

Pike County Housing Authority
Board Meeting Minutes
2/19/15

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, February 19th, 2015 at the PCHA Barry, IL office.

Members in attendance:

Vice Chairman Mark Pulliam
Commissioner Carole Bradshaw
Commissioner Noelle Flesner
Resident-Commissioner Pat Patterson
Executive Director Chris Bruns

Members not in attendance:

Chairman Don Peebles

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

Minutes:

After reviewing the open and closed session minutes of January 2015 a motion was made by Noelle F. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

Occupancy:

Chris B. reports that we have 8 vacancies this month (2 less than last month) and our waiting list has a total of 35 families in line to receive assistance. Carole B. motioned to accept the Occupancy Reports as presented. Motion seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

Financials:

In reviewing the check registers, Chris B. notes there was a large check written AHRMA for our 2015 insurance coverages. Also included in the check registers is the final payment to VICC which closes out their contract. With the exception of these two checks the rest were for normal day to day items.

Looking at the financial statement for the month, Chris B. reports that we had a negative cash flow month. The checks mentioned were the difference in breaking even for the month.

After this review, Noelle F. motions to accept the Financial Reports as presented. Motion seconded by Carole B.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat 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 up \$4,740.14 from the previous month. In reviewing inactive delinquencies there was a decrease of \$253.47 from the previous month. At this time Carole B. motioned to accept the past due reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

Executive Director Report:

Old Business:

1. CFP 2014. Eggemeyer Associates has prepared an estimate of the cost of the kitchen upgrades at Landess Terrace (\$302,022.24). The invitation for bids has been run in the Pike Press for two weeks. In the ad it specifies the pre-bid meeting is on 3/3/15 and bids are due no later than 3/12/15 at 2:00p.m. This will be up for approval next month.
2. Smoke Free Housing. A press release was issued on the new policy to all local media. It appeared in all three local papers.
3. Landess Terrace LBP. In speaking with Eggemeyer Associates it was noted that LBP contractors were not part of the kitchen upgrades (window removal) at

Landess Terrace. However, Cox Home Improvement is certified for LBP removal. It was discussed and decided between the ED and Eggemeyer Associates that since Cox Home Improvement is on site, that we should seek an add-on to their current agreement for the LBP work. This add-on would save money down the road and also give a more uniform appearance to the removed window areas at the site. As a result of that conversation a bid was obtained for this additional work from Cox.

A bid was presented from Cox Home Improvement in the amount of \$25,377.00. Noelle F. motions to accept the bid as presented. Motion seconded by Carole B.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

4. Gift Cards. This program begins March 1st. All supplies have been obtained and Stroemer's has been notified that we will be purchasing the gift cards at their store.
5. Operating Subsidy 2015. In February we received \$33,613.00 in operating subsidy for the month. The full Operating Subsidy 2015 submission is prepared for its submission to HUD. Under this calculation, we are eligible to receive \$513,860.00, but with proration we will only see around 80% or roughly \$411,088.00.

Carole B. motions to accept the Operating Subsidy 2015 as presented and also its submission to HUD. Motion seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

6. PCHA Board Nominee – Noelle Flesner. Noelle F. is an official member of the PCHA Board. Welcome aboard!
7. Audit Bids FYE 12/31/14. It was advertised for audit services in the Quincy Herald Whig to no response. Pam Simpson, Rector Reeder & Lofton, and Sailor Khan were all contacted to garner interest in bidding for these services. Two bids were received. One from Pam Simpson (\$4,145.00) and the other from Rector Reeder & Lofton (\$6,770.00).

At this time Noelle F. motions to accept the bid from Pam Simpson for the FYE 12/31/14 Audit. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

8. Divinsa Backups. Divinsa had been backing up our files off site at a price of \$420.00 every six months, but recently changed it to every three months. They conducted an audit of our files and it was determined that they were backing up duplicate data. As a result they have refigured their pricing and dropped it to \$575.00 every six months. This saves us roughly \$530.00 annually.
9. Energy Performance Contract RFP. We discussed this previously and approved making the submission for the EPC RFP to HUD. That has been done and by word of mouth approved on 2/17/15. We have not received the formal letter of approval yet.
10. LIHTC Submission. Several conference calls have been made on the matter and we will have to change our train of thought on what sort of project we want to try to do. Scoring criteria has changed which will have a significant impact on the type of project.

New Business:

1. HUD EPIC Reporting 12/31/14. Our EPIC energy efficiency reports have been sent in to HUD for the last fiscal year. These were for the CFP 2011, 2012, 2013, and 2014.
2. Baugher Information. It was discussed that our former insurance agent Baugher Financial has merged. It also was discussed that one of our employees had outstanding claims to be reimbursed from them in excess of 6 months. Their poor service was once again noted.
3. Flat Rent Law FY 2015. It was discussed that our flat rents changed last year due to legislation from Congress. This year they appear to be wavering a bit. They are going to allow PHA's to set different FMR's under the new FY 2015 Appropriations with HUD approval. This is something we will definitely look into.
4. Ace Barry LLC Letters of Support. Chris B. has written letter to Bruce Rauner, Governor and Robert Morgan of the Illinois Department of Public Health in support of the Barry cannabis cultivation site.

5. Delta Dental Renewal 3/1/15 – 2/29/17. We received the recent rate renewal from Delta Dental for the period of 3/1/15 – 2/29/17. It was noted in the renewal that there is a provision in the Affordable Care Act that we must comply with. The pediatric oral essential health benefit (EHB) must either be in our dental plan or in our health insurance plan. Cost wise it makes sense to include this in our dental plan as a rider.

At this time Noelle F. motions to accept the EHB as a rider and also accept the Delta Dental renewal. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

6. Nationwide Administrative Reminder Sheet FY 2015. Our updated ARS has been included for reference.
7. BCBS MSP Form. Our Medicare Second Payer form has been supplied to Blue Cross Blue Shield. It has been included for reference.
8. AHRMA Insurance Audit 12/16/14. Mickey Reynders of AHRMA was here on 12/16/14 to conduct his annual insurance audit. All identified items have been corrected and addressed to satisfaction.
9. AHRMA Commercial Crime Policy. We received our Commercial Crime certificate from Traveler's insurance recently. It has been included for reference.

At 4:42p.m. it was decided to exit the regular session of the meeting and to move in to closed session so that the Board may discuss property acquisition and the Executive Director's evaluation and raise. Carole B. makes the initial motion. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

At 5:29p.m. it was decided to re-enter regular session and exit closed session. Carole B. makes the initial motion. Motion seconded by Pat P. No votes were taken during this closed session, it was merely for property acquisition/personnel discussion.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

At this time it was decided to approve the appraisal and 4% raise for the Executive Director as discussed during the closed session. This will be in effect as of January 1st, 2015.

Resolution 2015-4

Carole B. makes the initial resolution to accept the appraisal and 4% raise for the ED as discussed. Resolution seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

At 5:54p.m. there were no further topics for discussion and so it was called for a vote to adjourn. Noelle F. makes the initial motion to adjourn. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: 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
3/19/15


Mark Pulliam, Vice Chairman
Pike County Housing Authority
3/19/15

Pike County
Housing Authority