

**Pike County Housing Authority  
Board Meeting Minutes  
10/19/17**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, October 19<sup>th</sup>, 2017 at the PCHA Barry, IL office.

The meeting was called to order at 3:00p.m. with no guests present.

**Members present:**

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

**Members absent:**

Commissioner John Birch

**Minutes:**

A brief review of the September 2017 Regular & Closed Session Minutes occurred. There were no corrections or changes recommended for the minutes.

**Occupancy:**

A brief review of the October 2017 Occupancy Report occurred next. There were no questions or concerns raised.

**Financials:**

A brief review of the September 2017 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Don P. motioned to accept the consent agenda of the September 2017 Regular & Closed Session Minutes, October 2017 Occupancy Report, and September 2017 Financial Reports. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye          Pat P: Aye          Don P: Aye

**Executive Director Report:**

## Old Business:

1. Op Sub 2016. HUD has begun holding back \$5,000,000.00 in funds for corrections during each appropriation cycle. In addition to this holdover reserve they also had some de-obligated funds and recaptured funds to disburse. As a result, they have distributed these funds (\$6,104,778.00) out to the various entities based on their pro-rated eligibility. Our portion was \$638.00, which was drawn and deposited immediately after verifying the fund appearance was legitimate.
2. Op Sub 2017. For October 2017 we received \$43,815.00 in operating subsidy, which is \$936.00 less than what we received for August and September. No word on November/December's funding level.
3. CFP 2016. As usual, several things to cover regarding the work for this grant. There have been several materials submittals flying back and forth between Trotter and Eggemeyer Associates Architects. We also received our first pay request from TGC for their work thus far (\$4,434.30), which has been drawn and paid. The windows are still on back order, with no concrete date of arrival. Reminder that we issued a stop work order for this project until windows will be available, so this delay is not counting against the contractor's time they are allotted for completion of the project.
4. CFP 2017. With HUD's approval and subsequent spread of our 2017 grant, there were funds budgeted within the grant for operations, which were available for immediate drawdown. These funds (\$50,000.00) were drawn and deposited, which will help offset some of the cost for the completion of the concrete work.
5. Johnson Controls EPC. A few things with this project. First, regarding the mold issue we discussed last month. One of our employee's girlfriend works for the Adams County Health Department and had some interesting things to say regarding testing for mold, and guidelines for acceptable mold levels in Illinois. Most notably that health departments do not regulate mold because there are no standards or guidelines to judge acceptable levels of mold. Also, Illinois Department of Public Health recommends not testing for mold. To ensure there were no issues with the equipment, we did have the units tested and only one out of the three units came back with higher levels of mold particles on the inside than the outside, which was unit# 3 in Barry. However, in speaking with Sigmund S. of JCI and Jeffery S. of Springfield Analytical, the prevailing thought on all 3 units is that these issues were tenant caused, and not due to the equipment. Sigmund S. and Chris B. agreed that if the units came back with issues that were caused by the equipment that JCI would cover the testing cost, otherwise we would pick up the tab. Maintenance is in the process of turning #3 and it will be re-tested prior to rental for final verification the problem was alleviated.

Secondly, a second contract status request was received from Liberty Mutual for the JCI contract, which has been completed and returned.

Thirdly, as far as the work, Marold and Ameren were recently in Perry converting the back 6 units over to the new meters. They are supposed to be going to the Greene St. area next. With the timing of the year, there is little reason to believe the contract with JCI will be done in 2017.

Peter's has come back and taken care of all the finishing work, trip hazards, and corrected the flow on the few discharges where they going uphill, which means their portion of work is complete. Marold still has to convert the overhead utility room lights at some E. Adams units to operate via switch. We have added a couple more lights to the outside light quote and it will probably be closer to \$150,000.00 once we get the quote from JCI. The process of switching clients over to Ameren is ongoing, but still very few issues with the clients getting Ameren in their name.

