

Pike County Housing Authority
Board Meeting Minutes
6/19/14

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, June 19th, 2014 at the PCHA Barry, IL office.

Those attending the meeting were Board Chairman Carole Bradshaw, Commissioner Don Peebles, Commissioner Mark Pulliam, Resident-Commissioner Pat Patterson, Minutes Recorder Amber Nelson, and Executive Director Chris Bruns.

The meeting was called to order at 3:15p.m. with no guests present.

Minutes:

After reviewing the May 2014 minutes a motion was made by Don P. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Don P: Aye Pat P: Aye Mark P: Aye

After reviewing the May 2014 closed session minutes a motion was made by Don P. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Don P: Aye Pat P: Aye Mark P: Aye

Occupancy:

We have 9 vacancies this month and our waiting list has a total of 98 families in line to receive assistance. Mark P. motioned to accept the Occupancy Reports as presented. Motion seconded by Don P.

Voice vote was as follows:

Don P: Aye Pat P: Aye Mark P: Aye

Financials:

In reviewing the check registers, Chris B. notes there were large checks written to Ameren, VICC, Gunterman's Custom Edging, and Bower Electric. Other than that just the usual day to day expenses.

Looking at the financial statement for the month, Chris B. reports that we took a hit due to the increased Accounts Payable for the month. Other than that everything was pretty similar to the prior month.

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

Past Dues:

In reviewing active delinquencies there were no evictions issued for the month. Chris B. explained that an significant amount of the amounts due were from excess utility charges not due until the end of June, therefore impossible to evict someone for something not even due yet. Active delinquencies went down \$7,071.89 from the previous month, primarily due to excess utility charges being paid up. In reviewing inactive delinquencies there was a decrease of \$1,704.03 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 Pat P. to accept them as presented. Don P. seconded this vote.

Voice vote was as follows:

Don P: Aye Pat P: Aye Mark P: Aye

Commissioner John Grisham enters the meeting at 3:30p.m.

Executive Director Report:

Old Business:

1. CFP 2012. Last month we approved the quote for the remaining 117 refrigerators from GE (\$54,405.00). We also approved the quote alternate #2 from GE on the stoves (\$57,085.00). Chris B. has alerted our GE sales rep Ashley Brown that we have accepted their proposal. This purchase of stoves and refrigerators will complete the CFP 2012, and we will be out of pocket about \$7,000.00 to complete this scope of work.
2. CFP 2014. All funding paperwork for this grant has been sent in. HUD has updated their records and now show we have completed our submission.
3. Operating Subsidy 2014. We received notice from HUD that we are going to receive a total of \$65,120.00 for the months of June and July. For the month of June Chris B. drew down \$32,560.00.
4. Gunterman's. Gary Gunterman has been in Baylis completing sidewalk replacement around units 1/2 and 5/6. This was an add-on at the same square foot rate he previously submitted to us, which was accepted. A neighbor complained that they were using and abusing his yard, which Chris B. addressed with Gary G. Gunterman's did clog an outside drain of ours, which caused an overflow from the inside drain in unit number 2. PCHA maintenance cleaned this up and addressed the issue within the unit. Gary G. is working on completing a quote to do some step replacement in Griggsville and should have that to us soon. Gary G.'s proposal will be to widen some of the steps for accessibility, and removing a couple of steps and make them ramps with a hand rail.
5. VICC. George Snyder spoke with VICC and they have indicated they should return to work by the end of June. They have work to do in Barry on Greene St and Decatur St and then in Pittsfield over at East Adams.

6. HUD FMR 2014 – Flat Rents. We have changed our Flat Rent Policy within our ACOP as per the recently enacted legislation at 80% of our areas Fair Market Rents. This has been implemented with June’s rents with little fanfare. We did have a resident come in demanding to know why this was being done and he has received a response. There are some national groups (PHADA, NAHRO, etc.) working to try and undo these flat rent changes, but Chris B. does not believe they will be successful.
7. Reporting Rate. Becky Rennecker has retained her 100% score on her re-certification reporting rate. As discussed before 95% is required.
8. Perry Electrical Upgrade. Brian Bower of Bower Electric has completed the work in Perry. Ameren has looked at the property and it is to their satisfaction. Brian B.’s quote was originally \$5624.50 and with the additional work required by Ameren pushed it to \$6868.00. A motion accepting the revised quote was made by John G. with Don P. seconding.

