

Pike County Housing Authority
Board Meeting Minutes
10/15/15

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, October 15th, 2015 at the PCHA Barry, IL office.

Members in attendance:

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

Members not in attendance:

Commissioner Carole Bradshaw

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

Minutes:

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

Voice vote was as follows:

Mark P: Aye Noelle F: Aye Pat P: Aye

Occupancy:

Chris B. reports that we have 20 vacancies this month and our waiting list has a total of 84 families in line to receive assistance. It was noted that we had rented almost everything available and that more units were being rented in the next few days as they come on line.

After this discussion, Noelle F. motioned to accept the Occupancy Report as presented. Motion seconded by Mark P.

Voice vote was as follows:

Mark P: Aye Noelle F: Aye Pat P: Aye

Financials:

In reviewing the September 2015 check registers, Chris B. notes that there were large checks written to John Flach Builders (\$78,287.40) for the Landess Terrace kitchen remodel, Brown Electric (\$8,181.00) for the Barry power outage, and Waters Concrete

(\$19,521.31) for the maintenance building parking lot expansion (will be discussed later in the meeting). The remaining checks were all for normal day to day items. The payroll register reflects employee paychecks for the month and we had two security deposit refunds to tenants.

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 \$123,777.72. The numbers would have been better, but a draw for operating subsidy was missed for the month. If this was included we would have been short by the previously mentioned bills. It is still thought that we would 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 there being two large tickets (\$1,495.44 & \$574.91) for maintenance supplies.

In reviewing active delinquencies there were 9 evictions sent out, 4 resident move outs, and payment agreements for the month. Active delinquencies went down \$703.15 from the previous month. It was noted that several of the evictions were for people who have been evicted, but have not left, which forced us to go to court to remove them. In reviewing inactive delinquencies there was a decrease of \$1,171.00 from the previous month. This is attributed processing tenant move outs and keeping their deposits toward due charges.

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

Voice vote was as follows:

Mark P: Aye Noelle F: Aye Pat P: Aye

Executive Director Report:

Old Business:

1. Operating Subsidy 2015. For October 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 we have received the supporting pages needed to close out the CFP 2011/2012 permanently. This documentation has been sent to HUD to be processed.
3. CFP 2014. JFB has finished a majority of their work at Landess Terrace. They will need to come back and repair all items previously identified. It was also discussed that they need to return to fix a problem in the community building where a support needs to be placed under the beam. They have roughly \$50,000.00 remaining to be paid to them and will need a successful evaluation from the architect to receive final payment. This grant can also be closed out preliminarily.
4. Johnson Controls. JCI has been to our sites once again to discuss with interested contractors in identifying and reviewing the scope of work. Since we would like to add

air conditioning we need to pass an air conditioning resolution to include the savings into our energy performance contract.

Resolution 2015-18

After brief discussion and review of the air conditioning resolution provided by JCI. It was Resolved by Pat P. accept the air conditioning resolution as presented. Resolution seconded by Noelle F.

Voice vote was as follows:

Mark P: Aye Noelle F: Aye Pat P: Aye

5. AHRMA Claim – Barry Site. Cox Home Improvement was on site 10/1/15 to begin repairing the damage to our building and replacing the gutters. This work is finished and AHRMA will be issuing us a final payment in the amount of \$2,179.11. Total payments received from AHRMA is \$12,179.11. The work from CHI was done very satisfactorily.
6. AHRMA Claim – Automobile. The maintenance truck has been in to Western Collision to be repaired and looks good. We need a second quote on the office vehicle to get it repaired also. We are working with AHRMA on the claims.
7. FYE 12/31/14 Audit. We have received our FYE 12/31/14 Audit as prepared by Pam Simpson. The audit has been sent to the Pike County Board and HUD for their records. Out PHAS score has been adjusted for FYE 12/31/14 from an 86 to an 84 due to the audit finding on the tenant files. A resolution accepting the FYE 12/31/14 audit was called for.

Resolution 2015-19

At this time a Resolution accepting the FYE 12/31/14 Audit as prepared by Pam Simpson was made by Noelle F. Resolution seconded by Pat P.

Voice vote was as follows:

Mark P: Aye Noelle F: Aye Pat P: Aye

8. LIHTC. On 10/8/15 Chris B. and David Block met with the Pike County Historical Society Board to further explain the concept of the renovation of the East School into affordable housing. On 10/9/15 both met with Pittsfield Mayor John Hayden and Economic Development Director Bill McCartney. Both meetings went well and the school will be included in the next submission with IHDA. The scope of project has grown slightly and is now up to 50 additional units.
9. Landess Terrace Security Lighting. Ingram Electric has been to the site and repaired the outside lights. The works has been done satisfactorily.

