

**Pike County Housing Authority  
Board Meeting Minutes  
4/18/17**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was re-scheduled to Tuesday, April 18<sup>th</sup>, 2017 from the normal date of April 20<sup>th</sup>, 2017 at the PCHA Barry, IL office.

The meeting was called to order at 3:05p.m. with no guests present.

**Members present:**

Chairman Mark Pulliam  
Vice Chairman Noelle Flesner  
Commissioner Don Peebles  
Commissioner John Birch  
Resident Commissioner Pat Patterson  
Executive Director Chris Bruns

**Members absent:**

None

**Minutes:**

A brief review of the March 2017 Regular Session Minutes occurred. There were no corrections or changes recommended for the minutes.

**Occupancy:**

A brief review of the April 2017 Occupancy Reports occurred next. There were no questions or concerns raised.

**Financials:**

A brief review of the March 2017 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Don P. motioned to accept the consent agenda of the March 2017 Regular Session Minutes, April 2017 Occupancy Reports, and March 2017 Financial Reports. Motion seconded by John B.

Voice vote was as follows:

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

**Executive Director Report:**

**Old Business:**

1. Op Sub 2017. For the month of April 2017 we received \$55,263.00 in subsidy, which was about \$22,000.00 more than we received in March 2017. Our eligibility level for the year is \$568,718.00 and projected estimates we should receive a little over \$50,000.00 per month for the remainder of the year.
2. CFP 2016. We had put out the invitation for bids in the local papers, our website, Eggemeyer Associates website etc. and held our bid opening on 4/6/17 @ 2:00p.m. The bid opening went well, but there is a snag regarding the bids. The apparent low bidder Cox Home Improvement did not bid the alternates like they were supposed to. According to the vendor they thought they would bid the main job and then leave some of the other work for other bidders to compete for. This action is noble, but it has left their bid to be invalid. We have a choice to either accept the architect's recommendation of the lowest complete bid from Trotter General Contracting (\$195,500.00), which is \$23,211.01 higher than the CHI base bid, or put everything back out to be re-done. Also regarding the CFP 2016 we another invoice come in for EA, which has been paid and drawn from the CFP 2016 grant.

After further discussion from the group it was decided to throw out all received bids for the CFP 2016 window project and begin the process anew. John B. makes the initial motion for this action. Motion seconded by Noelle F.

Voice vote was as follows:

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

3. Johnson Controls EPC. As usual there are a plethora of items to discuss regarding this project. First off we received a contract modification #CO 002 in the amount of \$14,538.00 from Johnson Controls. This will need to be accepted. I would point out that originally they were saying around \$20,000.00 for the shower head issue, but the cost was much lower as promised, in the amount of \$8,424.00. We had a second invoice come in for the JCI contract in the amount of \$396,822.00. This requisition was made from the escrow account and paid. Lastly, we have submitted our 50% invoices to the University of Illinois and I have heard we will be receiving our first round of grant money towards the end of the month (\$242,083.00).

At this time Noelle F. makes the motion to accept contract modification #CO 002 in the amount of \$14,538.00 from Johnson Controls. Motion seconded by Pat P.

Voice vote was as follows:

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

This change order brings the value of the contract with Johnson Controls to \$1,871,081.00.

4. Waters Concrete Work – Barry Maint Bldg. Waters has begun to move dirt around and is working on expanding the site as we planned. They have already sent in a change order in the amount of \$3,600.00 due to needing higher wall forms than what they usually use. This was discussed briefly as to whether this should have been part of the original bid. Chris B. responded that the vendor has wall forms, however with the depth of the site, it left him needing something different in order to complete the job correctly.

At this time it was motioned by John B. to accept the contract modification in the amount of \$3,600.00. Motion seconded by Don P.

Voice vote was as follows:

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

This change order brings the value of the contract with Waters Concrete to \$95,634.00.

