

**Pike County Housing Authority
Board Meeting Minutes
6/20/19**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, June 20th, 2019, at the PCHA Barry, IL office.

The meeting was called to order at 3:06p.m., without any guests present.

Members present:

Chairman Noelle Flesner
Commissioner Mark Pulliam
Commissioner Don Peebles
Commissioner Leslie Henry
Executive Director Chris Bruns

Members absent:

Vice Chairman / Resident Commissioner Dianna Castleberry

Minutes Review:

A review of the May 2019 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

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

Financial Reports:

A review of the May 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 May 2019 Regular Session Minutes, June 2019 Occupancy Reports, and May 2019 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

Leslie H: Aye
Don P: Aye
Noelle F: Aye
Mark P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2019. The 2019 Operating Subsidy calculation approved by HUD for the year is \$684,754.00. In the first few months of the year PCHA had been funded at a lower level until the tools and forms were collected by HUD. Now that this process is complete HUD is catching up payments that were short-funded. For June 2019, HUD issued an allocation in the amount of \$88,485.00. This amount will most certainly go down, probably to around \$58,000.00 going forward for the remainder of the year.
2. CFP 2017 & CFP 2018. There are some documents still arriving, but the maintenance building expansion project is nearly finished, with the exception of the final punch close out items. Also, Gunterman's had re-seeded and strawed the grass, but then a deluge of rain occurred which washed it all away. This now has to be redone in addition to the punch list items. There is a contract modification #5 that has been issued to the contractor, which gave Gunterman's until 6/13/19 to finish the punch items. Gunterman's have not been back to complete the punch items as their focus is on their sub-contractor work at the new McDonalds site in Pittsfield. Since we are now after the 6/13/19 date, Gunterman's is now in the \$100.00 per day penalty. The Board should formally accept contract modification #5 with Gunterman Construction, adding the additional completion time to 6/13/19.

At this time, Don P. motioned to accept contraction modification #5 with Gunterman's Construction, which extends their completion date to 6/13/19 for the maintenance building expansion project. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye
Don P: Aye

Noelle F: Aye
Mark P: Aye

3. CFP 2019. As mentioned last month, HUD has rolled out the CFP 2019 funding, but there are steps to meet before these monies can be accessed. Chris B. has completed drafts of the work budget HUD Form 50075.1 for 2019 based off our previous 5 year plan, a new 5 year plan HUD Form 50075.2 for years 2019 – 2023, HUD Form 50071, HUD Form 50077-CR, Lobbying Form SFLLL, written statement defining significant amendment, and certification of compliance with a public hearing. These documents are to be available for public review and comment for a period of no less than 45 days, after which a public hearing will be held on 9/9/19. After this time frame the Board can formally approve the documents as final at the September 2019 Board Meeting. The Board should formally approve the draft version of these documents today.

Resolution 2019 – 18

At this time, Mark P. resolved to accept the draft documents for the 2019 Capital Fund Program Grant. These documents include HUD Form 50075.1, HUD Form 50075.2, HUD Form 50071, HUD Form 50077-CR, Lobbying Form SFLLL, written statement defining significant amendment, and certification of compliance with a public hearing. Motion seconded by Don P.

Voice vote was as follows:

Leslie H: Aye
Don P: Aye
Noelle F: Aye
Mark P: Aye

4. Johnson Controls. Chris B. indicates that we are right at the precipice of having the outside lighting expansion project finally completed. There are a total of 3 lights with problems and after these are addressed final payment can be issued to Johnson Controls. Final payment due to Johnson Controls is roughly \$107,000.00. It was closer to \$130,000.00 but PCHA is receiving about \$23,000.00 in credits from Johnson Controls for time penalty and materials credited.
5. HUD Lead The Way Board Training – Procurement Practices. The HUD Lead The Way Board Training materials regarding Procurement Practices was reviewed at this juncture.

6. Baylis Wastewater System. Last month the Board approved to accept the contract from William Bainter for the testing & reporting service at the Baylis wastewater facility from 6/1/19 through 5/31/22. Chris B. has ratified the agreement for the service and in turn forwarded the agreement to the Illinois EPA for their records. Still no word from IEPA on the permit renewal.
7. Pamela Simpson FYE Audit 12/31/18. Pam Simpson was here for her annual audit from 5/20/19 through 5/22/19. The audit went very well, with the least number of comments she has ever made, and no journal entries to make. Pam Simpson's only comments involved the fee accounting company Urlaub, who she feels have posted transactions sporadically, and that we should screen people harder at entrance. Chris B. reports that he has been checking the Urlaub reporting for some time, but has expanded the review, and as far as the applicants, we have put a block on people coming into the program without proof of identity, and require documentation for any changes they indicate are happening between application and admittance.
8. CSC Serviceworks. Chris B. reports that we had previously received a similar change of contract terms notice from CSC and they had indicated to disregard. Then, a second notice was received indicating that CSC was modifying the terms of our contract arbitrarily. Upon contacting CSC they indicated that this was also in error and that they were working on our account to get the matter addressed. CSC has decided that increasing the pricing of the washers and dryers is the solution. CSC has now raised the price to \$1.50 per wash and \$1.25 per dry. This pricing is still much cheaper than the competition elsewhere in the community.
9. Language Line. Chris B. pitched this interpreting service last month to the Board due to a course he had taken at Maintenance Management Clinic. This service is very useful in the situational need of either spoken or sign language interpreting services. Chris B. indicates that he has signed all the agreements and the service is now active should the need arise.
10. AHRMA FYE 12/31/18 Work Comp Audit. Earlier in the year Chris B. sent the fiscal year end payroll report to AHRMA. AHRMA has now applied that to PCHA's account and the reported salary levels were greater than the estimated salary coverage, therefore an additional payment is due to AHRMA in the amount of \$2,768.00 for work comp insurance.
11. HUD Litigation. Previously Counsel had mentioned that they had filed for summary judgment and the Federal Government's motion to dismiss was being

