

Pike County Housing Authority  
Board Meeting Minutes  
4/19/16

The rescheduled regular monthly Board Meeting of the PCHA Board of Commissioners was held on Tuesday, April 19<sup>th</sup>, 2016 at the PCHA Barry, IL office.

The meeting was called to order at 2:00p.m. with no guests present.

**Members in attendance:**

Chairman Don Peebles  
Vice Chairman Mark Pulliam  
Resident Commissioner Pat Patterson  
Commissioner Carole Bradshaw (entered at 2:07p.m.)  
Commissioner Noelle Flesner  
Executive Director Chris Bruns

**Members not in attendance:**

None

**Minutes:**

A brief review of the March 2016 Minutes occurred. There were no questions or concerns raised.

**Occupancy:**

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

**Financials:**

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

At this time Noelle F. motioned to accept the March 2016 Minutes, April 2016 Occupancy Reports, and March 2016 Financial Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

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

Carole B. mentioned she read the April 2016 Newsletter and would like to see more community events published in it. She also asked whether anyone had been attending the monthly county wide social service meeting. Chris B. reports that he would instruct Tonya E. to add more community happenings to the newsletter. He also says that we had attended the monthly county wide social service meeting in the past, but not a lot of benefit was

attained from it. He will see if anyone wants to attend in the future to see if anything has changed.

**Executive Director Report:**

**Old Business:**

1. Op Sub 2016. For the month of April 2016 we have received \$36,338.00 in Operating Subsidy. This was \$1,013.00 less than what was received last month. No word on the remainder of the year.
2. Personnel Policy. All updated provisions have been added to the policy and all employees have been provided a copy for their records. In order to start the sick time bank off right Chris B. has donated 40 hours of his sick time. The bank is still open to accept 15 more days before it hits the initial cap. Afterwards employees can contribute at annual enrollment in December.
3. Concrete Grinder. The concrete grinding machine has been received from Construction Equipment 4 Less. Maintenance have been using this machine to alleviate trip hazards as identified by HUD and AHRMA. Final cost for the machine was \$3,995.00.
4. 2016 Maintenance Management Clinic. Last week all staff went to train at the 2016 Maintenance Management Clinic held in Decatur, IL. Chris B. states that he feels as though all departments came away from the clinic with new ways of thinking and more knowledge about the business. A good investment in our staff.
5. Pest Control Bids 4/1/16 – 3/31/18. Last month the proposal from Big River Pest Control was accepted pending they accept the language we had asked for in our original request for proposal. Chris B. has notified them and they have agreed to do so. This contract will run 4/1/16 – 3/31/18. Big River Pest Control was the only company to bid for the service.
6. Trash Removal Bids 4/1/16 – 3/31/18. Last month the proposal from Area Disposal was accepted as submitted. Chris B. has notified them and the contract for the service will run 4/1/16 – 3/31/18. Area Disposal was the only company to bid for the service.
7. Sny Island. Our attorney Mark Thielen is still working on this matter. He has recently sent a FOIA request to the Pike County Treasurer to obtain documents as to what properties have been assessed and billed. He has suggested we do not make payment until it is proven 100% that we are obligated to pay the Sny's assessment.
8. Audit Finding FYE 12/31/14. Chris B. reports that the first review of tenant files supplied to HUD is clearing up nicely. As we've discussed before these file reviews are a permanent addition to the way we operate after our FYE 12/31/14 audit finding. We have one more quarters worth of reviewed files to send to HUD and after that the audit finding will be dismissed. We will still complete the reviews in an ongoing basis internally however.
9. Maintenance Wage Rate Determination FY 2016. We have sent in our maintenance wage rates for FY 2016 to HUD. They have reviewed the numbers and sent us their approval.

As a result the lowest wage we can pay is \$11.00 per hour for a Tech 1 regardless of whether they are full time or seasonal. Chris B. reports he is fine with this for seasonal staff since they will be performing duties very similar to that of other staff.

10. Arrest Records. HUD has issued notice 2015-19 regarding the use of criminal records in public housing. We can no longer use the arrest of an applicant or resident to deny or terminate assistance. We must observe the pattern of behavior instead. Violations of this notice could be interpreted as Fair Housing violations. It is anticipated that this could change the quality of applicants and tenants receiving federal assistance.
11. Johnson Controls EPC. We have received the full copy of the Energy Performance Contract from Johnson Controls. This has been signed off on and sent to HUD's Energy Center for their review and approval. As they review the document they will ask questions and gather additional data. It is expected to take 60 days for this review.

