

**Pike County Housing Authority
Board Meeting Minutes
8/17/17**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, August 17th, 2017 at the PCHA Barry, IL office.

The meeting was called to order at 3:06p.m. with no guests present.

Members present:

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

Members absent:

Vice Chairman Noelle Flesner

Minutes:

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

Occupancy:

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

Financials:

A brief review of the July 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 July 2017 Regular & Closed Session Minutes, August 2017 Occupancy Reports, and July 2017 Financial Reports. Motion seconded by John B.

Voice vote was as follows:

John B: Aye Pat P: Aye Don P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2017. For the month of August 2017 we received \$44,751.00 in operating subsidy. This was about \$2,000.00 more than last month and a proration level of 92.85%. This will also be the same amount we receive for September 2017.
2. CFP 2016. We received a couple of required HUD Forms from the vendor Trotter General Contracting. These had been received before, but were filled out incorrectly and were written all over, but they are now correct. John B. from Eggemeyer Associates has been following with TGC, they have returned roughly half of the needed documents for his files. TGC has supplied shop drawings to John B. for review and they have been noted for correction and returned. TGC will be onsite 8/17/17 to field verify all window openings for the manufacturer. They will be going in all places getting new windows for the verification.
3. Johnson Controls EPC. Peter's is finished with the HVAC installation and Marold is still focused on completion of the outside meter box switchover and connecting the service with Ameren. There is some finishing work from Peter's that will be required on the units as some of the openings for the piping on the HVAC were cut too large. Also, Josh H. and Chris B. noticed that some of the drainage piping for the system was placed directed on the utility room floor, which has created a trip hazard that will need to be addressed. Josh H. has also noticed that some of the piping for the discharges are running uphill and not discharging properly, which will also need to be dealt with. Marold still needs to look at converting the overhead utility room lights at some E. Adams units to operate via switch, and in New Canton, some of the porch lighting has not been addressed. We are having a meeting on 8/15/17 to go over these items as well as hopefully getting a quote for the outside lighting. We are still anticipating a billing responsibility switchover towards the end of the month/beginning of next month for clients 71-1 (1-20), 71-10, 71-13, and 71-15. Previously, we accepted the full submission by Johnson Controls which included the utility allowances, but Chris B. would like to get a separate standalone Resolution on the books for the utility allowances. We just sent these out in the last week to all clients PCHA wide so that they will know their allowance when the time comes to make the switch.

Resolution 2017 – 12

At this time, Don P. Resolved to accept the Utility Allowances as calculated by Johnson Controls for use in offsetting the clients rent to subsidize the electric billings the clients will receive. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye

Pat P: Aye

Don P: Aye

Also, Chris B. mentions that the current stamp card program we operate has the potential to award clients that are negative renters a \$35.00 credit every 6 months, even though they are not actually paying rent.

After brief discussion, Don P. motioned to discontinue the stamp card program effective 12/31/17. Motion seconded by John B.

Voice vote was as follows:

John B: Aye Pat P: Aye Don P: Aye

4. Waters Concrete Work – Barry Maint. Bldg. We’ve been discussing the wall collapse and that all engineers who have reviewed the site have felt the construction was inadequate. We received our formal letter of denial for the property claim from AHRMA, which means it is up to the contractors insurance (Pekin Insurance) to come through or we will have to seek remedy via court action. AHRMA will cover the vehicles that were damaged and subrogate through Pekin Insurance. We’ve heard of no issues with payment for materials used in the construction thus far, but we will be contacting Pike County Concrete and others to verify. It was discussed having counsel contact Pekin Insurance to ascertain the status of the claim and also verify regarding vendors.
5. Gunterman’s Concrete Work – Landess. Gunterman’s is still working at Landess Terrace and is nearing completion. Once they have finished, John B. from EAA and Chris B. will go out to review the work to see if any corrections are to be made. We know that they need to add a bunch of handrails and they are on the hook for repairing the roof and gutter at 314 LT. Recently, Josh H. and Chris B. were over at E. Adams and have noticed some of the new porch areas cracking already. We are going to be bringing this issue up as well before final payment is issued on the project.
6. Baylis Wastewater Facility. In speaking with John B. he suggested that we contact other vendors to see if they can provide quotes on the project due to the estimated cost of the work. We have went through the list we had from Pike County Health Department and called all vendors listed. We did get one proposal, which does not include any authorization from PCHD. Josh H. Jane J., and a vendor are meeting at the site this week to review and formulate a quote. In retrospect, we should have probably hired a firm to design a system, give us the details, and then we could have supplied those plans to all interested parties for bidding. This has been very frustrating to complete and we still want this work to be done before the end of the year.
7. E. Adams & New Canton Brickwork Quotes. Gary Van Fleet has completed his portion of the work bricking in the window sleeve areas very satisfactorily. Our maintenance staff now need to get back into the units and apply some more mud and do some sanding to smooth these wall areas out. On the apartments that have been turned these areas are flush and you would never know there was a sleeve there. We have received the invoice from GVF (\$7,119.00) and will be issuing payment next check run.

