

Pike County Housing Authority  
Board Meeting Minutes  
7/16/15 (Held 8/5/15)

The July 16<sup>th</sup>, 2015 regular monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, August 5<sup>th</sup>, 2015 at the PCHA Barry, IL office. The regular meeting was delayed due to a power outage affecting the PCHA office and also the inability to obtain a quorum due to scheduled vacation times.

**Members in attendance:**

Resident Commissioner Pat Patterson  
Commissioner Carole Bradshaw  
Commissioner Noelle Flesner  
Executive Director Chris Bruns

**Members not in attendance:**

Chairman Don Peebles  
Vice Chairman Mark Pulliam

The meeting was called to order at 3:07p.m. with no guests present.

**Minutes:**

After reviewing the minutes of the June 2015 meeting a motion was made by Pat P. to accept the minutes as presented. Motion seconded by Noelle F.

Voice vote was as follows:

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

**Occupancy:**

Chris B. reports that we have 11 vacancies this month (same as last month), our waiting list has a total of 44 families in line to receive assistance, and our submission rate on reexaminations is sitting at 100%. Brief discussion ensued regarding maintenance turnaround time and the new employee.

After this discussion, Noelle F. motioned to accept the Occupancy Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

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

**Financials:**

In reviewing the June 2015 check registers, Chris B. notes large checks written to Lindsey Software for licensing fees (\$2,040.00) and Dennis Morath for tree removal/landscaping (\$2,025.00). The rest were for normal day to day items. The payroll register reflects employee paychecks for the month and we had no security deposit refunds.

Looking at the financial statement for the month, Chris B. reports that we had a positive month. Our expenses were less than our income by \$31,239.43. This should be a normal month without any extra-curricular expenses.

In looking at the credit card bill, most of the items are self-explanatory. Chris B. mentions a few expenditures that are on the bill. He states that there are charges on the bill for bed bug supplies, our Father's Day event, and also water heaters. With the exception of these charges, everything else is normal day to day purchasing.

In reviewing active delinquencies there were several evictions sent out, resident move outs, and payment agreements for the month. Active delinquencies went up \$10,878.28 from the previous month. It is thought that this increase was attributed to utility bills. In reviewing inactive delinquencies there was an increase of \$3,192.82 from the previous month. This is attributed to people moving and leaving balances with the HA.

At this time Noelle F. motioned to accept the financial 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. Operating Subsidy 2015. For July 2015 we received \$35,734.50 in Operating Subsidy. This is \$1,294.00 less than what we received in June. For August we will receive the same amount as July.
2. CFP 2014. John Flach Builders, Eggemeyer Associates, and George Snyder went around to inspect the work thus far at Landess Terrace on 6/30/15. In this

review it was discovered that nearly every unit has items to remedy. These items will all have to be corrected by the architect's next visit. We received our first pay request for the work from John Flach Builders in the amount of \$76,374.00. We also received a request from the U.S. Department of Commerce to report on the progress of the contract at Landess Terrace. Chris B. is teaching Amber Nelson on how to submit these reports

3. Gunterman's. Last month Chris B. met with Gary Gunterman in Griggsville and he indicated that they would just start over on the steps in order to get them right. They have went back and all steps have been completed satisfactorily and final payment has been issued.
4. Johnson Controls. We have been working on compiling additional information for JCI. Once they tabulate all of the information, then we can identify what sort of scope of project we want to entertain and then will need to send it back to HUD for another review.
5. LIHTC Submission. We had a conference call on 6/24/15 and identified several issues to overcome. 1. We have not been able to secure any property for this endeavor. The ones that we have reached out to, have been unreasonable in their expectations. 2. The market study has exposed serious concerns about the size of the project in relation to the size of the community. With the rentals we already have, and adding 40 more, it may be too much for the community to support. 3. The renovation estimate is \$1,500,000.00 more than initially budgeted. This would raise the funds needed from the city and HA to an unreasonable level (over \$600,000.00). With these obstacles, it is agreed that we should pull back on the current application. However, we want to continue to pursue the loan through the Federal Home Loan Bank, which could help fill the financing gap on acquisition and construction costs. On 6/26/15 Chris B. penned a letter to David Block regarding their pursuit of the FHLB loan. It details our effort to obtain this loan and also spells out that we will contribute significantly to the project. On 6/29/15 another email from David Block was received and unfortunately we could not make a go of the FHLB financing. The biggest cause being the reluctance of the FNB Barry wanting to move forward. The email goes on to say that in order to be feasible we must identify a different project. Chris B. reports that he has contacted the East School and the Pike County Historical Society Board seems to be interested in working together. He goes on to say that he and David B. will meet with the PCHS Board on 8/10/15 to discuss further. A board tour of the East School and HA sites was discussed briefly.
6. Lindsey Merchant Agreement. Chris B. had been trying to get the new method of accepting credit cards resolved. He finally was able to get in contact with

Lindsey, they did a review of our account, and found that it was not set up properly on their end. After this they said that we can try to submit cards using the new method. In regards to partial payments they still cannot be accepted, but Lindsey has suggested to do a formal agreement on their balance, which would make for smaller monthly payments that can be made at once. We are still troubleshooting this method to see if it is easier to use than the other method.

