

Pike County Housing Authority  
Board Meeting Minutes  
12/18/14

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, December 18<sup>th</sup>, 2014 at the PCHA Barry, IL office.

Those attending the meeting were Board Chairman Don Peebles, Commissioner Carole Bradshaw, Resident-Commissioner Pat Patterson, and Executive Director Chris Bruns.

The meeting was called to order at 3:09p.m. with no guests present.

**Minutes:**

After reviewing the November 2014 regular session minutes a motion was made by Carole B. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

Don P. indicated he recently received a letter from former Commissioner Hank Walton, which he read. The letter was very congratulatory of all staff current and former.

**Occupancy:**

It was noted by Carole B. that we have one more vacancy this month. Chris B. reports that we have 17 vacancies this month and our waiting list has a total of 29 families in line to receive assistance. Carole B. motioned to accept the Occupancy Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

Commissioner Mark P. enters the meeting at 3:21p.m.

**Financials:**

In reviewing the check registers, Chris B. notes there were large checks written to Pittsfield Tire (trailer) and Warren County Housing Authority (truck).

Looking at the financial statement for the month, Chris B. reports that we had a positive cash flow month, albeit by only slightly. It is expected to finish out the year on a strong note.

Since we are close to the end of the year Chris B. has included a budget analysis for the Board to review. In looking it over we are right on in most categories. There were a few items where we are getting close to the budgeted amount and should prepare a revision. Brief discussion ensued.

After this review Pat P. motions to accept the financial reports as presented. Motion seconded by Mark P.

Voice vote was as follows:

Carole B: Yes      Pat P: Aye      Mark P: Aye

**Past Dues:**

In reviewing active delinquencies there were several evictions being prepared, move outs, and payment agreements for the month. Active delinquencies went down \$2,353.28 from the previous month, primarily due to the rush for tenant gift cards. In reviewing inactive delinquencies there was a decrease of \$617.46 from the previous month. This decrease is attributed due to the moved out residents from last month moving over. At this time Pat P. motioned to accept the past due reports as presented. Carole B. seconds this vote.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye      Mark P: Aye

**Executive Director Report:**

**Old Business:**

1. Operating Subsidy 2014. Chris B. has drawn down the payment of \$32,441.66 for the month of December 2014. This closes out the 2014 subsidy grant.
2. CFP 2012. HUD has returned the paperwork to preliminary closeout paperwork this grant. Once we receive our FYE 12/31/14 Audit it will be fully closed out.
3. CFP 2013. Chris B. has drawn down \$74,000.00 from this grant going in to the next fiscal year. The budget for this grant was changed to operations, so we can draw the funds at any time. We will then just pay for the CFP 2013 bills as they arrive.

4. CFP 2014. As with the 2013 CFP grant, all funds were switched over to operations for the CFP 2014. Chris B. has drawn \$69,181.00 going in to the next fiscal year.

The contract for Eggemeyer Associates to assist with the kitchen upgrades has been signed. It was noted that there was a discrepancy between the quote and final contract value. Chris B. has contacted them to resolve the matter.

5. Gunterman's. Chris B. has not heard from Gary G., therefore it is believed that the work will be delayed until spring. Chris B. will confirm.
6. VICC. Chris B. reports that they have been back to correct the parking space that was not level in Griggsville. Once he has a chance to review the work, a final payment will be due to them for the two invoices we have been holding.
7. Insurance Renewals. Baugher Financial has been alerted that we have changed agents. As a result of this change we will have to change companies that handle the reimbursement of the PCHA employees on their deductible. Met Life has worked with Benefit Planning Consultants for this service. In reviewing their quote, Chris B. feels as though for the extra money we would pay, we are also getting a lot more service, more reporting, quicker turnaround, etc. At this time a motion is made by Mark P. to switch over to BPC. This motion was seconded by Pat P.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye      Mark P: Aye

8. Smoke Free Housing. This new policy will go into effect January 1<sup>st</sup>, 2015. As a result all PCHA units will be smoke free. If a resident smokes in their unit they will now be assessed a \$50.00 per month surcharge.
9. ELOCCS Approving Official Change. Don P. has been made the approving official, but will need to register for an M ID as they are discontinuing use of the phone system. Chris B. has brought the materials to assist with the sign up, but would help if needed.
10. AHRMA 2015 Renewal. Chris B. had to complete some additional sign up paperwork for the commercial crime policy through AHRMA. This has been completed and returned.
11. Maintenance Truck/Trailer. Both the truck and trailer have been received. Additional tool boxes were bought for the truck and it has had a few modifications made to make it more serviceable for us to tow/haul.

