

Pike County Housing Authority
Board Meeting Minutes
11/19/15

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, November 19th, 2015 at the PCHA Barry, IL office.

Members in attendance:

Chairman Don Peebles
Vice Chairman Mark Pulliam
Resident Commissioner Pat Patterson
Commissioner Noelle Flesner
Commissioner Carole Bradshaw
Executive Director Chris Bruns

Members not in attendance:

N/A

The meeting was called to order at 3:04p.m. with no guests present.

Minutes:

After reviewing the minutes of both October 2015 meetings a motion was made by Noelle F. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

Occupancy:

Chris B. reports that we have 11 vacancies on the October 2015 Occupancy Report, compared to 20 last month. Our waiting list currently has a total of 88 families in line to receive assistance. It was noted that we had rented almost everything available and that we were trying to fill everything as quickly as could be. Amber N. has been doing a good job of getting this accomplished.

Our recertification rate has dipped to 96.79%. This means that we have people out there that are between 12 and 15 months from when their income was verified last. We are going to be finishing up the inspections for the year the week of 12/7 – 12/11. As we've discussed before, anything above 95% is acceptable for this rate.

After this discussion, Carole B. motioned to accept the occupancy reports as presented. Motion seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

Financials:

In reviewing the October 2015 A/P check registers, Chris B. notes that there were large checks written to John Flach Builders (\$82,630.80) for the Landess Terrace kitchen remodel, GE (\$3,136.00) for additional stoves, Pam Simpson (\$4,145.00) for the FYE 12/31/14 Audit, Central State Bank (\$200,000.00) for CD investment, Cox Home Improvement (\$5,446.00) for the repair work due to the tree damage in Barry, Knapheide (\$2,555.00) to have a lift gate installed on our maintenance truck, and Becky Rennecker (\$9,844.37) for her retirement liquidation. The remaining items were for normal day to day expenses.

Looking at the October 2015 P/R check registers, Chris B. reports that we had 2 payroll runs for the month, with nothing out of the ordinary.

Looking at the financial statement for the month, Chris B. reports that we had a negative month. Our expenses were more than our income by \$6,375.77. The numbers would have been better, but the bill from JFB put us over the top. We have expended all funds from the CFP 2014 and so the remaining balance due will come out of our operating costs. We still expect to break even at fiscal year-end.

In looking at the credit card bill, Chris B. reports that the charges are all for normal day to day items with large tickets to Shagtools (\$1,197.00) for maintenance supplies and Staples (618.68) for office supplies.

No active/inactive delinquency data was able to be reviewed due to a glitch with the software. It is hoped that the problem will be fixed soon.

At this time Mark P. motioned to accept the financial reports as presented. Motion seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

Executive Director Report:

Old Business:

1. Operating Subsidy 2015. For November 2015 we received \$48,409.00 in Operating Subsidy. This amount will be the same each month for the remainder of the year.
2. CFP 2011/2012. With the recently completed FYE 12/31/14 Audit we have received the supporting pages needed to close out the CFP 2011/2012 permanently. This information was forwarded on to HUD to be processed and both grants are now fully closed out.

3. CFP 2014. JFB has been back to Landess Terrace on 11/6/15 and 11/13/15 to repair items previously identified. From what has been discussed they have made these repairs, which will be confirmed with the architect an upcoming walk through. Also, the repair in the community building adding the support beam to the laundry area will be an add-on, since it was not part of the original contract. JFB has indicated that they are not interested in this scope of work and the architect has suggested we find a local vendor able to accomplish the task. We have contacted Cox Home Improvement and should have a quote to review soon.
4. Johnson Controls. Last month we passed the air conditioning resolution to incorporate the energy savings from tenant owned A/C's into the project. Chris B. met with JCI on 11/13/15 to go over the list of potential improvements. Unfortunately, we cannot do all the improvements at once, but we should be able to complete all with two or three waves of work. The most important things to do on the first wave of work is the turnover of all PCHA owned outside electrical equipment to Ameren. Also, the creation of the utility allowances and turnover of electrical payment responsibility to PCHA residents.
5. FYE 12/31/14 Audit. Last month we approved our FYE 12/31/14 Audit as prepared by Pam Simpson. We also held a special online meeting after last meeting to incorporate changes identified from that Audit into our Internal Controls Policy, which was sent to HUD to correct the Audit finding going forward. This was done prior to the 10/29/15 HUD deadline for the response. In all, we made changes to our Internal Control Policy, and created two new forms to use. The QC Check-off list and Internal QC review form. The first will be used by Amber N. as a tool to verify all needed items are included in the tenant folder. The second form will be used to verify by the QC inspector (Executive Director, Executive Assistant) that all pertinent items are included in the folder. We will have 6 months to review data and supply to HUD, the first submission will be due 2/15/16 and the second 5/15/16. After completion of successful reviews we will have the Audit finding dropped.
6. LIHTC. Last month we discussed that the Pike County Historical Society was interested in putting the East School into the project for affordable housing to be presented to IHDA. We received the letter of interest from them and the Barry components and have forwarded them all to David Block. The PPA has been submitted to IHDA prior to the 11/6/15 deadline.
7. BCBS Renewal. Last month it was discussed about the upcoming BCBS renewal and mentioned by Chris B. that he would look into the available options to ensure that we are receiving the best product for the price. He has completed that review and our grandfathered plan is still the best option available. It was mentioned that several of the new hires and current employees will be adding family coverage to their plans.
8. Landess Terrace Comm. Bldg. Water Heater Quote. Last month we discussed a quote to replace the water heater for the Landess Terrace community building. The quote entailed a conventional water heater or a tank less water heater, whichever we elected. In discussing that quote it was also discussed that we could utilize our government discount to purchase a tank less water heater and have it installed. In reviewing our HD

account it was noted that the water heaters are much cheaper than proposed by the local vendor. Therefore prevailing thought is to purchase and have installed.

