

Pike County Housing Authority
Board Meeting Minutes
10/16/14

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, October 16th, 2014 at the PCHA Barry, IL office.

Those attending the meeting were Board Chairman Don Peebles, Vice Chairman Mark Pulliam, Commissioner Carole Bradshaw, Resident-Commissioner Pat Patterson, and Executive Director Chris Bruns.

The meeting was called to order at 3:15p.m. with no guests present.

Minutes:

After reviewing the September 2014 regular session minutes a motion was made by Mark P. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Pat P: Aye Mark P: Aye

Occupancy:

We have 9 vacancies this month and our waiting list has a total of 35 families in line to receive assistance. Chris B. notes that he is going to begin advertising every week in all the local papers in order to drive this number back up. Carole B. motioned to accept the Occupancy Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Pat P: Aye Mark P: Aye

Financials:

In reviewing the check registers, Chris B. notes there was a large expense paid out to VICC, other than that just the usual day to day expenses were incurred.

Looking at the financial statement for the month, Chris B. reports that we had another down month, which could be said that the payment to VICC was responsible for. Bank account wise we are down roughly \$32,000 from where we were a month ago. Chris B. still plans to break even from where we started the year. Mark P. motions to accept the financial reports as presented. Motion seconded by Carole B.

Voice vote was as follows:

Carole B: Yes Pat P: Aye Mark P: Aye

Past Dues:

In reviewing active delinquencies there were several evictions, move outs, and payment agreements for the month. Active delinquencies went down \$1,544.11 from the previous month, primarily due a few nonpaying renters, which many were issued evictions. In reviewing inactive delinquencies there was a decrease of \$1,953.04 from the previous month. This decrease is attributed to the offset created by tenant security deposits kept on balances due. At this time Carole B. motioned to accept the past due reports as presented. Mark P. seconds this vote.

Voice vote was as follows:

Carole B: Aye Pat P: Aye Mark P: Aye

Executive Director Report:

Old Business:

1. Operating Subsidy 2014. Chris B. has drawn down the payment of \$32,441.67 for the month of October 2014. We should receive the same amount for the rest of the year.
2. CFP 2010. Chris B. has submitted the final closeout for this grant to HUD. The grant had been in preliminary closeout until we had completed our FYE 12/31/13 Audit.
3. CFP 2012. This grant is in preliminary closeout status as well. We have completed drawing down all funds, we just need to submit the appropriate paperwork to HUD.
4. CFP 2013. Due to attendance at a HUD course Chris B. has prepared Budget Revision #1 for this grant. In that class, the HUP reps suggested all small housing authorities move their funds over to operations and use their procurement policies to solicit the work in their grants schedule. This would allow the funds to be drawn down immediately, thus eliminating any obligation/expenditure problems. At this time, Mark P. motions to approve the Budget Revision #1 for the CFP 2013. Pat P. seconds this motion.

Voice vote was as follows:

Carole B: Aye Pat P: Aye Mark P: Aye

5. CFP 2014. Same as above, revising CFP 2014 with Budget Revision #1, moving all funds over to the operations line item. At this time, Carole B. motions to approve the Budget Revision #1 for the CFP 2014. Mark P. seconds this motion.

Voice vote was as follows:

Carole B: Aye Pat P: Aye Mark P: Aye

6. Gunterman's/ VICC. Chris B. has received the quote from Gunterman's (\$41,557.00) and VICC (\$68,280.50) for the work in Griggsville. This is a substantial difference, which leaves this an easy decision to select a vendor. At this time, Pat P. motions to accept the quote from Gunterman's for the step and sidewalk work in Griggsville. Carole B. seconds this motion.

Voice vote was as follows:

Carole B: Aye Pat P: Aye Mark P: Aye

7. LIHTC RFQ's. We have met with both Morrissey Construction and Capstone Development regarding the aspect of pursuing the creation of more affordable housing in Pike County. With both groups being amply qualified it was thought that the group from Morrissey was better equipped to assist us with this endeavor. At this time, Pat P. motions to accept Morrissey Construction as our partner for this endeavor. Mark P. seconds this motion.

Voice vote was as follows:

Carole B: Aye Pat P: Aye Mark P: Aye

8. Computer Quotes. Chris B. reports that CDS Office Technologies has completed the installation of the new computers, but that our Lindsey Software is working slowly. We would be contacting CDS and Lindsey to see if this can be remedied.
9. Pam Simpson FYE 12/31/13 Audit. Pam Simpson has completed our FYE 12/31/13 Audit without any significant findings. As a result Chris B. has supplied copies of the audit to the County Clerk and HUD. We need to formally accept the audit and its recommendations via resolution for our own records.

