

Pike County Housing Authority  
Board Meeting Minutes  
9/15/16

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, September 15<sup>th</sup>, 2016 at the PCHA Barry, IL office.

The meeting was called to order at 3:02p.m. with three guests present.

Brenda & Tim Pryor were present to voice their disagreement regarding the draft of the Pike County Housing Authority Trespass Policy. To summarize their visit they felt as though it didn't make sense in a rural setting to have a policy such as this, it gives the HA too broad a powers in denying renters guests, and it opens up the HA to lawsuits over it. They did leave a packet of information for the HA Board to review if they desired.

Deputy Greenwood of the Pike County Sheriff's Department was present as a bystander.

**Members in attendance:**

Chairman Mark Pulliam  
Vice Chairman Noelle Flesner  
Resident Commissioner Pat Patterson  
Executive Director Chris Bruns

**Members not in attendance:**

Commissioner Don Peebles  
Commissioner Nominee John Birch

**Minutes:**

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

At this time Noelle F. motioned to accept the August 2016 Minutes. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye                      Pat P: Aye                      Mark P: Aye

**Occupancy:**

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

**Financials:**

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

At this time Noelle F. motioned to accept the September 2016 Occupancy Reports and August 2016 Financial Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye                      Pat P: Aye                      Mark P: Aye

**Executive Director Report:**

**Old Business:**

1. Op Sub 2016. For the month of September we received \$38,549.50, which is what we will also receive for October. In taking into consideration what were eligible to receive (\$513,822.00) and proration, we should receive a total of \$77,884.80 for the months of November and December or \$38,942.40 per month.
2. CFP 2016. Last month we talked about using the remaining funds from this grant on window replacement at sites 71-10, 13, 14, and 15. There is \$193,138.00 left to be used and Eggemeyer Associates has given us a preliminary estimate for the work of \$184,650.00. EA has also provided us with their fee for the project of \$24,000.00. The \$184,650.00 figure does not include the security screens for the office, which will be looked at as an alternate.

At this time Pat P. motioned to accept the proposal from Eggemeyer Associates to provide A&E services for the window replacement project in the amount of \$24,000.00. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye                      Pat P: Aye                      Mark P: Aye

Brenda & Tim Pryor exit the meeting at 3:30p.m.

3. Johnson Controls EPC. Things are progressing well with the EPC. Chris B. And George S. met with JCI, Ameren, and Marold Electric on 9/1/16 to walk through some of the

sites to ensure everyone is on the same page as far as the electrical upgrades. The timetable for the work was discussed and firmed up at that time also. JCI has submitted a material submittal for us to review and approve. Also, in speaking with JCI and Ameren it was felt like there was no reason to hold up the work that Ameren is going to do, since it is coming out of our own funds, and not the EPC.

At this time Pat P. motioned to accept the material submittal as proposed by JCI and also the start of the work with Ameren Electric on the infrastructure upgrades. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye

Pat P: Aye

Mark P: Aye

John Birch enters the meeting at 3:35p.m.

4. EPA Baylis. We are awaiting the soil testing reports from Scott Wegman to send off to the vendors for estimates on this work. We should have something to review next month on this project.
5. Pam Simpson FYE 12/31/15 Audit. The outcome of the FYE audit is much better this year than last year. No audit findings for us, as the tenant files were much improved from last year. The auditor had some concerns regarding the fee accountant we are using and suggested we should bid out some of the services we receive that have not been bid recently. This would apply to accounting services, legal services, etc. A 3 year contract for is an acceptable time frame.
6. Maintenance Trucks. The two new trucks have been logoed and they look great. Since we want to bring forth a consistent look we are going to redo the logos on the other three trucks in the fleet to match. The cost on this is \$80.00 per truck. The donation of the totaled Chevrolet S10 to the Barry Fire Department has been completed, which brought us some nice publicity in the local papers.
7. New Canton Accident 7/1/16. Brick work started on this damaged apartment on 9/6/16. It is still ongoing as of today, and Rob C. has told me they would like to begin other work next week. Once CHI has the work done and the cost finalized we will turn the dollar amount over to the States Attorney to prosecute the perpetrator.
8. Maintenance Building Concrete Work. Last month we approved the dumpster pad quote as provided by Waters Concrete. In looking at the site we probably could use a little more space for storage, trailers, vehicles, future expansion, etc. Two alternate bids for the expansion of the lot were reviewed from Waters Concrete, but it was suggested that the vendor provide one quote for everything. Thought was that if the vendor knew

they were doing all of the work, some of the charges could possibly be consolidated. This will be tabled until the new bid is received.

