

## **Pike County Housing Authority Board Meeting Minutes April 2022**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, April 20, 2022. The meeting was held via a combination of in person and Zoom. All attendance details were furnished to the public by a posted agenda on the door at the main PCHA office and also posted on the PCHA website [www.pikehousing.com](http://www.pikehousing.com).

The meeting was called to order at 3:05 pm with no guests in attendance.

### **Members present:**

Chairman Mark Pulliam  
Vice Chairman Leslie Henry via Zoom  
Commissioner Noelle Flesner via Zoom  
Commissioner Cindy Prentice  
Executive Director Chris Bruns  
Executive Assistant Tonya Ellison

### **Members absent:**

None

### **Minutes Review:**

A review of the March 2022 Regular Session Minutes occurred. There were no corrections or changes recommended.

### **Occupancy Reports:**

A review of the April 2022 Occupancy Reports occurred next. There were no questions or concerns raised.

### **Financial Reports:**

A review of the March 2022 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 2022 Regular Session Minutes, April 2022 Occupancy Reports, and March 2022 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Noelle F.: Aye

Leslie H.: Aye

Cindy P.: Aye

Mark P.: Aye

## **Executive Director Report:**

### **A. Old Business**

1. Operating Subsidy FY 2022. For April 2022, PCHA received \$54,511.00 in operating subsidy funding. In the upcoming months of May and June, HUD is forecasting a proration of 104.08%, which should increase the PHA's funding level, but the amount is not yet known.
2. CFP 2020 & CFP 2021. The two grants are merged for discussion once again. Currently, the scope of work identified in both grants is out for bid through May 12<sup>th</sup>, 2022 at which time the bids will be opened. Any bids received will be reviewed for acceptance at the May 2022 PCHA Board meeting. There was a change in the layout of the proposals being requested. The scope of work has always included the landscaping, signage, and water heater improvements, but due to unknown costs the merge activity at Landess Terrace has changed. The base bid for these grants is now comprised of only the water heater improvements, signage, landscaping, and merge of one building to a 3 bedroom unit. As alternates for consideration are the merge of one building to a 4 bedroom unit, and the merge of one building to a 2 bedroom duplex. It is very likely the bids will come in at a good enough price to accept one alternate, but both will be unlikely due to the current construction cost climate. Current estimates are \$592,562.99 for the base bid, \$249,931.43 for alternate 1, and \$275,377.09 for alternate 2. All documents for the bid package are included with the packet for your information. An invoice in the amount of \$4,705.00 was received from Eggemeyer Associates Architects, which has been drawn and paid.
3. Repositioning. As mentioned above, the merge activity at Landess Terrace is moving forward. Also, proposals are currently being requested for technical

assistance with repositioning through May 13<sup>th</sup>, 2022. After this deadline, any proposals received will be tabulated and ready for presentation at the May 2022 PCHA Board meeting. The technical assistance being requested involves the 12 units in Perry, Illinois and the disposition of these two properties from the PHA's portfolio. It is hoped to have these units dispositioned by the end of 2022. Once the merge and disposition are complete the PHA will have a reduction in inventory of roughly 9%.