8. Pam Simpson FYE 12/31/16. Pam Simpson was here 7/31/17 to perform the FYE 12/31/16 Audit. This audit went quite well and no major issues were identified. She always has feedback on things to be improved and things that she has seen that have recently changed at the HUD level on their Rim Reviews. The prevalent theme on her closeout is that C. Naber was not coding everything as they should have. They did not properly do the accrued wages splitting out the separate year's payroll, retirement loan payments were being coded to dental/vision, hours calculated for vacation/sick are to be the used numbers, not earned, and a pension adjustment to redistribute the prior year's forfeitures was not done. For our part we need to have a separate depository agreement for each account we have, we need to ensure only items fitting the Capitalization Policy are being added to the depreciation report, and need to eliminate the board meeting snacks from the credit card. Another item mentioned was to ensure that no contract is awarded over 3 years in length. This audit completed our agreement with Pam Simpson and we will be taking bids out for the next 3 years of audits starting with FYE 12/31/17.
9. Brent Wyatt Truck 4/26/17. Brent W. has had his truck in for work and it is now fully repaired. This took care of the turkey damage and also replacement of the tube step that had eroded. Final cost to us from Rennecker's Collision and Restoration was \$728.80.
10. Ed Noble Truck 6/28/17. Ed N. has also had his truck in for repair to Rennecker's Collision and Restoration. This addressed all damage caused to the truck when the tire tread came off. When they got the truck in there was a tire sensor that was also blown, which cost another \$78.50. Our final cost on this repair was \$178.50 and AHRMA paid the other 1,729.95.
11. IHPA Clearance Submission 6/27/17. Last month Chris B. reported that he had sent in our submission to the Illinois Historic Preservation Agency to gain clearance with that agency on current and future Capital Fund Projects. The submission was accepted and they have returned a clearance letter, which runs through 7/19/2022.
12. Dump Trailer Quotes. Last month we reviewed dump trailer quotes and selected the one from B&B Livestock Supply & Trailer Sales in the amount of \$7,250.00. This trailer will take the place of both the flatbed truck and flatbed trailer that were demolished by the wall that fell. Once insurance has totaled these out, we will just deposit the payment.
13. PCHA High Performer Press Release 8/3/17. We've been notified we were high performer for a while, but since we have confirmed it after the fiscal year-end audit Chris B. has issued a press release stating as such. This should have appeared in all papers circulating in the area before our meeting. This marks the second time in our history to receive this designation and we are proud of the accomplishment.

New Business:

1. Scott County Interagency Agreement. We talked about the vacancy of the Executive Director at Scott County Housing Authority and our interest in entering into a management agreement either to act as the ED or to serve as a consultant for whoever

they hire. This was all submitted before their application/resume deadline and we are awaiting a response. Attorney Mark T. has reviewed the agreements and finds no issues with either.

2. CY 2016 Executive Compensation Reporting. Each year we must go in and report the previous year's wages for our Executive Director, top financial manager, and top miscellaneous worker. Urlaub & Company offered this service at a cost of \$90.00, but we passed on the offer. Chris B. has gone in and completed the reporting for this year.
3. Getz Fire Equipment 7/26/17. Getz Fire Equipment was on site 7/26/17 to conduct their annual testing service at our long building, community buildings, maintenance buildings, office building, etc. to ensure that all fire equipment is working properly. Shawn H. always finds issues here and there, plus the annual testing fees on the equipment. This year the bill was \$919.00.
4. Medicare Secondary Payer Reporting. Each year we must go in and report our MSP Employer Acknowledgement, which is a required submission. This reporting helps to determine payment priority between Medicare and another insurer. Chris B. has gone in and completed the reporting well ahead of the 10/20/17 deadline.
5. Area Disposal Extension 3/31/19. During our audit closeout Pam S. and Chris B. discussed that HUD does not want to see any contracts extend beyond 3 years. For trash services our last agreement was 2. In speaking with her regarding the extension, she stated that this is allowable providing the vendor accept the same terms and conditions as the original agreement. Area has agreed to do so and we should pass a motion on our end accepting the one year extension.