5. Gunterman’s Concrete Work – E. Adams. Gunterman’s has been busy over at E. Adams pouring new sidewalk, porches, parking area, etc. Chris B. has put some photos in the folder to show how they are doing. As usual, the work looks quite good and will definitely improve the sites usefulness and curb appeal.
6. Baylis Wastewater Facility. We reached out to Bobby Armistead again and he indicates he is still waiting on Jane Johnson and the Pike County Health Department. He also seemed to think the PCHD is waiting on the Illinois EPA. We are still pushing to get this done and even Bobby felt this has dragged on far too long. As we know more we will update you on the status.
7. PCHA Bldg#30 Status Change. This is the unit in Barry we talked about with the shifting floor issue. We are working with the architect in order to get someone here to drill through, but we are not having any luck with a contractor. In the meantime, Chris B. has submitted the unit to HUD to go into vacant – undergoing MOD status, which will let us count the unit as occupied while we address the issue. This request has still not been granted.
8. Grant Street Extension. Chris B. met with Bill McCartney over at the Landess Terrace site and it was agreed that there is not much space for an alley behind the units on the community building side of the road. We discussed what we would like to address and Chris B. came up with the idea that if they are going to extend Grant Street for new business that perhaps we could put a small parking lot down behind the community building. This would of course have some cost to it, but it seems to be the best solution available. As more develops, we will continue to update you on this issue.

9. HUD Building Corrections. Going back to June last year, we have been trying to address the incorrect data on some of our buildings and unit statuses in PIC. Chris B. has been working with both Judith Hartfield and Erik Sandstedt of HUD recently to get these issues addressed. It's a work in progress, but its thought we are getting closer and closer to getting these items resolved.
10. OSH Smoke Free & Quit Flyer. Recently another informational notice was published by HUD regarding smoke free housing. They have partnered with the CDC to provide smoking elimination materials to assist those in subsidized housing. This will be included within our May 2017 newsletter and also on the PCHA website.

**New Business:**

1. PHAS Score FYE 12/31/16. We have received our PHAS Score for the recently concluded fiscal year. After the physical inspection we are sitting at an 87, which is standard performer. This could be impacted downward by our audit if there are any issues. We will discuss the physical inspection next, which impacts our situation greatly.
2. REAC Inspection 3/14/17 & Appeal. We had our physical inspection on 3/14/17 and for the most part it went pretty well. We got dinged on a few items, 2 of which were undergoing contracted work (sidewalks/porches & windows), and the other just was done inappropriately (Landess Terrace breaker boxes). We ended up with a 31/40, which is 1 point less than our last inspection. We have appealed the determination and have been rejected on our appeal. Chris B. has not given up and continued to push this issue to the Chicago Field Office. Recently, since we had not gotten any feedback from the CFO, Chris B. contacted the Deputy Assistant Secretary and Director of REAC in Washington on the matter. We need 6 points back from our inspection appeal to achieve high performer, which would be one of the 3 items mentioned. As more develops we will provide any updates.
3. Capitalization Policy Revision. Our new accountant (Urlaub & Company) is finally on the job and he is giving some suggestion on how he thinks things should be regarding credit card usage, accounting practices, etc. One of his first suggestions is to raise the limit on our Capitalization Policy to \$1,500.00 from the \$500.00 it sits at. We will need a resolution to change this policy.

**Resolution 2017 – 2**

At this time a Resolution was made by John B. to raise the threshold of the Capitalization Policy to \$1,500.00. Resolution seconded by Don P.

