

Pike County Housing Authority
Board Meeting Minutes
10/20/16

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, October 20th, 2016 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 John Birch
Commissioner Don Peebles
Executive Director Chris Bruns

Members absent:

Resident Commissioner Pat Patterson

Minutes:

A brief review of the September 2016 Minutes occurred. There were no questions or concerns raised.

Occupancy:

A brief review of the October 2016 Occupancy Reports occurred next. There were no questions or concerns raised.

Financials:

A brief review of the September 2016 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 2016 Minutes, October 2016 Occupancy Reports, and September 2016 Financial Reports. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye John B: Aye Don P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2016. For the month of October 2016 we received \$37,608.00. Chris B. reports that he had done an analysis from last month, but then forgot to draw the funds. Therefore he went in and drew down two months' worth of subsidy totaling \$76,628.25. For November 2016 we are prorated at 89.63% or roughly \$37,000.00.
2. CFP 2013 & 2014 Closeout. With the recently completed FYE 12/31/15 Audit, we received the supporting pages to close out the CFP 2013 & 2014 grants. These have been forwarded on to HUD and HUD has promptly returned the appropriate paperwork to close both grants out fully.
3. CFP 2016. Last month we accepted the proposal from Eggemeyer Associates for A&E services for the window replacement project. This agreement has been signed and returned. We will be scheduling a visit for them to come on site soon.
4. Johnson Controls EPC. Chris B. introduced the winning bidders that Johnson Controls selected as sub-contractors for the various portions of the project. Low bids were accepted for plumbing (RTS), electrical (Marold), and HVAC (Peters). Chris B. also has put together a comparison for the project expense from an actual cost point of view. Our net expense for electric utilities is estimated at \$140,469.32 per year. This project will cost us \$115,023.00 in the first year. Using equal inflation we expect to save on average \$43,205.88 per year, which is substantial. HUD Washington is reviewing the Section 30 agreement, and an approval is expected at any juncture. Work has been progressing with Ameren on the initial work, but then hit a snag with HUD. This snag has been worked around and we have been greenlighted to begin once again. On a final note we have been awarded a grant in the amount of \$484,166.00 from the Illinois PHA Energy Program. We have returned all paperwork and will be funded \$242,083.00 initially, with the remainder coming at completion of the project. We will issue a press release on this in the future closer to when work begins.
5. Baylis Wastewater Facility. We have spoken with several contractors to give us quotes on sealing off the discharge at the Baylis site. These proposals must be approved by the health department first, before we can even review them. It is hoped to have something soon for review as the NPDES permit expires in January 2017.
6. Pam Simpson FYE 12/31/15 Audit. We have received a final copy of the FYE 12/31/15 Audit report from Pam Simpson. Again, the results were much better this year than last. This audit report has been sent on to HUD and the Pike County Clerk for their records.

Resolution 2016 - 22

At this time Don P. Resolves to accept the FYE 12/31/15 Audit report from Pam Simpson as prepared. Resolution seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye

John B: Aye

Don P: Aye

7. New Canton Accident 7/1/16. The repair for the building in New Canton that was struck by a client's family member's vehicle is complete. Final cost on the job was \$8,910.00. We are responsible for a \$1,000.00 deductible and the rest will be picked up by our insurance provider AHRMA. The State's attorney has completed his case and Haelee Harris is to reimburse the HA for the damage. She is responsible for \$100.00 per month beginning in October 2016.
8. Maintenance Building Concrete Work. Last month we discussed having Waters Concrete give us one quote for this project to see if they would lower the price since they would have all equipment on site. They have given us the quote, but it is only lower due to the dumpster pad work being complete and the cost being taken out of the previous quotes. The remaining work is still \$92,034.00.

At this time Don P. motioned to accept the additional quote from Waters Concrete in the amount of \$92,034.00. Motion seconded by John B.

Voice vote was as follows:

Noelle F: Aye John B: Aye Don P: Aye

9. Perry, E. Adams, & Landess Concrete Work. We have received two quotes from Gunterman's Custom Edging (\$187,443.75) and Waters Concrete (\$190,908.00) for a substantial amount of work to be done at Perry, E. Adams, and Landess. In Perry we are expanding the parking area and alleviating several sections of busted concrete, in E. Adams, we are redoing the numerous busted up porch areas, and at Landess, we are addressing severe issues with steps and sidewalks that are shifting. Both contractors have been met with and it appears that all bids are equal.

At this time Don P. motioned to accept the apparent low bid from Gunterman's Custom Edging in the amount of \$187,443.75. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye John B: Aye Don P: Aye

10. Phone System. The new phone system was installed at the quoted price of \$4,594.00 by CDS. It is felt by the staff that it performs much better than the previous system. At the same time of the phone installation we switched internet providers and the service from Adams Fiber has been much better as well.
11. Firewall Replacement. The new firewall for the computer network was installed by CDS at the quoted price of \$1,649.00. The added internet access point seems to perform better than the original one also.
12. Sny Island 2015 & 2016 Assessments. Last month we approved payment of the disputed assessment issued by the Sny. In making that payment we received a call from them

reminding us that it was either one large assessment payment or 5 equal payments. Therefore we still have additional payments for this special assessment through 2018. As a result of that conversation I authorized payment of the 2015 and 2016 assessments. The total for all payments of the special assessment is to be \$1,750.94.

