

Pike County Housing Authority  
Board Meeting Minutes  
8/21/14

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, August 21<sup>st</sup>, 2014 at the PCHA Barry, IL office.

Those attending the meeting were Board Chairman Carole Bradshaw, Commissioner John Grisham, Resident-Commissioner Pat Patterson, and Executive Director Chris Bruns.

The meeting was called to order at 3:10p.m. with no guests present.

**Minutes:**

After reviewing the July 2014 regular session minutes a motion was made by John G. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Pat P: Aye John G: Aye

**Occupancy:**

We have 9 vacancies this month and our waiting list has a total of 73 families in line to receive assistance. John G. motioned to accept the Occupancy Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Pat P: Aye John G: Aye

**Past Dues:**

In reviewing active delinquencies there were several evictions, move outs, and payment agreements for the month. Active delinquencies went up \$2,344.82 from the previous month, primarily due a few chronic nonpaying renters, which were evicted. In reviewing inactive delinquencies there was a decrease of \$1,258.60 from the previous month, mainly due to security deposits being kept on move outs with a balance and offsetting the amounts owed.

**Financials:**

In reviewing the check registers, Chris B. notes there were several large expenses paid out to Guntermans, JDS, and VICC. Other than that just the usual day to day expenses.

Looking at the financial statement for the month, Chris B. reports that we are alternating gains and losses each month for the current year. Bank account wise we are hovering slightly below where we started the year, which is understandable due to the large expenses incurred. John G. motions to accept the past dues/financials as presented. Motion seconded by Pat P.

Voice vote was as follows:

Pat P: Aye John G: Aye

### **Executive Director Report:**

#### **Old Business:**

1. CFP 2012. Chris B. reports that he will have GE begin to ship appliances that were previously approved. These should begin to arrive in the next two weeks.
2. Operating Subsidy 2014. HUD has authorized \$65,489.00 for the months of August and September 2014, which breaks out to \$32,744.50 per month. Funds have been drawn for August 2014.
3. Gunterman's. Still no quote for the upgraded work in Griggsville. Chris B. received an interesting call from a concerned citizen stating that he felt Gunterman's might be operating a scam. He said that he worked at a place that sold Gunterman's supplies and what happens is that the materials are included in a bid, but not used, then returned for in essence a double dip. Brief discussion ensued about both sides of the issue raised.
4. VICC. VICC has completed their work at E. Adams and has completed all of the work they had previously bid on. Chris B. met with them on 8/20/14 to obtain a quote for the Griggsville work we have been discussing. Also, he reports that while he was there he showed them the previous work that they had done and voiced his displeasure with the parking spot they added. This spot was not level, and thus, unable to be used for a handicap parking spot. VICC has agreed to replace the spot at their own cost.
5. Reporting Rate. Becky Rennecker's rate has dropped to 98.17% on her re-certification reporting rate. As discussed before 95% is required.

Mark P. enters the meeting at 3:39p.m.

6. LIHTC RFQ's. The deadline for proposals to be in has passed and now it is time to score those received. Breakdown below;

Morrissey Construction	100
Gateway Development	0
Verigreen Development	0
Windsor Homes	85
Capstone Development	100

As a result of the tie, it was decided that the PCHA Board would meet and interview both Morrissey and Capstone at a later date to make a selection. To note, Gateway's response was lacking several pieces requested in the RFQ. Verigreen, did not formally return a response to the RFQ. Windsor Homes was responsive in the aspects of the RFQ, but not in content.