Resolution 2014-8

At this time, Carole B. resolves to accept the FYE 12/31/13 Audit as prepared by Pam Simpson. Mark P. seconds this resolution.

Voice vote was as follows:

Carole B: Aye Pat P: Aye Mark P: Aye

Chris B. also adds that regulations and rules for auditors have changed. Previously auditors were only allowed to perform audits for a number of years before it was

required for a different auditor to be selected. Now auditors have the same focus as architects and engineers, where their familiarity with the organization is valued. Nothing on this now, but it allows us to look at a bid from Pam Simpson for the upcoming FYE audit.

10. Board Mileage. Chris B. reports that this was discussed last month and it was decided that Board travel and mileage payments should cease. Also it had been mentioned that all monies previously paid for mileage should be reimbursed back to the housing authority. There were three checks written – Carole B. - \$45.92, Don P. - \$55.32, and John G. - \$36.28.
11. EPC Inspections. Johnson Controls and the University of Illinois have been here to conduct assessments regarding our possibility of an Energy Performance Contract. Johnson Controls has come back and feel as though a project in the scope of \$300,000 to \$1,300,000 would be possible. There is such a range because we need to think about and decide as a group is what we want to do. Some things that have been discussed were adding air conditioning and also the development of utility allowances, which would require the residents to get power in their name. Nothing to decide yet, but we should be thinking about it for discussion down the road.
12. Baylis Wastewater Testing IFB. This agreement has been sent and resent to Mark & Kristi Jeffers for their signature. It has been already approved previously.
13. Pike County Glass Quote. The bullet proof glass is in and has been installed. It looks great and also provides better shielding of the front office from the elements.
14. Insurance Renewals. Chris B. is working on obtaining insurance quotes for us to review at the next meeting.
15. IAHA Annual Award. Chris B. reports that it was a great honor to receive the award from the IAHA. He issued a press release and has been featured in all the local papers.
16. FY 2015 Final FMR. The previously proposed FMR have been finalized with no changes. There will be a reduction and an increase simultaneously next June.
17. ED Contract Renewal. It was discussed previously that Chris B.'s contract only runs through the end of the year. It was discussed and suggested that a three year renewal would be acceptable. This would begin 1/1/15 and go through 12/31/17. At this time, Pat P. motions to approve the contract renewal for the Executive Director. Carole B. seconds this motion.

Voice vote was as follows:

Carole B: Aye Pat P: Aye Mark P: Aye

Chairman Peebles inquired about raises, to which Chris B. reported that they still would be done at the end of the year based upon performance as with the rest of the staff. Chairman Peebles indicated that he would like for Chris B. to gather a comparison of other agencies our size to compare Executive Director salaries. Chris B. reported that he would, but it might be difficult to find someone who completes all of the tasks and duties that he does.

New Business:

1. Asbestos Supervisor Classes. All maintenance staff have been sent to be either certified or recertified in asbestos tile removal. This must be done annually.
2. Fall 2014 Audit – WASS & PIC/EIV. We have participated and supplied the readiness letter as required by HUD. These readiness audits are done on a semi-annual basis.
3. C. Naber & Associates 1099's & W-2's. Chris B. has sent back the declination form on 1099's and W-2's to C. Naber. This saves the agency about \$1,000.00 annually.

Handouts:

1. Landess Terrace LBP. Last fall we approved Cox Home Improvement looking into the covering of the LBP on the exterior surfaces at Landess Terrace as an add on to their existing agreement. Rob C. has completed working on a building and has prepared a quote for the remaining buildings. His quote comes in at \$31,770.00. At this time, Mark P. motions to accept the quote from Cox Home Improvement. Pat P. seconds this motion.

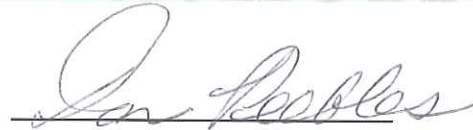
Voice vote was as follows:

Carole B: Aye Pat P: Aye Mark P: Aye

At 5:47p.m. there were no further topics for discussion and so it was called for a vote to adjourn. Carole B. makes the initial motion to adjourn, Pat P. seconds this motion.

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
11/20/14


Don Peebles, Board Chairman
Pike County Housing Authority
11/20/14