13. John Birch Confirmation. Last month we approved John Birch as a new HA Board member. He was then proposed to the Pike County Board for appointment and he was approved at their September 2016 meeting.
14. Section 3 Notice. We received a Section 3 notice from HUD stating we had reports still due. Chris B. was certain this was in error, but was unable to confirm that, until recently. The Fair Housing and Economic Opportunity office confirmed that this was in error and our submissions were complete.
15. ACOP Update 10/20/16. This update for our Admissions and Continued Occupancy Policy is largely due to the mandatory and discretionary changes published earlier in the year. We have been complying with the mandatory changes, but had not updated this policy, until now. We also have a separate Grievance Policy that is redundant to the one contained within the ACOP, that we would like to do away with. Brief discussion ensued.

At this time Noelle F. motioned to approve the draft of the October 2016 ACOP and also eliminate the separate Grievance Policy in favor of the one within the ACOP. This draft will be available for public comment and will be passed via Resolution at the next Board meeting on 11/17/16. Motion seconded by Don P.

Voice vote was as follows:

Noelle F: Aye John B: Aye Don P: Aye

16. PCHA Personnel Policy 10/20/16. We had approved the longevity bonus and performance bonus provisions recently and now must document them within our Personnel Policy. Chris B. also would like to establish salaried positions for the management staff of Maintenance Supervisor and Property Manager. Brief discussion ensued.

Resolution 2016 - 23

At this time Don P. Resolves to accept the Personnel Policy changes creating longevity bonuses, performance bonuses, and making the positions for management staff of Property Manager and Maintenance Supervisor salaried. Resolution seconded by John B.

Voice vote was as follows:

Noelle F: Aye John B: Aye Don P: Aye

17. PHAS Score FYE 12/31/15. Our most recent PHAS Score has been confirmed at an 88. This is up 4 points from a year ago. The office portion of the scoring is 56/60 or 93.33% and the maintenance portion is 32/40 or 80.00%. With the physical inspection due next year we look to break the 90 score we attained at the end of 2013.
18. HealthCare.gov Notice. Last month we received a notice from BCBS regarding a 24.3% increase of \$1,464.61 per month for health insurance. We received another notice from BCBS that was required by HealthCare.gov, which notifies us of our current options at renewal. We will be gathering quotes from vendors for health insurance to review..
19. 2017 FMR. The ratified 2017 FMR's adopted by HUD have been implemented by us for our flat rents. Our flat rents are required by law to be set at no less than 80% of the published FMR's set by HUD.

New Business:

1. Legal RFP. As part of the audit from Pam Simpson she recommended we bid out services every 3 years. One of these services is for legal representation. We have bids from companies Thomson, McNeely, Crews, Hurst, and Thielen (our current provider) and Mahoney, Silverman, and Cross. After discussion it was decided we should continue on with our current provider TMCHT (who was low bid) and select MSC as our special counsel.

At this time Noelle F. motions to accept the bid from TMCHT to serve as our regular counsel and the bid from MSC bringing them on board as special counsel. Motion seconded by John B.

Voice vote was as follows:

Noelle F: Aye John B: Aye Don P: Aye

2. Approving Official Change. We are working on the transition from Don P. to Mark P. as approving official for the ELOCCS system. Mark P. will be given access, while Don P.'s access will be terminated. This approval was recently done, so this is not a pressing issue at the moment.
3. EIV & WASS Fall Audit. Every Spring and Fall a briefing is held on EIV, WASS, & PIC. We have supplied our audit letters for the period and certified our users in EIV. We are not expecting any issues.
4. High Performer Draft List. HUD has published a draft list of high performers for FYE's 12/31/14 - 9/30/15. According to the list we are going to receive high performer status even though our score was an 84. In trying to ascertain if this is an error, Chris B. encountered bad email addresses to both departments referred to in the notice. He will continue to try to get to the bottom of the matter.

5. SAM Update. Chris B. has updated our System for Awards Management profile. This update, required annually, allows the HA to receive federal grant monies.
6. AHRMA Insurance Dividend. In an unexpected gesture, AHRMA has returned a dividend to HA's who use little of their insurance coverage on a routine basis. We received \$10,970.00 as our portion.
7. Chicago Field Office. We were notified that Acting Director Dana Kitchen has left the Chicago Field Office and is being replaced by Doug Gordon, who is the current Director of the Michigan/Detroit Public Housing Office. At this juncture the appointment does not appear to be permanent.

At 4:45p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Don P. makes the initial motion to adjourn the meeting. Motion seconded by Noelle F.

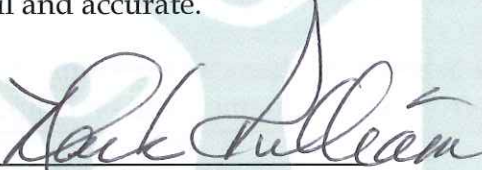
Voice vote was as follows:

Noelle F: Aye John B: Aye Don P: Aye

We hereby certify that these minutes are truthful and accurate.



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



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

**Pike County
Housing Authority**