Deputy Greenwood exits the meeting at 3:50p.m.

9. Landess & E. Adams Concrete Work. On 9/9/16 George S. and Chris B. went around Landess Terrace and E. Adams with Gunterman's Custom Edging and Waters Concrete looking at steps that need to need to be replaced, sidewalks that have issues, and porch areas that are in disrepair. This project alone will be over \$100,000.00 and we want all potential bidders to be on the same page for their bids. This will be tabled until the bids are received.
10. Phone System. Last month we approved the new phone system and installation is scheduled to be completed soon. We are switching from Frontier to Intermedia for phone service, and switching to Adams Fiber from Frontier for internet service. There were some issues porting numbers that were discussed.
11. E. Adams Testing. Last month we discussed bringing all of our fire testing services under one roof. We have been using Getz for testing all of the fire equipment on an annual basis. We found out that they could also do the testing at E. Adams and their price was cheaper than United Systems. We have formally signed the agreement with Getz for the additional service.
12. Trespass Policy Revision. Last month we established a Trespass Policy draft. This has been published to the residents, posted in our community spaces, and also posted on our website. We have not received any comments or concerns about it other than what was heard earlier in this meeting. It was furnished to our attorney Mark Thielen and he recommended a few changes for us to implement. These have been made per his specifications. The Sheriff requested a copy of the policy and one was given to him. Thielen has a few points in his response about the policy regarding the behavior of the Sheriff and what he has stated in the past. Brief discussion ensued.

**Resolution 2016 - 19**

At this time Noelle F. Resolved to accept the revised draft of the PCHA Trespass Policy ratifying it into permanent status. Resolution seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Pat P: Abstain

Mark P: Aye

13. Firewall Quote. It has been discussed about obtaining quotes for a replacement firewall. Chris B. has done that and went with the low bid from CDS at a cost of \$1,649.00. This should be installed soon.

14. Sny Island. We have received more communication from the Sny. They state that they have found their legal opinion for basing their case and have provided it to both us and our attorney. Chris B. has forwarded the letter to Thielen and he has looked it over and given his opinion on the basis for which they claim they are due payment. According to him, the only way we are going to nix this is to take them to court and win, but he feels as though the odds of us winning could be long. With the cost of legal fees involved, his suggestion is to just pay the assessment. This is in contradiction to what he earlier said, but he feels that they have met the burden of proving they are able to assess these fees.

At this time Pat P. motioned to make the payment to the Sny Island Levee Drainage District for their 15<sup>th</sup> additional assessment. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye

Pat P: Aye

Mark P: Aye

15. AFH Guidance. In the upcoming fair housing assessments we will be required to provide, they have published guidelines of what they expect to see and what they will deem the AFH reports that are not fully complete. They have also noted that HUD will work with program participants to provide the information to correct deficiencies.

**New Business:**

1. 2017 FMR. Recently we received our FFY 2017 Fair Market Rents. These have increased slightly for the 1BR and 2BR clients, while dropping slightly for the 3 and 4 BR clients. HUD used to publish these for comment in the federal register, but since HOTMA passed they can just publish these on the web and announce the posting through the federal register.

**Resolution 2016 - 20**

At this time Noelle F. Resolved to accept the FFY 2017 Fair Market Rents for use in determining PCHA flat rents effective October 2016. Resolution seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye

Pat P: Aye

Mark P: Aye

2. Annual Plan 2016. We are only required to publish our annual civil rights certification form for our Annual Plan each year, and every fifth year we must publish a full five year plan. This year is just the form, but we have elected to make available a full plan for public review. We will have this available for review for a period of 45 days and a public meeting will be held on 10/31/16 at 9:00a.m. Brief discussion ensued.

