

Pike County Housing Authority  
Board Meeting Minutes  
9/17/15

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, September 17<sup>th</sup>, 2015 at the PCHA Barry, IL office.

**Members in attendance:**

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

**Members not in attendance:**

Chairman Don Peebles

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

**Minutes:**

After reviewing the minutes of the August 2015 meeting a motion was made by Noelle F. to accept the minutes as presented. Motion seconded by Carole B.

Voice vote was as follows:

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

**Occupancy:**

Chris B. reports that we have 19 vacancies this month and our waiting list has a total of 82 families in line to receive assistance. It was noted that vacancies are on the rise and it was expected that this would be turned around immediately. It was asked if the Board likes the old HUD report that was used in the past. None cared as to whether the report was continued to be used, but it was thought that the occupancy report that was furnished should include town location as well as street address.

After this discussion, Carole B. 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 August 2015 check registers, Chris B. notes that the checks written were all for normal day to day items. The payroll register reflects employee paychecks for the month and we had three security deposit refunds to tenants.

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 \$183,422.21. This continues the trend of income being greater than expenses for the third consecutive month. Currently our bank account level is greater than where the year began at. It is still thought that our financials would break even at fiscal year-end.

In looking at the credit card bill, Chris B. reports that the charges are all for normal day to day items.

In reviewing active delinquencies there were several evictions sent out, resident move outs, and payment agreements for the month. Active delinquencies went up \$2,210.46 from the previous month. This is attributed to more residents becoming delinquent on their accounts. It was noted that some people have been evicted, but have not left, which will force us to go to court to remove them. In reviewing inactive delinquencies there was a decrease of \$1,320.36 from the previous month. This is attributed to processing tenant move outs and keeping their deposits towards due charges.

At this time Carole B. motioned to accept the financial reports as presented. Motion seconded by Noelle F.

Voice vote was as follows:

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

## **Executive Director Report:**

### **Old Business:**

1. Operating Subsidy 2015. For August 2015 we received \$35,734.50 in Operating Subsidy. We received a notice indicating our total eligibility for the year. This is calculated at \$511,605.00, which should average out to \$42,633.75 per month, but of course there will be a pro-rated percentage lost. Despite this, we should be receiving larger payments for the rest of the year to get us caught up.

2. CFP 2013. Previously we had drawn all remaining funds on this grant to close this out preliminarily. Chris B. submitted the Final Cost Certificate and

Final Performance and Evaluation Report to HUD and received back their approval of those documents. This grant will be fully closed next year when we have our FYE 12/31/15 Audit.

3. CFP 2014. JFB is close to finishing at Landess Terrace. They have one apartment building and the community building remaining. Hopefully the community building will be finished next week. They had to order additional materials for each of these buildings, which caused a delay. After they finish this work, then they will need to ensure that all remaining repair items are fixed satisfactorily. Chris B. has heard that they came back to fix a few things, but the repairs are not an improvement, more of a lateral move. We will make sure these are fixed properly prior to final payment.

4. Johnson Controls. Johnson Controls walked our sites with George S. and interested contractors on 9/9/15 and 9/10/15. These vendors are all possible sub-contractors for this upcoming scope of work. One of the contractors was Ameren Illinois, who has begun to calculate the figures on what it would take for them to take over some of the sites from the HIA.

5. Maintenance Building Parking Lot. Waters Concrete has been working on getting the maintenance building lot finished in Barry. They should be finished by today's meeting.

6. AHRMA Claim – Barry Site. AHRMA was out on 8/25/15 to inspect the damage caused by the tree fall in Barry. According to their estimate there is \$12,654.75 worth of damage, which after our \$1,000.00 deductible they would pay us \$11,654.75. We have gotten bills and estimates from Brown Electric, Cox Home Improvement, Ameren Illinois, and Morath Tree Service. These bills and estimates total \$14,551.36 for the repairs. One thing to note is that the quote from Cox Home Improvement is for the entire building. The gutters on the buildings are not very good with how they drain and so I thought it was a good idea to replace them all. Also they have a seam in the middle, which will be replaced by a straight run.

After brief discussion a motion of acceptance of the Cox Home Improvement quote was made by Noelle F. Motion seconded by Pat P.

Voice vote was as follows:

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

7. AHRMA Claim – Automobile. We have gotten a couple of quotes on the first maintenance truck with the most damage. The first quote from Western Collision has two aspects. A full repair (\$2,112.76) and straighten as good as possible for (\$950.00). The other quote was from Rennecker's Collision & Restoration (\$1,087.40), which also was straighten as good as possible. Our

deductible would be \$250.00 if we turn it in to insurance. It was thought that we should go with the quote from Western Collision.

8. FYE 12/31/14 Audit. Last month we had our FYE 13/31/14 Audit and we all know how that went, good, but with one huge problem area. It seems as though we were not documenting eligibility in tenant folders as we should (missing SS Cards, birth certificates) and tenant rents were not being calculated properly on the majority of the tested files. Brief discussion ensued regarding these issues. Also identified was a typo in our Procurement Policy which has been corrected.

#### **Resolution 2015-15**

At this time Carole B. Resolves to accept the corrected Procurement Policy. Resolution seconded by Pat P.