7. Computer Quotes. CDS Office Technologies has been awarded the bid per the Boards decision last month. They will be in the office the week of 9/15/14 - 9/19/14 to complete the installation of the new server and workstations. They have been working remotely in order to minimize transition time.
8. Pam Simpson FYE 12/31/13 Audit. Pam Simpson will be here 8/25/14 - 8/26/14 to complete our FYE 12/31/13 Audit. We have been working on gathering materials for her arrival. We will discuss the MD&A later in the meeting, which is needed as part of the Audit.
9. Landess Terrace Community Building Issue. The cleanliness issues were continuing with this building. We tried to combat this by installing cameras, but the complaints continued. As a result, Chris B. asked Mallery Hudnall to get on a consistent cleaning schedule, which she was not able to do. She has given up the part time cleaning position because of this. Amber Nelson went over and thoroughly cleaned the building (which wasn't in bad shape). We obtained before and after photographs of the site and now for time being maintenance will be cleaning the facility from this point forward.
10. Board Mileage. This change has been implemented and is current. Chris B. indicates he feels as though our travel policy is due for a reboot. He will begin to look at this soon.
11. Board Officer Election. Last month it was discussed and thought that Mark P. and Don P. would be the new leadership of the Board. Brief discussion ensued and it was decided that Don P. would become Chairman and Mark P. would serve as Vice Chairman, both on two year terms. At this time John G. motions to make these nominations. Pat P. seconds this motion.

Voice vote was as follows:

Mark P: Aye Pat P: Aye John G: Aye

12. Coinmach Price Increases. Coinmach increased their prices at Landess Terrace recently to \$1.00 per wash/dry. They have been instructed to make this change at our other sites.
13. PCHA By-Laws. We updated this last month to make the PCHA office the new permanent meeting place for our Board Meetings. Annually, we should also decide whether we want to open our closed session minutes to the public or keep them closed. At this time Mark P. motions to keep the closed session minutes closed to the public. John G. seconds this motion.

Voice vote was as follows:

Mark P: Aye Pat P: Aye John G: Aye

14. HUD EPC Training. Chris B. attended the Chicago HUD office on 7/28/14 for more information on Energy Performance Contracting. He came back with useful information and will begin to look into what these EPC's can do for us. He previously met with CTI Energy and will meet with Johnson Controls on 8/20/14 and the University of Illinois on 9/17/14 and 9/18/14 to get their feedback on a project.

**New Business:**

1. PCHA Internal Controls 8/12/14 Revision. In preparing for the audit, Chris B. noticed that this policy was in need of a refresh. As a result he has gone through and updated it with corrections. Mainly changing positions we no longer had, and also modifying sections, indicating our acceptance of credit cards.

**Resolution 2014-7**

John G. resolves at this time to accept the changes to the Internal Controls Policy as submitted. Mark P. seconds this resolution.

Voice vote was as follows:

Mark P: Aye Pat P: Aye John G: Aye

2. Baylis Wastewater Testing Bids. We have submitted an IFB to the papers for this work. After 9/15/14, we will tally any bids received, if the cost is prohibitive we may also seek to train the staff on performing this work or try and enter into an agreement with the City of Barry.
3. HUD FFY Occupancy Push. As with every year, HUD is pushing us to fill all available units by the end of the federal fiscal year 9/30/14.

4. Pike County Glass Quote. This was proposed by Chris B. as a way to further secure the front office. Brief discussion ensued and it was decided that the Board agreed. This coupled with the stronger door leading in to the office should be much more secure environment. At this time John G. motions to accept the quote from Pike County Glass in the amount of \$5,349.54. Pat P. seconds this motion.

Voice vote was as follows:

Mark P: Aye      Pat P: Aye    John G: Aye

5. MD&A FYE 12/31/13. Chris B. has prepared the Management Discussion and Analysis for our FYE 12/31/13 Audit. This report discusses our overall financial picture for the recently completed fiscal year. After review and discussion it was motioned by Mark P. to accept the document as presented. John G. seconds this vote

Voice vote was as follows:


Mark P: Aye      Pat P: Aye    John G: Aye

6. HUD FY 2015 Proposed FMR's. It is early but proposed Fair Market Rents are out for next year. Preliminarily, it appears as though there will be a reduction in flat rents of a few dollars. Final figures will be out later in the year.

At 5:00p.m. there were no further topics for discussion and so it was called for a vote to adjourn. Mark P. makes the motion to adjourn, John G. seconds this motion.

We hereby certify that these minutes are truthful and accurate.

  
Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
9/18/14

  
Don Peebles, Board Chairman  
Pike County Housing Authority  
9/18/14