

Pike County Housing Authority
Board Meeting Minutes
3/19/15

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

Members in attendance:

Chairman Don Peebles
Vice Chairman Mark Pulliam
Commissioner Carole Bradshaw
Commissioner Noelle Flesner
Executive Director Chris Bruns

Members not in attendance:

Resident Commissioner Pat Patterson

The meeting was called to order at 3:04p.m. with no guests present.

Minutes:

After reviewing the open session minutes of February 2015 a motion was made by Carole B. to accept the minutes as presented. Motion seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

After reviewing the closed session minutes of February 2015 a motion was made by Carole B. to accept the minutes as presented. Motion seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

Occupancy:

Chris B. reports that we have 10 vacancies this month (2 more than last month), our waiting list has a total of 40 families in line to receive assistance, and our submission rate on reexaminations is sitting at 99.07%, which is above the 95.00% required. We were contacted by HUD regarding our reexaminations that were over 12 months, multiple residents receiving

subsidy, and incorrect SSN data. Chris B. indicates that this is being corrected and will not be a problem. Noelle F. motioned to accept the Occupancy Reports as presented. Motion seconded by Mark P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

Financials:

In reviewing the February 2015 check registers, Chris B. notes there large checks written to Martin Sullivan for the new tractor and Jason Watson for the plumbing repair. With the exception of these two checks the rest were for normal day to day items. The payroll register reflects employee paychecks for the month and we did have one security deposit refund.

Looking at the financial statement for the month, Chris B. reports that we had a break even month. Our income was short of our expenses by \$123.77.

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

Voice vote was as follows:

Carole B: Aye Noelle F: 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 up \$312.61 from the previous month. In reviewing inactive delinquencies there was a decrease of \$1,261.17 from the previous month. At this time Noelle F. motioned to accept the past due reports as presented. Motion seconded by Carole B.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

Executive Director Report:

Old Business:

1. CFP 2014. We held a pre bid inspection on 3/3/15 with a large turnout at Landess Terrace. After that all bids were to be received at the PCHA office no later than 2:00pm

on 3/12/15. The Mid Central Illinois Regional Council of Carpenters had some objections to a couple of potential bidders for the project, but ultimately they either did not bid or were not the apparent low bid. The apparent low bid from John Flach Builders (base \$252,000.00, alternate \$29,900.00) from Teutopolis was discussed at this time. It was noted that this was cheaper than the estimate provided by Eggemeyer Associates. Chris B. recommended that we accept the low bid.

A motion was made at this time by Mark P. to accept the base (\$252,000.00) and alternate (\$29,900.00) bid from John Flach Builders. Motion seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

2. Landess Terrace LBP. Cox Home Improvement has completed the work covering the LBP issues on the outside of the buildings at Landess Terrace. They will now begin the next phase of work by removing the small kitchen windows at the site prior to John Flach Builders beginning the kitchen remodels.
3. Operating Subsidy 2015. For March 2015 we received \$33,613.00. Next month's subsidy payment should be based on actual numbers from our subsidy calculation that was submitted.
4. Audit Bids FYE 12/31/14. Pam Simpson has been alerted that we have accepted her agreement for the FYE 12/31/14 Audit. She has also received a signed agreement to this effect. Rector, Reeder, & Lofton were alerted that their bid was declined.
5. Energy Performance Contract RFP. Our EPC RFP was approved by HUD previously. Advertisements for the contract went out locally and nationally via PHADA and NAHRO. A site walk through was done on 3/9/15, with Johnson Controls and CTI Energy present. Bids are to be received no later than 3/31/15.
6. LIHTC Submission. Brief discussion ensued, but for purposes of discussion regarding property acquisition it was tabled until later in the meeting for closed session.
7. Quorum FYE 12/31/14 Census. We received our FYE 12/31/14 Census back from Quorum Consulting to great results. This year there were no findings for us to correct. This is the first time that this balanced in the tenure of Chris B. Chris B. gave praise to Amber Nelson for her work on making sure the reporting for our retirement account was accurate.
8. TBC Savin 9020 Agreement. Previously we declined the service agreements on two smaller machines. Our big machine is now up for renewal. This machine gets heavy

use and the agreement is more worthwhile. The renewal price is \$1,905.00, which Chris B. recommends that we accept the contract.

