

Pike County Housing Authority
Board Meeting Minutes
7/17/14

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, July 17th, 2014 at the PCHA Barry, IL office.

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

The meeting was called to order at 4:00p.m. with no guests present.

Minutes:

After reviewing the June 2014 regular and closed session minutes a motion was made by John G. to accept the minutes as presented. Motion seconded by Don P.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye

Brief discussion ensued about the open meeting act and the interest in permanently changing the meeting time and place. This will be discussed later in the meeting.

Financials:

In reviewing the check registers, Chris B. notes there were just the usual day to day expenses. John G. added that it was one of the smallest payout months of the year.

Looking at the financial statement for the month, Chris B. reports that we increased significantly for the month. This was attributable to the increased rental income and reduced payables. Bank account wise we are hovering around where we started the year, despite incurring some large expenses.

Don P. motions to accept the financial statement/check register as presented. Motion seconded by John G.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye

Past Dues:

In reviewing active delinquencies there were several evictions issued for the month. Chris B. explained that these individuals were on the cusp of being evicted previously and with the electric charges coming due, pushed them over the top. Despite that, active delinquencies went

down \$10,630.70 from the previous month, primarily due to excess utility charges being paid up. In reviewing inactive delinquencies there was a decrease of \$553.20 from the previous month, mainly due to security deposits being kept on move outs with a balance and offsetting the amounts owed.

After review of the due reports it was motioned by Don P. to accept them as presented. Pat P. seconded this vote.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye

Occupancy:

We have 7 vacancies this month and our waiting list has a total of 92 families in line to receive assistance. Don P. motioned to accept the Occupancy Reports as presented. Motion seconded by John G.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye

Executive Director Report:

Old Business:

1. CFP 2012. Chris B. reports that in preparing the CFP 2012 1st Quarter P&E Report he noticed funds still available for A&E fees. He drew down the remaining \$500.00 from this line item to offset our GPNA costs.
2. CFP 2014. Chris B. reports that HUD was very picky regarding the Statement of Significant Amendment and how it was worded for the CFP 2014 submission. In working with Mike Siry, HUD Engineer, this task has been completed to HUD's satisfaction.
3. Operating Subsidy 2014. HUD has estimated that as a result of the flat rent changes, PHA's nationwide will bring in roughly \$40,000,000 in additional income. This will affect our future eligibility, reducing our Operating Subsidy by approximately \$3,589.00. Chris B. reports a drawdown in the amount of \$32,560.00 for July 2014.
4. Gunterman's. Gary Gunterman has completed the Baylis work around units 1 & 2 and 5 & 6. This additional work to their existing contract was discussed via email recently in that it would be similar to the Landess Terrace work in scope and price. As a result of the work, a bill in the amount of \$36,904.00 has been received. This was double checked by the architect and dimensions were checked by our own maintenance to ensure accuracy. A vote accepting the bill for the additional work was called for by Chris B.,

and at this time John G. motioned to accept the bill as presented. Don P. seconded this motion.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye

Chris B. also reports a bill in the amount of \$13,134.00 has been received for the additional parking space at New Canton from Gunterman's. This work was previously accepted, but an add-on which added an additional sidewalk in front of unit 11 was approved as construction ensued. Gunterman's will be giving us a quote for the expanded work in Griggsville soon.

5. VICC. VICC has completed the work at Greene St and Rodgers St in Barry. Chris B. was pleased with the work, but not with how they blocked the whole road from being used by the residents. VICC has been alerted to this and it is hoped that they would not repeat the same when they complete the work at E. Adams in Pittsfield.
6. Reporting Rate. Becky Rennecker has retained her 100% score on her re-certification reporting rate. As discussed before 95% is required.
7. LIHTC RFQ's. Last month we discussed the beginning of the process to add additional low income housing to Pike County. With that, Chris B. prepared a formal RFQ, which was sent to Morrissey Construction, Windsor Homes, Capstone Development, Verigreen Development, and Gateway East. Next month, after these are received and scored, we can make a selection.
8. Tenant Fraud Recovery. This case has now been resolved. The resident has moved out and agreed to make payments to the tune of \$500.00 per month. If she is not caught up by tax time, then we will turn it over to the LDRP.
9. Resident Commissioner Pat Patterson's Term. Pat P. has agreed to continue to serve and Chris B. submitted her to the County Board for approval of a term expiring 6/30/19.
10. Maintenance Hours. Last month it was discussed about changing the maintenance staffs hours to match those of the office. It was left in Chris B.'s hands and he implemented that change. Since the change, we have had several calls after 4:00p.m., which would have been at a 2 hour minimum.