New Business:

1. HUD Review (Rim Review?). From 9/18/15 through 9/24/15 we were under a HUD review. It was believed to have been a random RIM review, but they looked at more documents beyond what was related to tenant rents. They were given information on applicants, tenants, policies, procedures, CFP, Annual Plan supporting pages, GPNA, Operating Budgets, bank accounts, C. Naber reports, work orders, board training, etc. A very large amount of data pulled together. Nothing has been received from them regarding this review to this point.
2. HUD Semi-Annual Labor Reporting. Each Spring and Fall we must report to HUD on the contracts we've entered into, identifying the scope of work, the wage decision number used for each, when the project was awarded, and any violations that have been encountered. This has been done for the Fall of 2015.
3. HUD EIV/WASS/PIC Audit. Each Spring and Fall we are required to identify to HUD our readiness is EIV/WASS/PIC systems. As part of this Fall's letters it was discussed the need to replace Becky Rennecker with Amber Nelson, and also to add Michelle Lynch to the systems. It is noted that EIV has been very difficult to gain access to.
4. BCBS Renewal. We recently received our BCBS health insurance renewal information and it was noted that the rate is going to increase \$35.36 per month per person. Our agent was going to be contacted to ensure this is still the best health insurance option or if one of the new plans would be more cost effective. It was not expected that our plan would be changed.
5. PCHA By-Laws Change. It was discussed amongst the Board that electronic attendance at our meetings would be a nice option. While there was nothing in the By-Laws to exclude this, a change documenting that this was an option was encouraged.

Resolution 2015-20

At this time a Resolution was made by Noelle F. to accept the change to the By-Laws enabling members to attend electronically. Resolution seconded by Pat P.

Voice vote was as follows:

Mark P: Aye Noelle F: Aye Pat P: Aye

6. Coinmach Extension – Landess Terrace. Now that the remodel is done with the Landess Terrace Community Building we need to bring in addition machines from Coinmach. This would require a contract modification for the new machines. They will be furnishing 2 additional washing machines and 2 addition dryers at the same \$1.00 per day per machine rate we have had before.

At this time a motion was made by Mark P. accepting the terms of the contract extension with Coinmach for the additional machines to be provided. Motion seconded by Noelle F.

Voice vote was as follows:

Mark P: Aye Noelle F: Aye Pat P: Aye

7. Landess Terrace Community Building Water Heater Quote. Briefly discussed were options to upgrade the water heater at the Landess Terrace Community Building. One option is a traditional water heater at a cost of \$1,800.00 - \$2,000.00 or a new tank less water heater at a cost of \$3,000.00 each (2 required). We will look at our HD account to see if they can be purchased at a discount then installed by a local vendor.
8. Frontier Notification. We received a call from Frontier customer service indicating that we had our voicemail system hacked. The hacker placed a call to a foreign country on our dime. As a result, we had them eliminate all international calls, which was fine, except that it eliminated all outgoing calls entirely. The problem has been fixed with Frontier and we called Devine technologies to look at our phone systems. Briefly discussed was the incoming fiber internet service and the desire to switch to VOIP service.
9. C. Naber – New Accountant. We received notice from C. Naber & Associates that our previous fee accountant Cathy Broughton has been replaced by Cheryl Weisheit.
10. C. Naber – W2/1099 Preparation. We received notice from C. Naber & Associates offering us the service of W2/1099 preparation. As usual we will do these in house at a savings of roughly \$1,000.00.

Handouts (if any):

1. Illinois Office of the Comptroller. We received our signed acknowledgement from Mark Thielen, our counsel, regarding our notification and appeal procedures and that both satisfy Due Process in accordance with the IGA with the Comptroller's office, laws of the State of Illinois and the United States. This will be forwarded to the Illinois Comptroller's office.
2. HUD Notice regarding FYE 12/31/14 Audit Finding. We received notice from HUD indicating what we need to do to clear the audit finding for our tenant files. It tells us to implement Quality Control procedures, Tenant File Reviews, and training for HA staff. We will need to provide them a response reviewing records from November 2015 – January 2016 due 2/15/16 and a review of February 2016 – April 2016 due 5/15/16. We will need to pass a resolution accepting revisions to our Internal Controls Policy prior to 10/29/15.

3. A/C Board Resolution. This was listed as handout number 3 but was discussed earlier in the meeting during old business number 4.
4. Waters Concrete. In discussing the Water's Concrete payment earlier it was noted that the billing was higher than originally accepted for bid. The additional \$4,866.31 was added on due to the need for a more robust drainage grate than was originally included in the bid. We should accept the modification and payment of this additional amount.

At this time Mark P. motions to accept the contract modification and payment to Waters Concrete. Motion seconded by Noelle F.

Voice vote was as follows:

Mark P: Aye Noelle F: Aye Pat P: Aye

At 5:10p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Mark P. motions to adjourn. Motion seconded by Pat P.

Voice vote was as follows:

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
11/19/15


Don Peebles, Chairman
Pike County Housing Authority
11/19/15