

Pike County Housing Authority
Board Meeting Minutes
4/17/14

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, April 17th, 2014 at the Landess Terrace Community Building in Pittsfield, IL.

Those attending the meeting were Board Chairman Carole Bradshaw, Commissioner John Grisham, Commissioner Don Peebles, Commissioner Mark Pulliam, Resident-Commissioner Pat Patterson, Minutes Recorder Amber Nelson, and Executive Director Chris Bruns.

The meeting was called to order at 3:00p.m. with no guests present.

Minutes:

After reviewing the March 2014 minutes a motion was made by Don P. to accept the minutes as presented. Motion seconded by John G.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye Mark P: Aye

Occupancy:

We have 8 vacancies once again this month and our waiting list is still strong with a total of 100 families in line to receive assistance. It was mentioned that the Board would like to see the bedroom size of the vacant units so that they can match up with the waiting list. Chris B. said that he would have Becky Rennecker include this next month. After this discussion, John G. motioned to accept the Occupancy Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye Mark P: Aye

Financials:

After reviewing the financial reports the only things of significance to be noted were the final payment to GB Clark for their work and Barbara Cawthon's retirement cash out. John G. had a question regarding the numbers on the VISA bill. Chris B. indicates that these are for accounting purposes only. At this time Don P. motions to accept the financial reports as presented. John G. seconded the motion.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye Mark P: Aye

Past Dues:

In reviewing active delinquencies there were a total of 12 evictions issued. Active delinquencies went down \$1,828.20 from the previous month. In reviewing inactive delinquencies there was a drop of \$679.60 from last month. After this discussion, John G. motioned to accept the past due reports as presented. Don P. seconded this motion.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye Mark P: Aye

Executive Director Report:

Old Business:

1. CFP 2011. Final payment of \$14,620.80 has been drawn down and issued to GB Clark. Chris B. has drawn down the remaining funds of \$280.79 for operations and the HUD 53001, 50075.1 forms have been completed and submitted to HUD. This grant is now in preliminary close out status pending our next fiscal audit.
2. CFP 2012. This grant has been fully obligated and the budget has been revised for it also. Last scope of work for this grant is to obtain quotes for the stoves and refrigerators we look to purchase. Chris B. has contacted GE and Dick Van Dyke so far about the refrigerator quotes. We are looking at 117 refrigerators to complete replacement of our aging inventory.
3. CFP 2013. This grant is active and Chris B. has gone in and drawn down a portion of the monies available for operations. Even after this draw we still have \$60,000.00 for operations available to draw upon as needed.
4. Operating Subsidy 2014. Chris B. missed drawing down the Operating Subsidy for March 2014. As a result he is drawing it down in two parts, \$52,535.50 per month for April and May 2014. We are averaging \$32,800.00 per month so far on the year.
5. Gunterman's. Chris B. met with Gary Gunterman at Landess Terrace to go over the scope of work expected for the site. Gary G. is going to lower some sidewalks and also widen them to 4 foot for more accessibility. After he completes this he has work to address in Griggsville and New Canton. Chris B. also will ask him if he wants to give us a quote for a unit in Baylis as well.
6. VICC. VICC has begun their work again for us. They have completed the work in Pleasant Hill and now they have been in Barry addressing parking lots and roadways. Once they complete this scope of work then they will head to Pittsfield to East Adams to replace and pave that lot and parking areas. Cost for the recently completed Pleasant Hill work is \$21,554.40.

7. HUD FMR 2014 – Flat Rents. We have finally gotten some information from HUD on implementing the provision. As per the law it is required these be implemented by 6/1/14. As part of this letter it mentions that this could qualify as a significant amendment to our Annual Plan. Chris B. felt that with the significance of the changes for us it did qualify as a significant amendment and therefore published notice of a public hearing on the matter, which was held 4/7/14 with no attendees. It was discovered that Gary Lee of MRG did a survey in 2011 that identified suggested rent amounts, which were comparable. However, the main flaw was that the amounts are rent only and do not consider the amenities furnished. Chris B. indicates he would support a resolution accepting that we establish our flat rents at 80% of the determined FMR for each fiscal year, with the understanding that current residents will be capped at increases of 35% each year until they reach the 80% of the determined FMR.

Resolution 2014 – 1

A resolution was made by Don P. accepting that we establish our flat rents at 80% of the determined FMR for each fiscal year, with the understanding that current residents will be capped at increases of 35% each year until they reach the 80% of the determined FMR. This resolution was seconded by John G.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye Mark P: Aye

8. Mowing Services. Chris B. has spoken with Nathan Shultz and this week had the opportunity to review his work and to his credit, it looks pretty good.
9. Trash Removal. The transition from Allied Waste to Area Disposal was pretty seamless. There were a few minor things, but it went as well as could be expected. Chris B. received a bill from Allied Waste for April 2014, but we do not owe this. He has contacted Bill Romans about getting that matter cleared up.
10. Reporting Rate. Becky R. has finally obtained the 100% on her recertification scoring, which is great. A score of no less than 95% must be maintained to meet this mandatory requirement. Chris B. and Becky R. will begin re-certifications and inspections this month, which will continue through October.
11. Perry Electrical Upgrade. George Snyder contacted different vendors regarding this scope of work and we only received one returned quote. Bower Electric in Barry supplied us a bid of \$5,624.50, Supreme Electric stated that they could not get the materials and would be unable to supply a bid. With that said, Chris B. would support a motion accepting the quote from Bower Electric. At this time John G. motioned to accept the quote as presented from Bower Electric. Don P. seconded this motion.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye Mark P: Aye