**Resolution 2016 - 21**

At this time Noelle F. Resolved to accept the draft of the Annual Plan 2016 as prepared. Resolution seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye                      Pat P: Aye                      Mark P: Aye

3. AHRMA 2017 Insurance Pre-Renewal. AHRMA has sent us their annual packet requesting information on our properties, vehicles, drivers, wages, etc. for insurance rate renewal purposes. In the statement of values Chris B. added more value to our personal property for some of the new equipment we purchased. Also, our wages are estimated to be higher. In Chris B.'s estimation it would not be surprising to see a jump of around \$2,500.00 on this year's renewal.
4. AHRMA Fire Safety. Each year AHRMA publishes a notice on fire safety which we also supply to our clients. We will put this in next month's newsletter.
5. John Birch Confirmation. It was discussed nominating John Birch to fill the PCHA Board spot vacated by Carole B. at the end of her term. In speaking with everyone previously about John B., no one had any objections, so Chris B. has already alerted the Pike County Board to put his appointment on the next agenda.

At this time Pat P. motioned to accept the nomination of John Birch to the Pike County Housing Authority Board pending approval from the Pike County Board at their September 2016 meeting. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye                      Pat P: Aye                      Mark P: Aye

6. Principal Renewal. We received our premium renewal notice from Principal on 8/26/16 and they have indicated that we are not going to have a change in our rates for the upcoming year. Of the \$50,000.00 in life insurance we furnish as a benefit to each employee, Principal's portion is \$20,000.00.

7. Section 3 Reporting Notice. We received a notice from HUD stating we were not compliant in our Section 3 submission for FY 13 and 14. However, going on to the SPEARS website it showed we had completed these submissions. Chris B. emailed the help desk to no response, which was even more perplexing since they noted that HA's were going to be cited for noncompliance with Section 3 the following week. Chris B. also emailed our HUD Chicago contacts and they referred him to another individual, but again to no response. He went in and found some transactions from 2012 that were outstanding and reported on those in the SPEARS website. Hopefully, this reporting will address the issue if there is one.
8. Notary Public Change. Due to Chris B.'s move and the complications with the IL SOS, he feels as though he should no longer be the main and only notary public on file for the agency. Therefore, Michelle L. has applied for a notary public commission and she has received it. Chris B. has resigned his commission and intends to reapply for an out of state commission, which will give us two notary publics in the office. This is helpful since Chris B. cannot notarize his own signature.
9. Illinois Comptroller Reporting. The Illinois Comptroller Act requires the Comptroller's office to maintain a listing of all units of local government in Illinois. As part of that they ask for basic financial reporting and contact information for local governmental agencies. We will need to submit our data after 12/31/16 but before the deadline of 6/29/17.
10. HOTMA Act 2015. This Act has passed and will provide some streamlining measures that can benefit and certainly will impact us. We will await guidance from HUD on when and how to implement this legislation.
11. PHAS Reform. In the most recent NAHRO Monitor they indicated some changes were coming to the PHAS scoring system. Currently we are scored under Physical (40), Management (25), Financial (25), and Capital Fund (10). Under the new method it would be Physical (30), Occupancy (20), Financial (40), and Re-certification timeliness (10).
12. GAO HUD Review. Recently the Government Accountability Office issued a notice on HUD's key practices and management oversight. It doesn't affect us individually, but shows a lack of follow through from HUD to changes needed as a major governmental agency.

**Handouts (if any):**

1. BCBS 12/1/16 Renewal. We received notice from Blue Cross Blue Shield that our premium is going to increase 24.3% in December 2016. The monthly premium with our

current break down is \$6,029.10, but will go to \$7,493.71 at renewal, an increase of \$1,464.61 per month or \$17,575.32 annually. Chris B. has reached out to our agent Dan Snodgrass for options coming up. He indicates he may also reach out to the Local Government Health Plan's Diann Reed for comparison offerings to what Dan S. will provide. At this juncture we do have several options to look at.

**Closed Session (if necessary):**

At 5:37p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Pat P. makes the initial motion to adjourn the meeting. Mark P. seconds.

Voice vote was as follows:

Noelle F: Aye

Pat P: Aye

Mark P: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
10/20/16



Mark Pulliam, Chairman  
Pike County Housing Authority  
10/20/16

Pike County  
Housing Authority