New Business:

1. Pittsfield Police MOU 7/1/14 - 6/30/16. As with the PCSD, Chris B. sent the Pittsfield Police a Cooperation Agreement, which they have signed. A motion accepting the MOU with the Pittsfield Police was made by John G. Don P. seconded the vote.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye

2. Pleasant Hill Police MOU 8/1/14 - 6/30/16. As with the Pittsfield Police, Chris B. sent the Pleasant Hill Police a Cooperation Agreement, which they have signed. A motion accepting the MOU with the Pleasant Hill Police was made by Don P. John G. seconded the vote.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye

3. HUD Rep. Mary Polk Retirement. Chris B. reports that our long time HUD Financial Analyst Mary Polk has retired. It is not known as to who will be replacing her.
4. New Canton Water Works. For some reason New Canton hasn't sent us a water bill in over two years. This had been checked on previously by Barb Cawthon and was supposed to be addressed, but it never was. They have figured this out on their end and sent us our first bill in the amount of \$307.20, which should be the normal amount. Chris B. thought it was surprising that they did not try to back bill us.
5. Computer Issues. Chris B. reports that we have been getting bombarded with spam email. ETC Computerland investigated and discovered that it was all going to Barb C.'s old pikehousing.com email, which has now been deleted.
6. Computer Quotes. Chris B. has obtained quotes for a new server and four new workstations from ETC Computerland (\$14,535.65) and CDS Office Technologies (\$12,412.00). CDS Office Technologies has the contract from the State of Illinois for these items. Chris B. calls for a quote to accept the bid from CDS Office Technologies. John G. motioned at this time to accept the bid from CDS Office Technologies in the amount of \$12,412.00. Don P. seconds this vote.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye

7. Pam Simpson FYE 12/31/13 Audit. Pam Simpson will be here 8/25/14 - 8/26/14 to conduct our FYE 12/31/13 Audit. Chris B. reports that this is the last year we can use Pam, so we will prepare bids for the current year' audit to be done next year.
8. Landess Terrace Community Building Issues. Chris B. reports that there are townspeople and residents using the Community Building, which are causing housekeeping/theft problems. As a result he is looking at ways to curb the foot traffic by non-authorized people, reduce theft, etc. He also indicates that the use of cameras might be a deterrent.
9. Board Mileage. It was discussed that the PCHA Board should be reimbursed for mileage. Chris B. has reviewed our policy and it does allow for this, but has not been

done in the past. He reports that he is fine with what is decided, but feels as though this should be discussed. Also, it was mentioned about the IRS approved rate, which conflicts with our policy and would have to be changed. After brief discussion it was decided to go along with the policy, no action was needed, since it was existing.

Resolution 2014-5

A resolution was made to modify the current travel policy to reflect reimbursement at the IRS approved rate. Don P. makes the initial motion. John G. seconds the vote.

Voice vote was as follows:

Don P: Aye Pat P: Pass John G: Aye

10. Executive Director Contract Renewal. Chris B. mentions his contract expiration, but the Board would like to place the topic on the October 2014 Agenda, due to not all being present.
11. Board Officer Election. Brief discussion ensues and it is thought that Don P. and Mark P. should be the new leadership pending their acceptance. This will be tabled until Mark P. is present and the topic can be continued.
12. PCHA By-Laws. Earlier in the meeting it was discussed regarding the change of the meeting time and place permanently. All feel that the Barry office is more comfortable, and all feel the time/date should not change.

Resolution 2014-6

A resolution was made to modify the current PCHA By-Laws to permanently change the PCHA Board meeting place to the office in Barry. Don P. makes the initial motion. John G. seconds the vote.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye

At 5:49p.m. there were no further topics for discussion and so it was called for a vote to adjourn. Don 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
8/21/14



Carole Bradshaw, Board Chairman
Pike County Housing Authority
8/21/14