At this time, John B. motioned to accept a one year extension with Area Disposal at the original contracts terms and conditions, which will move the contract end date to 3/31/19. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye Pat P: Aye Don P: Aye

6. Big River Pest Control Extension 3/31/19. As with Area, BRPC's contract was only done for 2 years. They too have agreed to perform the 3rd year under the same terms and conditions as the first two. As a result we need another motion here accepting the one year extension with BRPC.

At this time, Don P. motioned to accept a one year extension with Big River Pest Control at the original contracts terms and conditions, which will move the contract end date to 3/31/19. Motion seconded by John B.

Voice vote was as follows:

John B: Aye

Pat P: Aye

Don P: Aye

7. IAHA 2017 Awards Application. With the incredible amount of improvements we've made this year and also returning back to high performer we have submitted our case to the IAHA Awards Committee for an Operational Excellence Award. We won the award back in 2014 and feel like we have a great case to have a matching set of awards. Keep your fingers crossed!

Handouts:

1. Josh Harrison Truck 8/10/17. When we purchased the Chevy Silverado Josh H. drives it had a dent in the front quarter panel. Since we've been getting all the other vehicles fixed Chris B. had him get a quote on his as well. We received two quotes, one from Rennecker's Collision and Restoration (\$262.80) and the other from Western Collision (\$436.34). Chris B. accepted the quote from Rennecker's and Josh H. just needs to get it scheduled to go in for repair.
2. Employment Agreement 1/1/18 – 12/31/20. Chris B.'s employment contract is set to expire at the end of this year. He has gone in and cleaned up the old agreement to create a new one for the next 3 years, which should be pretty straightforward. It was discussed regarding compensation for the Scott County Management Agreement, but Chris B. thought that should be waited on, until we have been awarded the contract. Chris B. has updated the salary schedule to date, and is on the same bonus system as everyone else.

At this time, Pat P. motioned to accept the Employment Agreement with Chris Bruns for the time period of 1/1/18 – 12/31/20. Motion seconded by John B.

Voice vote was as follows:

John B: Aye

Pat P: Aye

Don P: Aye

3. Sexual Harassment Policy 8/14/17. As with the Computer, Internet, Email Policy and Social Media Policy we approved last month we did not have much of a policy regarding Sexual Harassment on the books (there actually was none). Chris B. has created the new policy for our use and it serves as not only a policy to follow, but also as a guide to both employee and employer regarding steps that should be taken if a report or complaint is made. This is believed to be very thorough and resolution should be passed accepting the documents immediate implementation.

Resolution 2017 – 13

At this time, John B. Resolved to accept the Sexual Harassment Policy dated 8/14/17 and it's immediate implementation. Resolution seconded by Don P.

Voice vote was as follows:

John B: Aye

Pat P: Aye

Don P: Aye

4. IDOL Prevailing Wage Rates 9/1/17. The Illinois Department of Labor has published new prevailing wage rates that we should accept for our use. The new rates take effect 9/1/17 and were recently published. A resolution accepting the new rates would be appreciated.

Resolution 2017 – 14

At this time, Don P. Resolved to accept for PCHA use the Illinois Department of Labor Prevailing Wage Rate that take effect 9/1/17. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye

Pat P: Aye

Don P: Aye

At 4:47p.m. There were no further topics for discussion and so it was called for a motion to adjourn. John B. motioned to adjourn the meeting at this juncture. Motion seconded by Don P.


Voice vote was as follows:


John B: Aye

Pat P: Aye

Don P: Aye

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
9/21/17


Mark Pulliam, Chairman
Pike County Housing Authority
9/21/17

Pike County
Housing Authority