6. Waters Concrete Work – Barry Maint. Bldg. AHRMA sent out their adjuster Crawford & Company, and have deemed all trailers and vehicle as total losses. Due to this, we have received \$12,712.66 in compensation from AHRMA for this lost equipment. As mentioned before, AHRMA will subrogate through Water's insurer Pekin for the damaged equipment. Also from AHRMA we received a refund of the unused portion of the annual auto insurance premium on this equipment. Josh H. is going to contact both B&B and Cross Country for trailer quotes. To dispose of the equipment we placed an ad in the local paper taking sealed bids. The bid opening was 10/18/17 and all equipment was bid on. George Snyder had the high bid on the vehicle (\$501.00), and Micah White had the high bids on the trailers (\$2,000.00, \$1,750.00, and \$500.00). To make sure the property is unencumbered Chris B. has asked Mark T. to reach out to Water's counsel to obtain a lien waiver for the maintenance building property.
7. Gunterman's Concrete Work – Landess. Gunterman's is completely done with the concrete replacement projects we had them do at Perry and both Pittsfield sites. Final tally on the work is \$329,061.79. Eggemeyer Associates estimated the value of the work to be \$347,718.00, which puts us at \$18,656.21 under the estimate. Chris B. had Gunterman's sign off on lien waivers for all properties and he also reviewed final billing and payment to ensure it was correct. As a note, on Gunterman's last bill sent they shorted themselves about \$50,000.00.
8. Gunterman's Concrete Work – Greene St #29/30. Gunterman's has also completed the concrete replacement at this site as well. Final bill was \$13,824.50 and a lien waiver was signed for it also.
9. HUD Litigation. At our June 15<sup>th</sup>, 2017 meeting we approved the decision to join the second class action suit against HUD for recapturing 2012 subsidy. We sent in the \$1,000.00 payment to join (comprised of non-federal funds) and recently were asked for a formal letter of participation in the suit. We have sent in the letter and recently received a retainer letter from Coan & Lyons, who is handling the suit. The letter from CL states that the \$1,000.00 fee covers all costs to participate in the suit. However, should the federal government appeal then additional money may be due. It is not expected to be that way however. The remainder of the CL letter mainly breaks down the details of the first suit and also how the funds will be disbursed.
10. IDOL Prevailing Wage Rates 9/1/17. Once again the State of Illinois has made corrections to the 9/1/17 PWR we accepted previously. Since these are effective for the same date, we are still good with our original resolution accepting these rates.

11. Flat Rent Policy Revision 9/21/17. This policy was instituted effective 10/1/17. Despite it only being a slight reduction, several clients have expressed thanks for the lowered threshold.
12. BCBS Health Insurance Renewal 12/1/17. We've been gathering information and seeking new quotes from 3 main sources (Met Life, Local Government Health Plan, and IAHA Insurance Program). We will have final quotes at next month's meeting.
13. Tub Conversion. The tub conversion I mentioned last month has been installed and looks great. Should we encounter any further tub reasonable accommodation requests we will meet them with this method of resolution.
14. Federal FYE Occupancy. Last month Chris B. mentioned the notice he received from the Chicago Field Office regarding the push for the federal fiscal year end occupancy. We had some move outs and some vacancies, but ultimately we met our FFYE goal of 96% occupancy. We've been making a strong push lately to get and keep the places occupied to the max and turned ASAP.
15. Landess Terrace – Grant Street Extension. With the work commencing on the Ace Hardware, Chris B. has reached out to Pittsfield leadership regarding the street extension and our interest in a small parking area by our community building and the units below it. Bill M. states that he thought the street extension would happen next year, but would keep me in the loop.