4. Advertising. The advertising agreement with WGEM has been ratified and all options are currently running. This agreement will carry the PHA through the next year and hopefully will generate interest in the program. Staff is under instruction to try and determine from the applicants where they learned about the PHA's program to determine effectiveness of the ads.
5. Operating Subsidy Litigation. As discussed previously, the PHA has won its case against the federal government for the withholding of the 2012 operating subsidy. From what counsel indicates, it looks like payments on these amounts owed should be remitted from the Department of Justice to the counsels trust account by mid-May if not sooner.
6. Pest Control Bids 4/1/2022 – 3/31/2025. As selected last month, Big River Pest Control is the PHA's exclusive pest control provider through 3/31/2025. The new agreement is \$28,535.00 per year up from \$22,724.00, a 25.57% increase. BRPC will handle monthly roach abatement and bed bug treatments in addition to other needs as they arise.
7. Waste Management Bids 4/1/2022 – 3/31/2025. As selected last month, GLF/Area is the PHA's exclusive waste management services provider through 3/31/2025. The new agreement is \$42,069.60 per year up from \$33,863.88, a 24.23% increase. There was some discussion on the dumping of the 25 yard roll off at the maintenance building. GLF/Area did not offer the unlimited option on dumping the 25 yard roll off at the maintenance facility as requested. In speaking with them they indicated that the price they furnished factored in monthly dumping of the 25 yard roll off, which as indicative of the PHA's history. Inquiries were made to GLF/Area to increase the number of dumps of the 25 yard roll off, but ultimately Chris B. felt it was best to accept the GLF/Area proposal as is. Chris B. did indicate that a dumpster charge was a legitimate claim on tenants who move and leave a considerable amount of property behind. This new assessment was going to be included in move-outs starting immediately.

8. AHRMA Work Comp Audit FY 2021. Previously, the board discussed the information regarding the PHA's payroll AHRMA had requested for FY 2021. If the payroll was in line with what was indicated by the PHA's work comp coverage estimate then no additional amount would be due. If it was short, then there would be an amount due, if it was over, then there would be a refund. In this case, the PHA's estimated payroll was short of the actual for FY 2021, resulting in a bill in the amount of \$1,679.00.
9. Baylis Wastewater Facility. Previously, the board discussed the resurgence of issues at the Baylis Wastewater facility. The EPA's Environmental Engineer, Raymond Cullen, indicated reports not being filed and also no information regarding the completion of the upgrades to the site. Some of the issues were from non-communication from the Illinois EPA to the US EPA, as the work has been completed for some time and the testing levels have been well within the guidelines. It was also found that the wastewater operator, William Bainter, was filing the monthly monitoring reports, but was not filing anything regarding the sludge from the site. Bainter has now addressed the sludge reporting and Chris B. has supplied all of the completion records for the upgrades to the site to Cullen. At this point, Cullen has not indicated any questions regarding the materials he was sent, but the PHA remains available to address any issues.
10. Energy Audit 3/1/2022. Previously, Eggemeyer Associates was enlisted to complete the PHA's Energy Audit. Eggemeyer has now completed the report and it is ready for the board's review and approval. Chris B. will soon have a teleconference with the architect on the materials and will find out if there are any specific areas of concern. Essentially this audit report is to be used as a guide in reducing overall energy consumption of the PHA.

At this time, Cindy P. made a motion to accept the completed Energy Audit dated 3/1/2022 as prepared by Eggemeyer Associates. Motion seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

11. Quorum Census FYE 12/31/2021. Each year, Quorum Consulting conducts an audit of the PHA's retirement account to ensure accuracy of its allocations,

disbursements, and other transactions. In the census report, Quorum indicates any issues noted, and for this year's there was only one action item. A former participant in the PHA's retirement plan rolled his vested portion of his retirement contributions over to his own individual account, leaving the unvested amounts. When this happens the unvested amounts are then distributed to the remaining participants, and Quorum has prepared the allocation for the PHA.

At this time, Leslie H. made a motion to approve the Census Report for FYE 12/31/2021 as prepared by Quorum Consulting. Motion seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye  
Noelle F.: Aye  
Cindy P.: Aye  
Mark P.: Aye

12. Pam Simpson Audit FYE 12/31/2020. Pam Simpson has completed her audit report of the PHA's FYE 12/31/2020 financials. The audit report went very well with no areas of concern. As a result of the good audit report it was uploaded to both the Federal Audit Clearinghouse and HUD immediately as time was of the essence. Evidently, Simpson had some health related concerns which caused a delay in finishing the audit report for the PHA. In some of the communication received from HUD, it indicated a Late Presumptive Failure warning, which means 0 points for the financial submission. Chris B. is following up to ensure that no such assessment has been issued.