denied. Also mentioned was the belief that the Federal Government will attempt to appeal the ruling to a different court in order to get the case in front of a different judge. This all still holds true, however it is not in the Federal Governments attorneys decision making to do this, it comes from higher ups at the Department of Justice. Whether the DOJ will push the case remains to be seen.

12. Insurance Quotes. There are a litany of quotes for health, dental, vision, life, short term disability, and long term disability to review. Brief discussion ensued regarding the quotes from Esser Hayes, Met Life, Surelife, and Local Government Health Plan. After discussion regarding pricing, coverages, providers, etc. it was decided that the quote from Esser Hayes was the one that best meets the needs of PCHA and its employees. The changeover in insurance coverages should save PCHA in the neighborhood of \$40,000.00 this year alone.

At this time, Leslie H. motioned to accept the quote prepared by Esser Hayes for health, dental, vision, life, S/T disability, and L/T disability. Motion seconded by Don P.

Voice vote was as follows:

Leslie H: Aye
Don P: Aye
Noelle F: Aye
Mark P: Aye

New Business:

1. By-Laws & Closed Session Minutes Semi-Annual Review. Each June and December the Board reviews its By-Laws for any changes and also determines whether to keep the Closed Session minutes closed. A resolution from the Board accepting the status quo is suggested.

Resolution 2019 – 19

At this time, Mark P. resolved to accept the By-Laws as written and also to keep the Closed Session minutes closed to the public. Resolution seconded by Don P.

Voice vote was as follows:

Leslie H: Aye
Don P: Aye

Noelle F: Aye
Mark P: Aye

2. ACOP & Pet Policy Revision June 2019. Awhile back, Nan McKay sent over a revision for PCHA's ACOP document. Most of these changes were pretty minor, just updating the PH notice numbers contained within the ACOP. The ACOP pages on interim examinations income the Board voted to suspend last month need approved as well. Chris B. has incorporated all of these changes now in the ACOP. As a result of some of the ACOP changes it has affected PCHA's Pet Policy, where the changes have also been incorporated into. These drafts will go out for public review and comment and there will be a public hearing 7/29/19 to collect any comments or concerns. The Board should be able to ratify this as final at the August 2019 Board Meeting. It is suggested to accept the ACOP & Pet Policy Revisions as drafts.

Resolution 2019 – 20

At this time, Leslie H. resolved to accept the ACOP and Pet Policy Revision drafts as prepared by Chris B. Resolution seconded by Mark P.

Voice vote was as follows:

Leslie H: Aye
Don P: Aye
Noelle F: Aye
Mark P: Aye

3. Authorized Signers Resolution. Now with the Board member lineup set, PCHA should update the authorized signers on the accounts of the banks PCHA does business with.

Resolution 2019 – 21

At this time, Don P. resolved to accept the Authorized Signers Resolution allowing Chris Bruns, Amber Hall, Noelle Flesner, Dianna Castleberry, Don Peebles, Mark Pulliam, and Leslie Henry to conduct business on PCHA's behalf. Resolution seconded Leslie H.

Voice vote was as follows:

Leslie H: Aye
Don P: Aye
Noelle F: Aye
Mark P: Aye

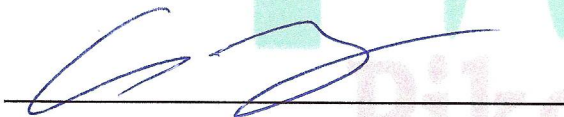
4. Advertising. Chris B. has updated our advertisements with all of the local papers to try and draw more applicants to the program. There has been an uptick in applications lately so it appears to be working thus far. Chris B. has also elected not to renew the advertising with the Source newspaper for the time being. It is thought that branching out and diversifying the format of our advertising would be better going forward. Some items mentioned were social media, movie theater ads, TV ads, etc.

At 4:16p.m., there were no further topics for discussion and so it was called for a motion to adjourn the Board meeting. Don P. motioned to adjourn the meeting at this juncture. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye
Don P: Aye
Noelle F: Aye
Mark P: Aye

We hereby certify that these minutes are truthful and accurate.



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



Dianna Castleberry
Vice Chairman / Resident Commissioner
Pike County Housing Authority
7/18/19