7. Maintenance Trailer. Previously, we had picked up one trailer from Cross Country in Quincy. We had authorized a second one to be ordered from B&B in Camp Point. They notified us that the trailer was in and we picked it up. We have ordered signs for the sides of these trailers and have bought locks to secure them from theft.
8. Maintenance Building Parking Lot. The purchase agreement has been sent to Waters Concrete for them to sign and return, but they have not. George Snyder and Josh Harrison have spoken with them and told them that this must be returned along with insurance information prior to starting any work.
9. City of Pittsfield - Grant Street Extension. The City of Pittsfield has sent us a copy of the plat for the Landess Terrace property. The plat from 1969 shows that the HA at the time, did give the City permission for the right of way. LJ Litvan and Clarence Marshall both signed off on the document. Chris B. has inquired to HUD whether they would have had the authority to do such a thing, no reply as of yet.
10. PCHA By-Laws Review. Last month we updated our By-Laws to include a review of our closed session minutes twice a year. It also includes a review of the by-laws twice a year also. Both of these reviews are to be done at our annual meeting in June and regular meeting in December.
11. N. Flesner Board Term. Last month we approved the submission of Noelle Flesner's name for a five year term on the HA Board. This has been sent to the County Board for their approval.

#### **New Business:**

1. CFP 2016 Certification. HUD emailed us letting us know that the annual approval period is open for Capital Fund Certification. This certification is to get correct bedroom and unit counts for our inventory. Last year Chris B. went through a process to get these corrected, and our units have not changed. That made the certification for this year much easier. It was due no later than 8/15/15, but has already been done.



2. LGHP Quote. At Maintenance Management Clinic in Decatur this year Chris B. sought out vendors that we could do business with to improve our operations. He noted that several that were there we do business with already. One of them the Illinois Department of Central Management Service – Local Government Health Plan we had talked to before but were unable to consider because of the union situation. Diann Reed said she would be in touch to get information for a quote. She did and Chris B. supplied her our information. She ran the numbers and got back to us, however they are not competitive with our current plan. We save about \$1,000.00 annually per person with our current plan, however, if they require us to change our plan to one of the new BCBS plans, this could be a money saver. We will keep this in mind should the insurance situation change.
3. FOIA Request. Most HA's in the state received this request. It is thought that one of the attorney's involved has done this sort of thing in other states to try and get HA's in trouble. He is a strong supporter of resident rights and freedoms. We supplied our data, but as we do not currently have a traditional utility allowance, this did not apply to us.
4. AHRMA Roof Inspections. AHRMA sent us a letter that they were going to come out and start inspecting properties and roofs. They are going to use this data to reduce the actual cash value they would give us in the event of a claim. If the roof has been replaced then the actual cash value endorsements will cease. Actual cash value is replacement cost less depreciation for deterioration and wear and tear.
5. AHRMA Auto Claims. We have three vehicles that have minor damage. One of them is the company car and the other two are maintenance trucks. Chris B. hit a pole and Ed Noble was pulling the maintenance truck out of the garage and scraped the barricade as he was coming out. Damage to the company vehicle is estimated at \$1,400.00 and the company truck is \$2,400.00. On the third incident, Ed N. was driving a different maintenance truck and backed into someone at a bank in Pittsfield. Damage to that vehicle is minimal.
6. HUD Training – Basics of Fair Housing. The IAHA has partnered with HUD for a Fair Housing training 8/12/15. This is a very important topic in the HUD world today and they are actively pursuing cases of fair housing violation. They even have hired people as fair housing testers to make sure that fair housing laws have been complied with. Chris B. and Becky R. are registered to attend.
7. FYE 12.31.14 Audit. Pam Simpson has contacted us and scheduled our FYE 12/31/14 Audit for 8/24/15. We have begun compiling information for her arrival. Next month Chris B. will have the MD&A for our review and approval.

No major issues are expected for this audit, but as an auditor she will find something to note. Last year she focused on board travel.

8. YMCA Questionnaire. As a community leader Chris B. was given a questionnaire on how they could improve the services offered by the Barry YMCA. His responses focused on assisting the low income youth and elderly of our community and expanding services to help them.

**Handouts (if any):**

**Closed Session (if necessary):**

At 5:15p.m. it was motioned by Noelle F. to go into closed session for the purposes of personnel discussion. Motion seconded by Pat P.

Voice vote was as follows:

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

At 5:18p.m. it was motioned by Noelle F. to exit closed session. Motion seconded by Pat P.

Voice vote was as follows:

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

It was discussed during closed session to promote Josh H. to a Maintenance Technician 2. Since the meeting is back in regular session Noelle F. motioned to make this promotion. Motion seconded by Pat P.

Voice vote was as follows:

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


At 5:25p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Pat P. motions to adjourn. Motion seconded by Noelle F.

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  
8/20/15

  
Carole Bradshaw, Commissioner  
Pike County Housing Authority  
8/20/15



