dianna C: Aye  
Mark P: Aye  
Don P: Aye  
Noelle F: Aye

At 5:02p.m., there were no further topics for discussion and so it was called for a motion to adjourn the Board meeting. Dianna C. motioned to adjourn the meeting at this juncture. Motion seconded by Don P.

Voice vote was as follows:

Dianna C: Aye  
Mark 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  
5/16/19

  
Noelle Flesner, Chairman  
Pike County Housing Authority  
5/16/19