**New Business:**

1. Fair Housing Assessment Tool. Out for comment is the new fair housing assessment tool furnished by HUD to assess PHA's overall compliance with fair housing initiatives. This assessment will determine fair housing issues, contributing factors, and goals. This assessment tool can be completed internally or with the assistance of other entities required to complete the assessment. It is expected to be a time consuming process. More to be discussed on this after implementation.
2. Accident Information 3/23/16. John L.'s accident on 3/23/16 totaled the Chevrolet S10. The insurance of the other driver is responsible for the claim and they have offered to settle the damage on the truck for \$6,700.00. This works in our favor as the trade-in offered was \$5,000.00 less. We have alerted Morrow Brothers Ford that the vehicle will not be included in the purchase of the two new trucks. John L. suffered no lingering injuries as a result of the crash.
3. FY 2016 Income Limits. Recently, HUD published the FY 2016 Income Limits for our area. We will use these income limits to determine whether someone is over income to participate in our program.
4. Low Rent Occupancy FY 2016. HUD has created a new tool to use in the Chicago field office to review and give guidance for HA's with high vacancy rates. If you have greater than 4% vacancies you will be on the list for contact. It is their thought that by doing this they can get the vacancy rates for the State of Illinois under control. HUD Chicago has been under pressure from Washington for this, as Illinois vacancy rates are much higher than neighboring states.
5. Semi-Annual Labor Reporting Period End 3/31/16. Semi-annually we are required to report to HUD any requiring Prevailing Wage or Davis Bacon pay rate contracts with the HA and any issues from those contracts. We have completed our reporting for the period with no issues.
6. City of Pittsfield Aggregation. As they have done before the City of Pittsfield is partnering with Homefield Energy to be their electric supplier. This partnership will provide electric

utilities at a reduced rate. We do not have to do anything to participate in the program, it is automatically set up unless you opt out.

7. Father's Day 2016. Last year we participated for the first time in the national Father's Day campaign by HUD. We are going to participate again this year with the train of thought of "Fantastic Families". With the shift in focus to the entire family it should benefit the event attendance wise.
8. Safety & Security Grant 2016. HUD makes funds available for Safety and Security Grants through the Capital Fund Program every fiscal year. We have never applied for this funding, until this year. Chris B. is putting together a package involving security fencing for our maintenance building, improving outdoor site lighting, and also replacing conventional locks with card access systems. The proposed package is for the maximum of \$250,000.00, which for us would be a lifetime award since developments are only able to be funded once.

**Resolution 2016 – 7**

At this time Pat P. Resolved to accept the FY 2016 Safety and Security Grant funding package of \$250,000.00 and its submission to HUD. Resolution seconded by Carole B.

Voice vote was as follows:

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

**Handouts:**

1. Tenant Thank You. Chris B. reported on a thank you note he received from a resident recently.
2. Community Foundation Grant. Recently at Rotary a guest brought information on the Community Foundation. Each year this foundation makes funds available to not-for-profits or other governmental entities to utilize in their program. Chris B. has begun to work on a funding package of \$10,000.00 involving repair/replacement of steps/sidewalks at Landess Terrace. Part of the requirements to obtain a grant from the Community Foundation is a Resolution of support from the requesting entities Board.

**Resolution 2016 – 8**

At this time Carole B. Resolved to accept the proposed funding package of \$10,000.00 to the Community Foundation. Resolution seconded by Noelle F.

Voice vote was as follows:

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

At 3:50p.m. It was discussed the need to enter closed session for the purpose of personnel discussion. Initial motion made by Pat P. Motion seconded by Mark P.

Voice vote was as follows:

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

At 4:23p.m. It was decided to exit closed session after personnel discussion. No votes were taken during the course of the closed session discussion. Initial motion made by Pat P. Motion seconded by Noelle F.

Voice vote was as follows:

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

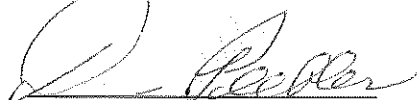
At 4:24p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Mark P. motioned to adjourn. Motion seconded by Pat P.

Voice vote was as follows:

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

We hereby certify that these minutes are truthful and accurate.

  
Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
5/19/16

  
Don Peebles, Chairman  
Pike County Housing Authority  
5/19/16