### Resolution 2022-12

At this time, Cindy P. resolved to accept the Audit Report for FYE 12/31/2020 as prepared by Pam Simpson as final. Resolution seconded by Noelle F.

Voice vote as follows:

Cindy P.: Aye  
Noelle F.: Aye  
Leslie H.: Aye  
Mark P.: Aye

13. AHRMA Fire Claims. Previously, the Board discussed some tenant caused fire issues that had taken place recently. One unit had nearly \$20,000.00 in damage

from a tenant fire, while the others were fortunate to have escaped such a fate with no discernable damage being indicated. The repairs are finished to the one unit and it has been cleared for the resident to move back into the property. This individual has been charged monthly rent for the unit and will also be charged the AHRMA insurance deductible of \$1,000.00 for the unit's repair.

## B. New Business

1. Salary Comparability Study. Chris B. was approached by staff indicating their desire to have higher wages. Since this is a topic that continues to be brought up, Chris B. feels as though a salary comparability study would be a good first step. While it wouldn't be exact it would let the PHA know if they are in the ballpark as far as wages paid. For the Board's information, a recent wage history has been included in the packet for review. Wages at the PHA have increased roughly 150% in the past 10 years. Chris B. has reached out to the Nelrod Company for a proposal to perform the salary comparability for the PHA.
2. Employee Benefits Renewal 7/1/2022. Following up with the above discussion, Tina Jenkins of Assured Partners, the PHA's benefit liaison has indicated cost increases to the benefits provided to employees from the PHA. In looking at the specific coverages there is a 12.7% increase in health, 4.1% increase in life, 4.4% increase in basic AD&D, with no increases to voluntary life/AD&D, LTD, dental, or vision. This topic can be discussed further at the meeting. Change to any of the coverages will need to take place by 6/1/2022.
3. Census of Governments 2022. The PHA recently received a 2022 Census of Governments, Survey of Public Employment & Payroll request from the US Census Bureau. The request indicated a due date of 4/26/2022, but was completed on 3/24/2022. The reporting was very basic with information only being requested on a recent payroll period.
4. MRI The Work Number. Recently, it was brought to the PHA's attention that use of the Work Number through Tenant PI would be deactivated as of 3/31/2022. MRI bought out Lindsey Software and has been slowly discontinuing the old services provided in favor of offering the services through the MRI brand. The Work Number is the latest domino to fall. TWN offers the PHA detailed employment screening for applicants and current tenants, which means having the service is necessary. In speaking with MRI a subscription rate offering a slight savings was accepted.

5. SOEI County Clerk Filing. In the last year, Illinois passed the Government Ethics Act which requires board members and certain employees of local governmental entities to report any potential conflicts of interest they may have. The form was updated and is now required annually, due this year by 5/2/2022. In the packet you will find the new form along with an instruction sheet to assist in completion. Chris B. reports he will need the SOEI forms returned by 4/29/2022 so that they may be sent in to the County Clerk's office.
6. Open Meeting/FOIA Training. All board members and officers are to have taken the Open Meeting and Freedom of Information Act online training offered by the Illinois Attorney General's office. Non-FOIA officers only have to take these once, while the FOIA officer must retake both each year. Chris B. reports that he would have provided materials for the packets, but due to a hacking incident from last year, the AG's website is still down. Chris B. will continue to follow up with the availability of the web training.

At 4:00 pm, there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Leslie H. motioned to adjourn the meeting at this juncture. Motion seconded by Cindy P.

Voice vote was as follows:

Leslie H.: Aye

Cindy P.: Aye

Noelle F.: Aye

Mark P.: Aye

It is certified by the below signatures that these minutes are truthful and accurate.

*Chris Bruns*

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Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
5/18/2022

*Mark Pulliam*

Mark Pulliam (May 18, 2022 20:47 CDT)

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Mark Pulliam  
Board Chairman  
Pike County Housing Authority  
5/18/2022.