

Pike County Housing Authority
Board Meeting Minutes
12/15/16

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, December 15th, 2016 at the PCHA Barry, IL office.

The meeting was called to order at 3:10p.m. with no guests present.

Members present:

Chairman Mark Pulliam
Commissioner John Birch
Resident Commissioner Pat Patterson
Executive Director Chris Bruns

Members absent:

Commissioner Don Peebles
Vice Chairman Noelle Flesner

Minutes:

A brief review of the November 2016 Regular Session and Closed Session Minutes occurred. There were no changes recommended for the minutes.

Occupancy:

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

Financials:

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

At this time John B. motioned to accept the consent agenda of the November 2016 Regular and Closed Session Minutes, November 2016 Occupancy Reports, and November 2016 Financial Reports. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2016. For the month of December 2016 we received \$41,358.00 in operating subsidy. In looking back at the last 13 years our total for this year of \$463,519.00 falls directly in the middle.
2. CFP 2016. Chris B. reports he put together a budget revision for the CFP 2016 grant and has supplied it to HUD for their review. They have already processed and approved the revision. This revision was necessary to remove items from the grant that had already been completed and to move the window projects up to this year.

At this time John B. Motioned to accept the budget revision #1 for the CFP 2016 grant. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

3. Johnson Controls EPC. We have had two progress meetings and things are going quite smoothly. We are going to have them convert the handheld showerheads back to conventional showerheads, but the problem we are running in to is that the shower plumbing has been moved off center. Previous management modified several units in an attempt at converting the showers to elderly/disabled, even though the rest of the unit is not configured this way. The anticipated cost for doing this has been estimated at \$12.00 per shower for materials, which is nominal. We are working with our special counsel Eric Hanson of Mahoney, Silverman, and Cross to complete the documents PNC wants to see for the financing portion. Timing is of the essence as interest rates have begun to trend upward, which if they went too high, it could force us to seek HUD approval once again. Ameren has made a 2nd request for the easement at the Pleasant Hill property. I spoke with HUD engineer Erik Sandstedt and he indicated that we needed to do what was practical. He did think we should run the easement language through our own counsel, which I did. Mark Thielen thought it looked very good except for that he thought there should be language in there for "hold harmless" to protect the housing authority in the event someone is hurt on the Ameren equipment. Ameren has agreed to include the language and so the easement is ready to sign.
4. Baylis Wastewater Facility. Last month we talked about another company that possibly could get this project completed faster. In speaking with them again after furnishing some of the site data, they indicated that the job is probably too large for them to undertake. So we are back to square one. We have contacted the contractor once again

to try and get them sped up. With the weather and timing of the year it is going to be hard pressed to get this done by the deadline.

5. Waters Concrete Work. Waters indicated they were ready to start the work at the maintenance building site in Barry, but we held them up due to incomplete paperwork. We sent them a packet to return, which they have, but they still need to supply the correct insurance documentation. This work will most likely wait until spring with the time of year we are in, so not much of a rush.
6. Gunterman's Custom Edging Work. Much like Waters Concrete they too needed to supply the appropriate paperwork to start the job. They have returned everything as well, but the insurance certificate is incomplete. We need to be added as an additional insured. Once again like Waters Concrete this work will most likely wait until spring, so not a rush.
7. ACOP Update 10/20/16. Last month we finalized updating the ACOP document and removed the duplicate grievance policy. These items have been posted in the office, on the website, and the correct grievance policy was sent out to all residents.
8. Annual Plan 2016. We also finalized this last month. This consisted of us completing the annual civil rights certification form since we are a small, qualified housing authority. The civil rights certification form has been posted in the office and on the website.
9. BCBS Insurance Change. Last month we selected a new insurance coverage for the staff beginning with December 2016. This has been setup and we also approved the change of the reimbursement through our HRA account to \$2,250.00 from \$1,250.00. We needed to sign an amendment to the plan with BPC to do this and I have signed and returned the document. The fee for the amendment was \$100.00.
10. Fee Accounting RFP. We have received proposals from three vendors for the fee accounting work. Our current provider C. Naber & Associates (\$209.00 per month), Urlaub & Company (\$488.00 per month), and Hawkins Ash (\$430.00 per month). Brief discussion ensued. It was noted that the last few audits have left us feeling a little concerned with the work being prepared by C. Naber. In soliciting opinions of the other companies from our peers both have favorable reviews. Urlaub was one of three companies recommended by the auditor after the last fiscal year audit was prepared.

At this time John B. Motioned to accept the proposal as submitted by Urlaub & Company. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

11. US Cellular Switchover. The tablet switch from AT&T to US Cellular is complete. We should make a motion to remove the old tablets from inventory, even though they do not appear on the depreciation schedule.