12. Tobacco Coalition. This has been an ongoing collaboration with the PCHD to try and find ways to create and improve smoke free housing. Meetings have been held, surveys have been sent, and the next step appears to be holding a public meeting and slide show for our residents and creating a panel for them to ask questions to. Chris B. feels this topic is something we should definitely look at pursuing on a much larger scale. We have made the long building at East Adams smoke free, to which the residents definitely enjoy. This will significantly reduce our turnaround costs on these smoked up units. Chris B. envisions making all units smoke free by early next year.
13. Part Time Hires. Chris B. indicates that Alicia Rennecker has taken over as our part time receptionist as of 3/24/14. With the part time cleaning position he indicates that the turnout has not been overwhelming, but looks to bring people in soon for interviews to complete the hires.

New Business:

1. HUD Spring Audit 2014 – EIV/WASS/PIC. Every spring and fall we must identify our users and administrators for EIV/WASS/PIC. As a result Chris B. has generated letters and sent them to HUD indicating our readiness in these matters. We would like to receive additional training in all 3 areas.
2. HUD 4710 Period 1 Reporting 10.1.13 – 3.31.14. Semi-annually we must alert HUD to any issues with our contracting activity and the resulting enforcement activity. We did issue the contracts to VICC and Gunterman’s but there have not been any payment issues. Chris B. has completed the HUD 4710 form and submitted to HUD.
3. CFP 2014 Funding Submission. It’s time for us to request funding for our 2014 Capital Fund. As a result Chris B. has completed the 3 original ACC Amendments for this grant, completed HUD 50075.1, 50075.2, SFLLL, 50071, generated our statement of significant amendment, supplied a statement of public hearing compliance, and supplied our HUD 50077CR form as well. Chris B. indicates he would support a resolution accepting the CFP 2014 Funding Submission package and its submission to HUD.

Resolution 2014 – 2

A resolution was made by Don P. accepting the CFP 2014 Funding Submission package and its submission to HUD. Mark P. seconded this resolution.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye Mark P: Aye

4. Trailer Repair Estimate. One of our trailers is getting into poor shape. Chris B. asked Chad Rennecker for a quote to estimate the extent of the damage. By his estimate of \$3,890.00 we are in the ball park for the cost of a new trailer. Chris B. indicates he would bring new trailer quotes to review at a later date.
5. City of Pittsfield Electrical Aggregation Notice. We recently received this notice from the City of Pittsfield/Homefield Energy regarding the upcoming rates for June 2014 through June 2016. Similar to us going out and getting quotes from electrical suppliers, many cities are taking this step, which reduces the burden on us to duplicate the same process ourselves.
6. HUD Salary Cap Proposal Information. This cap was floated around this year, but ultimately was not passed. Salary cap was set at \$157,100.00 for Executive Director compensation for FY 2014, but it appears as though they intend to ask for this once again in FY 2015. By our size we would be under GS-11, Step 10 and with the locality adjustment for Chicago we would be capped at roughly \$82,600.00 per this proposal. The proposal reflects only monetary payments and does not affect health insurance, retirement, or other benefits.
7. Work Comp Claim. We had a claim come in for workers compensation on Mark Jeffers. Chris B. found this to be very interesting, since he is not an employee of the PCHA. He has contacted the insurance company and alerted them to this fact. Should they try to pursue this, we will defend this legally.
8. PCHA Lease Revision Pg. 16 #10. This lease update ties in with the amount of notice we are required to have from residents prior to vacating our units. Most agencies require 30 days which allows them to set their maintenance schedules up for repair and also give the property managers time to fill the units with no time lost between residents. Chris B. would support a resolution updating this page of the lease with the new language.

Resolution 2014 – 3

A resolution was made by Don P. updating the PCHA Lease Pg. 16 #10 revising the amount of notice required from a resident prior to move out, to 30 days from the current 15 days. John G. seconded this resolution.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye Mark P: Aye

Handouts:

1. Utility Bills April 2014. These have been sent out by Amber N. and Chris B. In total, there were 133 bills sent to the tune of \$39,478.60, which represent an average bill of \$296.83.
2. Checks in transit over 90 days. In reviewing the financials sent by Cathy Broughton of C. Naber & Associates we have one check #127603 for \$68.66 to Coulson Publications over 90 days that has not been cashed. Chris B. would support a resolution to issue a stop payment on this check and remove it from our books.

Resolution 2014 – 4

A resolution is made by Don P. to issue a stop payment on check #127603 for \$68.66 to Coulson Publications and remove it from our books. John G. seconded this resolution.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye Mark P: Aye

At 4:36p.m. It was decided to enter closed session for purposes of personnel discussion regarding the upcoming REAC inspection and also the Executive Director's review for FYE 12/31/13. Initial motion made by Don P. Motion seconded by Pat P.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye Mark P: Aye


At 5:55p.m. It was decided to exit closed session and reenter regular session. Initial motion made by Don P. Motion seconded by Mark P.

Voice vote was as follows:

Don P: Aye Pat P: Aye John G: Aye Mark P: Aye

At 6:00p.m. there were no further topics for discussion and so it was called for a vote to adjourn. John G. makes the motion to adjourn.

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
5/15/14


Carole Bradshaw, Board Chairman
Pike County Housing Authority
5/15/14