Voice vote was as follows:

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

9. Tenant Lawsuit. This was discussed this last month, but Chris B. sent an email to Chuck Pierce regarding the blocks Ms. Johns placed on the sidewalk. Specifically citing that these blocks are a trip hazard and would be cited during a REAC/AHRMA inspection and were not allowed. Also, Chris B. received a new email from Chuck P. to AHRMA detailing the deposition with the witnesses Doug and Anna Seal. Regular session discussion of this should probably be kept to a minimum.
10. Lindsey Software Inspection System Quote. Last month we approved the purchase of the tablets and the corresponding work order and inspection systems module from Lindsey Software. Chris B. has bought the tablets, loaded the software, and all staff has attended a webinar on the use of these. After our staff meeting on 6/20/14 Chris B. is going to hold a separate meeting with maintenance regarding the tablets and the work order scoring system. We will begin using the tablets full time on 6/23/14.
11. 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. began to gather qualifications from the development companies Mark Dillon of Eggemeyer Associates Architects and he has worked with before. Chris B. has only received information from Verigreen Development so far. Information still to come in from Morrissey Construction, Windsor Homes, Capstone Development, and Gateway East.
12. AHRMA Payroll Audit FYE 12/31/13. We received an invoice from AHRMA for our overage on payroll for our workers compensation insurance for the FYE 12/31/13. Each year we estimate our payroll for workers compensation insurance and if we go over that figure they bill us, if we go under we receive a refund.
13. Tenant Fraud Recovery. We have been tracking a tenant fraud case and have successfully discovered and proven that this indeed was the case. This amount is calculated at almost \$6,000.00 over 5 years.

14. Executive Director Raise FYE 12/31/13. Last month the Board discussed and approved a raise for Chris B. retroactive to January 1st. Chris B. reports his contract is due to expire at the end of the current year and would like to begin discussion of renewal options.
15. Resident Commissioner Pat Patterson's Term. Last month Chris B. brought it to the attention of the Board that Pat P.'s term was set to expire. She has agreed to continue to serve and Chris B. will submit her name once again to Pike County for a term expiring 6/30/19.
16. PHAS Score FYE 12/31/13. With the recent increase in our Physical Scoring we picked up a few points, and we also picked up the few points we lost before on Management. As a result we have now been designated as a HUD High Performer with a score of 90 overall. This is believed to be first designation as a High Performer for Pike County Housing Authority ever.

New Business:

1. Tenant Storm Damage. One of the recent storms caused damage to one of our units on Davis Street in Barry. The apartment occupied by Randy Sisk had a fairly good sized tree limb go completely through the roof. Chris B. had the damage repaired by Scott Harris Construction of Barry at a cost of around \$500.00. The tree is another one of the larger ones planted entirely too close to the unit, as a result of this incident we are going to have Morath's Tree Service come in and take it down.
2. PCSD MOU 6/1/14 – 5/31/16. Our MOU with the Pike County Sheriff's Department was set to expire on 5/31/14 and so Chris B. sent them a renewal agreement with the same terms for a new two year period. A motion accepting the updated agreement was made by Don P. with Pat P. seconding the motion.

Voice vote was as follows:

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

3. Tractor Repair Quotes. George S. has gotten quotes from both Arends Awe (\$4,052.15) and Martin Sullivan (\$4,118.24). While the prices are close, the items bid are not. This is tabled until we determine exactly what the difference is between the two quotes. Chris B. has also asked for quotes from both companies on a new tractor, but is not expected to go that route.
4. Maintenance Hours. Maintenance hours were discussed, and it was thought that all hours should be the same, but it was decided the matter would be left in Chris B.'s hands. Chris B. states that he is going to elect to adjust the maintenance hours to the same as the office.

Handouts:

1. Energy Performance Contracting. EPC's were discussed and training will be attended by Chris B. at HUD in Chicago on July 28th.
2. Roofing Quote (Perry) – One quote has been received from JDS Construction in the amount of \$38,500.00. Another quote is due in from Full Service Roofing.

3. Smoke free Webinar – A smoke free webinar will be held on June 25th, 2014. Carole B. expressed interest in attending this. Chris B. will forward her the link.

It was discussed about Officers of the Board and noted that terms were up and it was time to elect new individuals. We will discuss further next month.

It was requested that the By-Laws be placed in the dropbox folder.

At 5:03p.m., there was a motion to exit regular session and enter closed session. Initial motion made by John G. which was seconded by Don P.

Voice vote was as follows:

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

At 5:23p.m., there was a motion to exit closed session and enter regular session. Initial motion made by John G. which was seconded by Don P.

Voice vote was as follows:

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

It was decided during closed session that Amber Nelson's salary would be increased \$.50 per hour. Initial motion made by Don P. which was seconded by John G.

Voice vote was as follows:

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

In the handouts, a roofing quote was presented from JDS Construction for the Perry site. A second quote was received from Full Service Roofing in the amount of \$57,776.25. At this time a motion was made by John G. to accept the quote from JDS Construction in the amount of \$38,500.00. This was seconded by Mark P.

Voice vote was as follows:

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

At 5:26p.m. there were no further topics for discussion and so it was called for a vote to adjourn. John G. makes the motion to adjourn, Pat P. seconds this motion.

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
7/17/14


Carole Bradshaw, Board Chairman
Pike County Housing Authority
7/17/14