9. Annual Plan FY 2015. There are two pieces of information for the FY 2015 Annual Plan. One is for the plan we did last year, only to find out the full plan is due this year. HUD is reviewing the data from last year and asked that we provide them further information regarding our VAWA policy, which we have done. The additional information asked for includes statements regarding goals, objectives, policies, or programs that will enable the HA to better serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. The second is for the plan this year, which was fully submitted to HUD.
10. HUD Fall EIV/WASS/PIC Audit. We had supplied HUD our current makeup of staff that are involved in the EIV/WASS/PIC systems. We also mentioned removing Becky R. from those systems. With WASS/PIC it was not a problem to do that, however, with EIV it was much more difficult. It was discussed about the trouble in gaining access to the EIV system and the method used to finally gain access. As it stands now, the systems reflect current PCHA staff and Becky R. has been completely removed from all of them.
11. C. Naber – New Accountant. Last month we discussed that our accountant at C. Naber was Cheryl Weisheit. She has subsequently resigned and been replaced with Sandi Staehr.
12. Tenant Lawsuit. This suit has been settled. For 3 years we have been involved in litigation with this person that fell at one of our properties. Due to the cost of legal fees and lower expectation on their end of the settlement amount, we have reached an amicable resolution. This settlement was suggested and recommended by the insurance company. All funds paid will come from AHRMA insurance, with the balance on the tenants account being waived by the HA.

New Business:

1. Banking. There are 3 things to be reviewed. The first is that we would like to pay bills online if possible. As we've heard from our local bank, our current two signature policy prevents this, even though we are not writing a conventional check.

Resolution 2015-22

After brief discussion and review of the revised Internal Controls Policy it was Resolved by Carole B. to adopt the revised Internal Controls Policy, thus allowing for online bill payment. Resolution seconded by Mark P.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

Secondly for banking, it was discussed the purchase of 2 \$100,000.00 CD's from Central State Bank. Rates had been solicited from all area banks and none were able to

beat the offerings from CSB. The rates for the CD's purchased were 1.85% for 31 months and 2.10% for 41 months. It was mentioned that we may add another CD as well.

The last thing to be discussed for banking revolved around updating our signature cards for each bank we do business with. In getting the rates for the previously mentioned CD's it was noted that John Grisham was still on the accounts and should be replaced with Noelle F.

Resolution - 2015-23

It was Resolved by Carole B. at this time to update the bank accounts of the PCHA with the updated signers; Chris B., Pat P., Noelle F., Carole B., Mark P., and Don P. Removing all others. Resolution seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

2. HUD Executive Compensation Reporting. Each fiscal year we are required to submit the salary data from our three highest paid key employees, which for our purposes are the Executive Director, Maintenance Supervisor, and person acting as our financial representative (this year it was the Administrative Assistant, next year will be the Executive Assistant). Our 2014 submission was due to later than 10/21/15, which was done on 10/19/15.
3. HUD Smoking Ban. We have already taken large steps to go smoke free, however HUD appears to be taking the next and final step. Currently, we allow people to pay a \$50.00 penalty to smoke in their units and can smoke on their porches. Under a proposed rule issued recently it would eliminate smoking in the units altogether and make people smoke at a minimum 25 feet away from the building. If implemented, our policy would need to be amended to be in accordance. Smoking penalties would then become a matter of lease enforcement, subject to penalties, which could include eviction.
4. Sny Island Levee Drainage District. Once again we were sent an assessment from the Sny. We actually received it last month, but it went unnoticed as we had sent them paperwork indicating our perceived exemption in previous years. Now they have turned over our Pleasant Hill property over to the Pike County Treasurer for sale on the delinquent tax amount. In calling the Sny office we didn't get anywhere, as they stated that we had paid it before, and it was due now. It was relayed that we haven't paid them in almost 10 years, but this didn't change their opinion on the matter. The Sny office states that their attorney was supposed to contact us, but this has never happened. As a result, Chris B. and the PCHA attorney Mark T. are following up on this issue to get it resolved once and for all.
5. Waters Concrete/Pike County Concrete. We had a driver for Pike County Concrete come into the office regarding concrete returned to PCC from a contractor hired by the PCHA. He took exception to the return of this concrete and believed the PCHA was due a credit for the unused materials. After brief discussion, all felt that the job was selected by

taking the low bid, which did not indicate the amount of materials to be purchased to complete the work. The bids merely reflected the work to be done. As a result, no action was to be taken.

6. Tree Removal. After the tree fall in Barry it was noted that there are several very large trees planted too close to buildings and power lines around our various sites. As a result, we have solicited Morath Tree Service to complete the removal or trim of these trees. He has completed his work and we received a bill in the amount of \$14,525.00 for his services. After discussion it was motioned by Noelle F. to accept the bill in the amount of \$14,525.00 from Morath Tree Service for payment. Motion seconded by Carole B.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

At 5:16p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Noelle F. motions to adjourn. Motion seconded by Carole B.

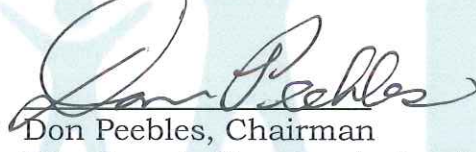
Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
12/17/15



Don Peebles, Chairman
Pike County Housing Authority
12/17/15

Pike County
Housing Authority