At this time Pat P. Motioned to remove the old tablets from inventory and to allow staff to keep them if desired. Motion seconded by John B.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

12. AHRMA 2017 Insurance. The premium for the 2017 AHRMA insurance coverage has been paid as approved last month.

New Business:

1. FYE 12/31/16 TAR Write-Offs. As with each year we must write off balances left by clients that have moved and we have not collected. This year the amount is \$23,910.85. Brief discussion ensued about the efforts we will use to still try to collect the balances.

Resolution 2016 - 26

At this time John B. Resolves to accept the Tenant Accounts Receivable Write-Offs in the amount of \$23,910.85 for FYE 12/31/16. Resolution seconded by Pat P.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

2. FYE 12/31/16 Budget Revision #1. We received our September and October reports from C. Naber & Associates and by using that data we have compiled a budget revision for the fiscal year end. Brief discussion ensued regarding the updated budget.

Resolution 2016 - 27

At this time John B. Resolves to accept the FYE 12/31/16 Budget Revision #1 as prepared. Resolution seconded by Pat P.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

3. FYE 12/31/16 Inventory. Each year we must approve an inventory of material on hand at fiscal year-end. Using the data we have previously compiled, we estimate an amount of maintenance materials on hand totaling \$8,723.81, and office materials on hand totaling \$2,870.60.

Resolution 2016 - 28

At this time Pat P. Resolves to accept the estimated figures for office (\$2,870.60) and maintenance (\$8,723.81) inventory. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

4. CY 2015 Executive Compensation. Chris B. reports that he has completed the compensation report for our three key employees. These are himself, Michelle L., and Amber N. Per HUD rules, this compensation reporting is to be done each year.
5. FYE 12/31/17 Budget. Chris B. reports that he has used the numbers from the budget revision, updating them slightly, to prepare the operation budget for the next fiscal year. Brief discussion ensued regarding the 2017 budget.

Resolution 2016 - 29

At this time Pat P. Resolves to accept the FYE 12/31/17 Budget as presented. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

6. EDCO Floor Stripper. Chris B. reports that we had been using a rented floor tile remover from Trinity Rentals. That machine broke and so we went out for quotes for a machine of our own. Chris B. reports that the low quote was accepted from Contractorsdirect.com in the amount of \$1,514.58.
7. Hotpoint 30" Range. We had been out of electric ranges in the 30" size and so Chris B. solicited quotes for inventory replacement. GE was the low price for each in the amount of \$382.00 per range. Chris B. reports that he has authorized the purchase of 12 of these ranges from GE.
8. Smoke Free Policy / Lease Update. It was discussed regarding the new smoke free rule published by HUD. Chris B. Has revised our current policy in accordance with the

terms of the new rule. We must accept this as a draft only for now and we can come back to review it next meeting after a comment and hearing period.

Resolution 2016 - 30

At this time Pat P. Resolves to accept the revised draft of the No Smoking Policy as prepared. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

9. Capital Fund Guidance. HUD has put out a couple of different notices regarding Capital Fund use for smaller housing authorities like ours. On one hand they say we have full fungibility to use these funds, but on the other hand they state that they must be used for capital improvements first. We will always have capital improvements to be made and so the purported fungibility is a moot point.
10. VAWA Guidance. HUD has put out a notice on enhancements to VAWA protections. By June 14th, 2017 we must establish emergency transfer plans and also an emergency transfer request form for use by our clients.
11. REAC Inspection March 2017. We have been notified that we are having our physical inspection on March 14th and 15th, 2017. Last time we earned a 32/40 and the time before a 26/40. We expect to see our score increase further this time around.
12. PHA Bill of Rights. PHADA has published this book, which I thought was interesting to read. Clearly frustrations after mounting at the level of micromanagement and overload of tasks being assigned by HUD.
13. HUD Secretary Nominee. With the recent victory by Donald Trump he has begun making selections for his cabinet. For HUD secretary he has nominated Ben Carson, which is an interesting choice in that he has never worked in the government, nor does he have any experience in housing.

Handouts:

1. PCHA By-Law Review. Each June and December we review our By-Laws for any changes that we see necessary. Brief discussion ensued about the current iteration of the By-Laws.

At this time no changes were recommended for the PCHA By-Laws and a motion was made by John B. to leave them as is. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

2. Depreciation Schedule FYE 12/31/16. Each year end we must review our Depreciation Schedule for items that have been junked or disposed of. In reviewing the schedule for this time, it does not appear as though anything needs to be removed.