Voice vote was as follows:

Pat P: Aye

John B: Aye

Noelle F: Aye

Don P: Aye

4. HUD Spring 2017 Audit Submission. Each Spring and Fall we must report on our readiness in the WASS/PIC/EIV systems. We had a teleconference on the matter and have supplied our submission for this spring to Judith Hartfield in the HUD CFO. This was in well before the deadline of 4/14/17. We also have completed our re-certification of EIV users well before the 4/28/17 deadline. This was done through the EIV system separately from the Spring Audit.
5. Illinois Comptroller Reporting FYE 12/31/16. Back in September 2016 the State of Illinois reminded us of our filing duties in the Illinois Comptroller Annual Registry Report System. Since we have finally received the end of year materials from C. Naber & Associates Chris B. has gone in and completed this reporting submission on 3/21/17 well ahead of the 6/29/17 deadline.
6. IDOL Survey 3/23/17. Under the Illinois Prevailing Wage Act the IDOL collects information regarding prevailing wage rates for each county in the State. They sent us their request for contractors and sub-contractors we have used during FY 2016 and we have completed our reporting on 3/23/17, which was well ahead of the 4/20/17 deadline.
7. USDOC Census 3/23/17. We received a request from the USDOC regarding a survey of public employment and payroll for the pay period including the date of 3/12/17. Once we were through the pay period Chris B. completed the survey and submitted it on 3/23/17, well ahead of the 4/27/17 deadline.
8. AHRMA 2016 Work Comp Audit. At the end of each year we must provide AHRMA a final value of our payroll dollars in order to determine if our Work Comp coverage was too low or too high. We have submitted the information request back to them the same day it was received. If it was too low we will owe them, if too high we will get a refund. Payroll dollars for 2016 totaled \$337,734.15.
9. Pike County PILOT FYE 12/31/16. Since we have received the EOY documents from C. Naber & Associates, we have also received their calculation of our Payment in Lieu of Taxes for the end of the year. This year's payment is calculated to be \$17,807.45. A motion accepting this payment would be appreciated.

At this time a motion was made by John B. to pay the \$17,807.45 as calculated by C. Naber & Associates for PILOT for FYE 12/31/16. Motion seconded by Don P.

Voice vote was as follows:

Pat P: Aye

John B: Aye

Noelle F: Aye

Don P: Aye

10. 2017 SFSP General Outreach Flyer. The summer food service food program is not available anywhere in the area and we have begun to look into whether this would be a feasible program for us to get involved in. As we know more we will give you any updates.

11. Seasonal Maintenance Tech. It's that time of year again. We had advertised for a seasonal maintenance tech once already, but the response was a little underwhelming. We ran it once more last week to improve the candidates for selection.
12. HUD FY 2017 Income Limits & Median Family Income. HUD has published both the 2017 income limits and median family income for use with our program. These went into effect last Friday, when they were released. We have updated our files and web page accordingly. A motion accepting these documents would be appreciated.

At this time a motion was made by John B. to accept and use the FY 2017 Income Limits & Median Family Income as published by HUD for our program. Motion seconded by Noelle F.

Voice vote was as follows:

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

13. Quarterly Performance Appraisal 3/31/17. As we have discussed and approved we have a new method of evaluation of employees on a quarterly basis going forward. In the new business folder are the various forms Chris B. has created for each department to use during their review.

At 4:41p.m. Don P. motioned to exit regular session and enter closed session for purposes of employee performance evaluations and bonus discussion. Motion seconded by John B.

Voice vote was as follows:

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

At 4:56p.m. It was decided to re-enter regular session to approve the items as discussed during closed session. No votes were made during the closed session portion of the meeting. Don P. makes the initial motion to exit closed session and re-enter regular session. Motion seconded by Pat P.

Voice vote was as follows:

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

At this time John B. motioned to accept the performance bonuses as discussed during the closed session for Chris B., Amber N., Tonya E., Michelle L., Josh H., George S., John L., Ed N., and Brent W. Motion seconded by Don P.

Voice vote was as follows:

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


At 5:04p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Noelle F. motioned to adjourn the meeting at this juncture. Motion seconded by Don P.

Voice vote was as follows:

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

We hereby certify that these minutes are truthful and accurate.

  
Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
5/18/17

  
Mark Pulliam, Chairman  
Pike County Housing Authority  
5/18/17