#### **New Business:**

1. FYE 12/31/17 – 12/31/19 Audit Bids. Recently, Chris B. prepared a cover letter and RFP to go out for audit services for the next three years. The packet was sent to 12 different audit firms and bids are due back no later than 11/3/17 at noon. Chris B. reports that he will have the bids reviewed and scored, with a recommendation at our November 2017 meeting.
2. New Maintenance Employees. With George S. leaving we knew we had to hire at least one person to fill the vacancy. One day Tonya E. suggested that we should hire two people. At first, Chris B. admits he was against the idea, but then started doing some analysis and found that we wouldn't really spend that much more to have two full time people than what we had been spending for a seasonal worker and George S. Therefore, Chris B. ultimately decided that we should hire two. The new employees are TJ Brennan and Chris Coultas. Chris C. is new to the housing industry, but TJ B. has been at Morgan County Housing for about ten years. He just left his position as Maintenance Director prior to coming over to us. Both have given the indication that they will be real go getters and are very motivated.
3. Bursting Bubbles Cooperation Agreement 9/29/17. Our previous agreement with Bursting Bubbles expired and Chris B. feels that this was a good low cost program to offer for our clients that may suffer from some sort of mental health issues. A renewal was suggested.

At this time, Noelle F. motioned to accept the Bursting Bubbles proposal as presented. Motion seconded by Don P.

Voice vote was as follows:

Noelle F: Aye          Pat P: Aye          Don P: Aye

4. MHCWI Cooperation Agreement 9/28/17 – 9/27/18. Our referral agreement with Mental Health Centers of Western Illinois has also expired. This agreement bears no cost, and is worth renewing as well.

At this time, Don P. motioned to accept the MHCWI Cooperation Agreement as presented. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye          Pat P: Aye          Don P: Aye

5. Affordable Housing Development. Couple of things to discuss on this topic. First is an interagency agreement with Menard County Housing Authority that we should accept. The agreement bears no cost until a task order is requested for assistance with various services, and even then the task order must be accepted to obligate ourselves.

At this time, Noelle F. motioned to accept the Interagency Agreement with Menard County Housing Authority as presented. Motion seconded by Don P.

Voice vote was as follows:

Noelle F: Aye          Pat P: Aye          Don P: Aye

Second thing we should discuss is the creation of a Not-For-Profit entity to be used for affordable housing development using our unrestricted funds to pay for the cost. As we look to the future, we will need both of these in place to begin the tax credit process.

**Resolution 2017 – 18**

After brief discussion, Don P. Resolved to accept the creation of the Pike County Development Corporation, a Not-For-Profit entity, using unrestricted funds. Resolution seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye          Pat P: Aye          Don P: Aye

6. WCMTD Letter of Support HWFPC Health Catalyst Grant 9/27/17. Jean J. of WCMTD approached Chris B. about writing a letter of support for their effort to obtain a grant through Health and Wellness Foundation of Pike County to assist in the cost of transporting clients to various locations for various medically needed services. Chris B. was glad to do so.
7. Tenant Thank You. We received a note of appreciation from one of our clients for the new sidewalks at Landess Terrace, and also the reduced flat rent policy. These thanks are always appreciated.

**Closed Session:**

1. Employee Performance Evaluations.

At 4:01p.m. Noelle F. motioned to exit regular session and enter closed session for purpose of individual employee performance evaluations and bonus/promotion discussion. Motion seconded by Don P.

Voice vote was as follows;

Don P: Aye            Pat P: Aye            Noelle F: Aye

At 4:21p.m. It was decided to re-enter regular session to approve the items as discussed during closed session. No votes were made during the closed session portion of the meeting. Pat P. makes the initial motion to exit closed session and re-enter regular session. Motion seconded by Noelle F.

Voice vote was as follows;

Don P: Aye            Pat P: Aye            Noelle F: Aye

At this time, Don P. motioned to accept the 3<sup>rd</sup> Quarter 2017 individual employee performance evaluations as presented and also the bonuses and promotion tied to those evaluations. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye            Pat P: Aye            Don P: Aye

At 4:23p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Pat P. motioned to adjourn the meeting at this juncture. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye            Pat P: Aye            Don P: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
11/16/17



Mark Pulliam, Chairman  
Pike County Housing Authority  
11/16/17