Resolution 2016 - 31

At this time John B. Resolves to accept the FYE 12/31/16 Depreciation Schedule as prepared. Resolution seconded by Pat P.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

3. Eggemeyer Associates Architects - Guntermans. We had asked EA to monitor the contract with Guntermans due to the amount of the contract and also because of wanting to be ADA compliant with their upcoming work. They have given us a contract price in the amount of not to exceed \$5,500.00. The contract is this low because of the additional work they have for us with the window project.

At this time John B. Motioned to accept the contract proposal as submitted by Eggemeyer Associates. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

4. Performance Bonuses. Brief discussion ensued regarding performance bonuses for the staff for the current fiscal year. It was noted that according to the terms of our personnel policy these must be remitted to the employees via check.

At this time John B. Motioned to give each employee a \$250.00 performance bonus to be paid out prior to year-end. Motion seconded by Pat P.

Voice vote was as follows:

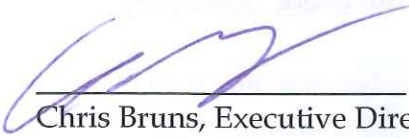
John B: Aye Pat P: Aye Mark P: Aye

At 5:24p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Pat P. makes the initial motion to adjourn the meeting. Motion seconded by John B.

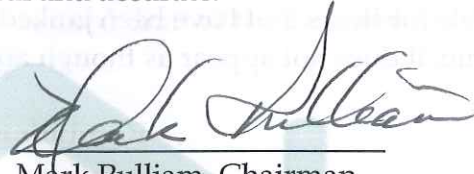
Voice vote was as follows:

John B: Aye Pat P: Aye Mark P: Aye

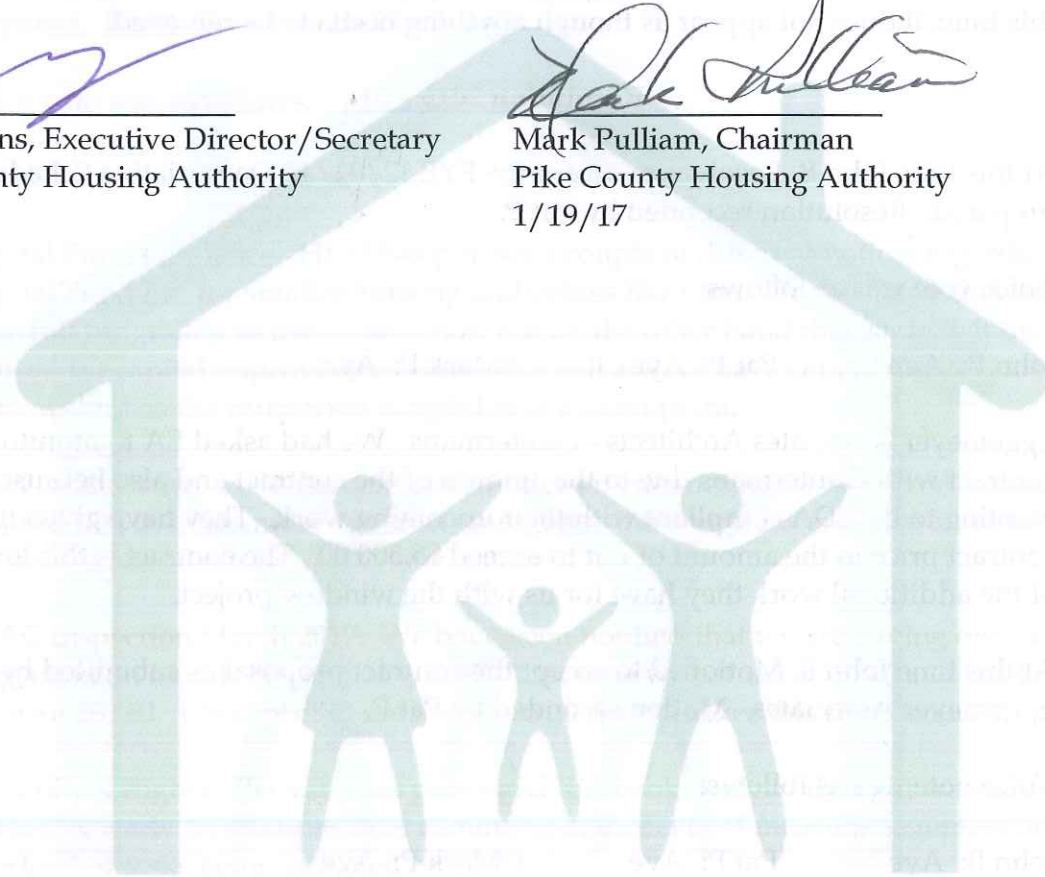
We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
1/19/17



Mark Pulliam, Chairman
Pike County Housing Authority
1/19/17



**Pike County
Housing Authority**