12. Landess Terrace LBP. Chris B. has not heard from Rob C., and so it is thought the work will wait until spring. Chris B. will confirm.
13. 2015 Annual Plan. This has been sent to both HUD and IHDA for their records and review. We will receive a certificate of compliance if it is in accord with the State of Illinois focus on low income housing.
14. Travel Policy. Chris B. has revised the travel policy in accordance to the new information we have received. It is discussed and still not favored that both the State of Illinois and HUD have taken such a stance on Board travel. However, it is also discussed that this policy covers employee travel.

**Resolution 2014-13**

At this juncture a resolution is made by Mark P. and seconded by Pat P. accepting the revised travel policy.

Voice vote was as follows:

Carole B: No      Pat P: Aye   Mark: Aye

**New Business:**

1. IDHR Violation. We have received a notice of an alleged violation from the Illinois Department of Human Rights. It is felt as though the claims by this client are being made maliciously and vindictively. We have responded to the claim and are awaiting word whether there will be an investigation or a release.
2. FYE 12/31/14 TAR Write-offs. Currently on the books is \$19,616.69 that we feel is uncollectible at this time.

**Resolution 2014-14**

A resolution is made by Carole B. to write off \$19,616.69 off from TAR for FYE 12/31/14. Mark P. seconds this resolution.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye   Mark: Aye

3. FYE 12/31/14 Inventory. Last year we established an average balance of items on hand for inventory. After discussion it was suggested to maintain the same level.

### Resolution 2014-15

At this time Mark P. resolves to accept \$2,870.60 (office) and \$8,723.81 (maintenance) for the FYE 12/31/14 inventory. Pat P. second this resolution.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye      Mark: Aye

4. HUD Letter Regarding PBV/PHA Owned Units. Brief discussion ensued about this HUD letter. It does not come into play now, but will when we embark on LIHTC.
5. Walmart Gift Cards. Chris B. has ordered this year's gift cards at a cost of \$3,714.80. He is searching for options to make this program better, but year round. Discussion ensued.
6. AHRMA Loss Visit. Mickey R. from AHRMA was here 12/16/14 to go around with Chris B. He reviewed the sites for insurance liability and found very few concerns.
7. SAM Update. Chris B. has updated the registration for SAM for the current year. This is required to be able to receive grants from the federal government.
8. PCHA Lease Revision Pg. 24 – Court Cost and Attorney Fee. This page of the lease was verbally restrictive in what we could go after the residents for as far as legal fees. This new page modifies it appropriately.

### Resolution 2014-16

At this time Pat P. resolves to change the language of the lease page 24 to allow for greater authority in recouping legal costs from residents. Carole B. seconds this resolution.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye      Mark: Aye

9. Tractor Quote – 2006 John Deere 2305. George S. has spoken with Chris B. regarding the state of the other tractor we have. As it is in poor shape also, and a quote has been obtained for a new one. Don P. asks whether Pleasant Hill was given a chance to bid on this tractor. Chris B. replied that they did, but no bid was received. At this time Carole B. motions to accept the quote from Arends-Awe. Pat P. seconds.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye    Mark: Aye

In looking at the quote Mark P. questions whether this is a new or used tractor. After discussion it does appear to be used. Until further clarification can be made the previous motion has been rescinded. Initial motion by Pat P. Second by Mark P.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye    Mark: Aye

10. PCUMN Letter of Support. Chris B. has supplied the PCUMN group with a letter of support for their grant endeavors.

**Handouts:**

1. Tobacco Coalition. Chris B. and the coalition has scheduled an upcoming meeting 1/7/15.
2. Operating Budget Revision# 1 FYE 12/31/14. In our financial discussion earlier we noted that some line items are close to the budgeted amount. As a result Chris B. has prepared an operating budget revision updating the line items accordingly.

**Resolution 2014-17**

At this time it was resolved by Carole B. to accept the Operating Budget Revision#1 for FYE 12/31/14. Mark P. seconded this resolution.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye    Mark P: Aye

3. Operating Budget FYE 12/31/15. For the upcoming year Chris B. has prepared an operating budget based upon many of the costs we incurred this year. Brief discussion ensued.

**Resolution 2014-18**

At this time Mark P. resolves to accept the Operating Budget for FYE 12/31/15. Pat P. seconds this resolution.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye      Mark P: Aye


At 5:15p.m. there were no further topics for discussion and so it was called for a vote to adjourn. Mark P. makes the initial motion to adjourn, Pat P. seconds this motion.

Voice vote was as follows:

Carole 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  
1/15/15

  
Don Peebles, Board Chairman  
Pike County Housing Authority  
1/15/15