Voice vote was as follows:

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

Noelle F. exits the meeting at 4:00p.m.

9. AHRMA Renewal 2016. Last month we looked over this renewal and it was noted by Mark P. that there was liability only on one of the vehicles. Chris B. brought that to AHRMA's attention and they have corrected the mistake. Also, they had wanted from us a listing of the units that have had their roofs replaced and the date they were replaced. Chris B. supplied them with this information and in speaking with the inspector when he was here to do the Barry estimate, does not think that they will add the addendum to our policy prorating the value of the roofs of our buildings.

10. Landess Terrace Asbestos. Last month one of our visitors made the claim that the apartments at Landess Terrace were full of asbestos. Chris B. disagreed with the statement and looked into when they would have been tested. In speaking with the Eggemeyer Associates architect John Beaty, he indicated the units were tested in 2002 when the conversions were done. There have been no issues with these apartments testing hot.

11. HUD Waiver Request. Previously we talked about the waiver request we made to streamline the re-exam process. Finally we have gotten word that we were approved for the waiver and so we can implement it immediately. As a reminder, this waiver allows us to streamline the process on people with fixed incomes and allows us to let the families self-certify their assets below \$5,000.00 in value.

#### **Resolution 2015-16**

At this time Carole B. Resolves to implement the waiver provisions as approved by HUD. Resolution seconded by Pat P.

Voice vote was as follows:

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

**New Business:**

1. CFP 2015 Budget Revision. Chris B. mentioned before about needing to revise the CFP 2015 Budget moving all the funds over to operations as we had done in the past. He has prepared the revised CFP 2015 Budget.

At this time a motion accepting the revision to the CFP 2015 Budget was made by Pat P. Motion seconded by Carole B.

Voice vote was as follows:

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

2. CFP 2016 Capital Fund Calculation. This year we are going to receive the benefit financially of achieving high performer two years ago. It is not known at this time as to the amount we will receive.

3. HUD Over-Income Residents. HUD has never had a policy regarding the removal of over income residents after they originally qualified for the program. Recently the OIG reported on and criticized this tactic. After the audit report went public, HUD received national news coverage about the issue to which they originally denied. Now they are saying that they urge HA's to remove these people from their rosters. Chris B. reports that he does not think we have any issues with this.

4. HUD FY 2016 Proposed FMR's. HUD has published the data for next year's FMR's and there is good news for our residents on flat rents. From the preliminary information it appears that most residents on flat rent will see a reduction next year.

5. Landess Terrace Security Lighting. We've had an issue at Landess Terrace with the street lights. George S. tells me that we had a downpour of rain and shortly after that they stopped working. We looked at the problem and tried to fix it to no avail. We solicited bids and received bids from Ingram Electric (\$6,055.00), Marold Electric (\$11,590.00), and JM&S Electric (\$3,690.00). Since the low bid JM&S was in Chris B.'s purchasing limit we contacted them to come do the work, but they have been unresponsive. Therefore, he asks for a motion to go to the next bid from Ingram Electric.



At this time a motion was made by Carole B. to accept the next low bid from Ingram Electric in the amount of \$6,055.00, since the original low bidder has been unresponsive to the HA. Motion seconded by Pat P.

Voice vote was as follows:

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

6. Principal Renewal. We have gotten word that our life insurance provided by Principal will not increase this year. This is the \$20,000.00 of life insurance for full time employees that balances with the \$30,000.00 provided by Fort Dearborn.

7. WCMTD Letter. We currently partner with WCMTD for our residents. Due to the situation in Illinois things are getting precarious for them. Discussed was information on what they have done and are doing to survive. They also urge us to contact our representatives.

8. E-Verify Registration. Chris B. has signed up for an E-Verify account with the DHS to ensure that our employment applicants are eligible to work in the United States. He has taken and passed the course on E-Verify and posted all required postings. We need to accept the terms of the MOU with DHS to fulfill our participation.

#### **Resolution 2015-17**

At this time Pat P. Resolves to accept the MOU with the DHS and our participation in the E-Verify program. Resolution seconded by Carole B.

Voice vote was as follows:

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

9. OIG Sovereign Citizen Scams. Briefly discussed was a warning by the OIG regarding Sovereign Citizens. All thought that the bulletin was very interesting.

#### **Handouts (if any):**

1. Knapheide. Chris B. presents a quote from Knapheide to install a utility lift on our other full size Ford 250 work truck. It was discussed about the benefits to our staff adding this lift.

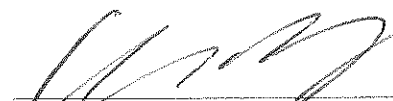
At this time a motion is made by Carole B. accepting the quote from Knapheide for the lift installation. Motion seconded by Pat P.

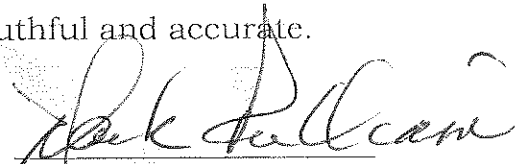
At 5:30p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Carole B. motions to adjourn. Motion seconded by Pat P.

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  
9/17/15

  
Mark Pulliam, Vice Chairman  
Pike County Housing Authority  
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