Carole B. motions to accept the service agreement from TBC in the amount of \$1,905.00 for the large copy machine. Motion seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

9. FY 15 Maintenance Wage Rate Determination. Annually this form is required to be sent to HUD, for which it has for FY 2015. According to the determination we may not pay wages less than what we have identified to HUD for maintenance staff.
10. ED Appraisal. Last month Chris B.'s evaluation was made and a raise awarded. Final tally on the ED Review was a 4.77 out of 5.00. Chris B. thanked the Board and indicated he was going to push to get closer to that 5.00.

New Business:

1. CFP 2015 Submission. Our CFP 2015 submission has been prepared and is ready for submission. We have been awarded \$221,808.00 for this funding year. After a brief discussion and review of the required documents, Chris B. asks for a Resolution to accept.

Resolution 2015 - 5

At this time Noelle F. Resolves to accept the CFP 2015 documents and their submission to HUD. Resolution seconded by Mark P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

2. AHRMA 2014 Work Comp Audit. AHRMA has asked us for final salary information for 2014. If our salaries were estimated low, then we will have a balance due. If they were estimated high, then we will receive a credit. More often than not, we will usually always have a small balance.
3. Regulatory Waiver Request. Previously HUD gave HA's the opportunity to streamline their reexam process. These temporary provisions are set to expire and they have asked HA's to submit waiver requests to continue to use them. As a result we desire to ask for

the continued waiver on self-certification of assets less than \$5,000.00 and also to streamline annual reexams for elderly and disabled families on fixed incomes.

Resolution 2015 - 6

At this time Carole B. Resolves to accept the submission of the Regulatory Waiver to HUD to allow the self-certification of assets less than \$5,000.00 and also to streamline annual reexams for elderly and disabled families on fixed incomes. Resolution seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

4. VAWA Notice. The Violence Against Women Act was updated in 2013 to include victims of sexual assault. The notice we had been posting and using reflected the 2006 language. Chris B. recommends that we used the updated verbiage and adopt the 2013 notice.

Resolution 2015 - 7

At this time Carole B. Resolves to accept the updated 2013 VAWA notice and incorporate it for use with our applicants and tenants. Resolution accepted by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

5. Lease Pg. 2 Revision. In reviewing our lease it appears that some old language still existed on page 2 regarding the process for the return of security deposits. This had been corrected elsewhere in the lease previously. Chris B. calls for a resolution to update the PCHA lease page 2 to reflect the corrected language.

Resolution 2015 - 8

At this time Mark P. Resolves to accept the updated lease page 2 reflecting the updated security deposit return verbiage. Resolution seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

6. FYE 12/31/14 PILOT. C. Naber & Associates has calculated our PILOT for FYE 12/31/14. This figure is \$18,397.89, which is \$3,372.91 more than FYE 12/31/13.

At this time Noelle F. motions to accept the FYE 12/31/14 PILOT in the amount of \$18,397.89 as calculated. Motion seconded by Carole B.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

7. FYE 12/31/14 Insurance Register. The final Insurance Register for FYE 12/31/14 was presented and discussed.
8. FYE 12/31/14 Depreciation Schedule. The final Depreciation Schedule for FYE 12/31/14 was presented and discussed.
9. FY 2015 Income Limits. HUD has published Pike County's FY 2015 Income Limits for our program. This was discussed briefly.
10. FY 2015 Median Income. HUD has published Pike County's FY 2015 Median Income information for Pike County. This was discussed briefly.
11. Tax Credit Specialist Training. Chris B. reports that he and Becky R. will be attending Tax Credit Specialist Training in Springfield April 7th – 9th. After this they will be certified in the Tax Credit process.
12. Pike County Unmet Needs Brochure. This was updated to reflect PCHA as a participating organization.
13. Tenant Thank You. A resident thank you was discussed and noted.

At 4:35p.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 for the LIHTC application. Carole B. makes the initial motion. Motion seconded by Mark P.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

At 5:00p.m. It was decided to re-enter regular session and exit closed session. Mark P. makes the initial motion. Motion seconded by Carole B. No votes were taken during this closed session, it was merely for property acquisition discussion.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

At 5:18p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Carole B. makes the initial motion to adjourn. Motion seconded by Mark P.

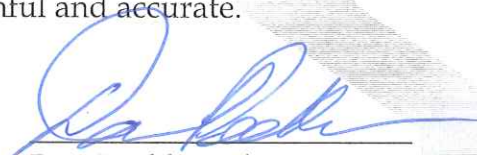
Voice vote was as follows:

Carole B: Aye Noelle F: Aye Mark P: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
4/23/15



Don Peebles, Chairman
Pike County Housing Authority
4/23/15



Pike County
Housing Authority

