

**Pike County Housing Authority
Board Meeting Minutes
3/27/18**

The re-scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Tuesday, March 27th, 2018 at the PCHA Barry, IL office. The regular meeting date of March 15th, 2018 was re-scheduled due to vacation and also to accommodate passage of draft versions of policies to final status.

The meeting was called to order at 3:08p.m. with no guests present.

Members present:

Chairman Mark Pulliam (Joined meeting at 3:34p.m.)
Vice Chairman Noelle Flesner
Commissioner Don Peebles
Commissioner John Birch
Executive Director Chris Bruns

Members absent:

Resident Commissioner Pat Patterson

Minutes:

A brief review of the February 2018 Regular & Closed Session Minutes occurred. There were no corrections or changes recommended for the minutes.

Occupancy:

A brief review of the March 2018 Occupancy Report occurred next. There were no questions or concerns raised.

Financials:

A brief review of the February 2018 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Don P. motioned to accept the consent agenda of the February 2018 Regular & Closed Session Minutes, March 2018 Occupancy Report, and February 2018 Financial Reports. Motion seconded by John B.

Voice vote was as follows:

John B: Aye Don P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2018. For the month of March 2018 we received \$42,119.50 in Operating Subsidy, which was at a 90% proration level. This was the same amount as last month and no word has been given on the amount for April 2018.
2. CFP 2016. Trotter General Contracting, Eggemeyer Associates, Josh H. and Chris B. met on 2/13/18 to go over construction progress on the window project to that point. John B. from EA also reviewed some of the work from around the meeting site to give TGC some feedback. Pay request #3 was received from TGC in the amount of \$35,431.20, which has been drawn and paid. TGC has supplied several payrolls, which have all been received satisfactorily by EA. John B. contacted Chris B. regarding the A&E contract and noted that there was a mistake on page 6 where it indicated the breakout of the phases. As a result, EA has sent a new agreement correcting this page. Chris B. notes that despite the overall amount not changing we should still accept the revised agreement. EA sent us a bill for A&E services in the amount of \$1,500.00, which has been drawn and paid. On 3/16/18, a substantial completion review meeting took place with Josh H., EA, and TGC. From that meeting, all sites were visited to gauge the work to date, which resulted in the substantial review checklist which details all corrections to be made within 30 days. The checklist is fairly lengthy and in fact has corrections for every building they have worked on thus far.

At this time, John B. motioned to accept the revised A&E contract with Eggemeyer Associates, changing the breakout of dollars for the contract, but not the overall value of the contract. Motion seconded by Don P.

Voice vote was as follows:

John B: Aye Don P: Aye

3. CFP 2017. The CFP 2017 and 5 Year Plan Revision previously approved and sent to the CFO has been updated in ELOCCS. At previous meetings we've discussed the Part 58 Environmental Review and were trying to work with West Central Development Council to get it completed, however that has not gone as well as planned. Chris B. has been contacting WCDC to no response, which leaves us in a bind to get the Part 58 ER completed. However, Chris B. has discovered another option. EA also offers the Part 58 ER service for their clients and Chris B. has asked them for a quote. EA has responded with a price of \$2,000.00, which is about \$4,000.00 less than expected. As a result, Chris B. has signed off on the quote for the service and EA will get to work. Once EA has completed the ER, Chris B. will take the form(s) to the Pike County Chairman Andy B. for his signature as the Responsible Entity.
4. Johnson Controls EPC. New meters have been installed for Greene St. and half of Griggsville. Recently, in speaking with Dan S. from Ameren he noted that Ameren had

been over at Landess Terrace doing pre-work, but were essentially waiting for Marold. Dan S. also indicated that there was one final billing from Ameren for about \$8,000.00 for their portion of the electrical upgrade construction. It had been thought that the HA was paid in full with Ameren, so we will most certainly check our records before payment is issued. A status meeting had been scheduled for 3/27/18, but due to Marold being unavailable it ended up being re-scheduled. Also, in speaking with our fee accountant Ron U. of Urlaub & Co., a debate has been taking place whether the money received from the energy grant is truly unrestricted. Ron U. has stated that he has seen HUD come back and say these funds should be used for energy related purposes, however we have been told by JC that the money is unrestricted. The last thing Chris B. wants to have happen is that we sit on these funds, use other money available, and then have HUD come in and say this money must be used to pay down the debt service for the EPC. Therefore, Chris B. has starting drawing funds down as the debt service, construction, and EPC contract invoices are presented.

5. E. Adams Boiler System. This work has been completed satisfactorily and Rocky's HVAC has been paid in full. Final total for the work was \$4,748.11, which was slightly higher (\$408.77) than the quote due to the need for additional materials and labor to complete the job. The add-on represented additional broken equipment found during the previously quoted repairs.
6. Security & Pet Deposit – Revised ACOP, Lease Att. A – Pet Policy, Pet Permit, Updated Charge List. Last month the draft versions of all of these items were approved. A 30 day comment period has been in place and a public meeting was held on 3/20/18, at which no comments were received. Therefore, it is proposed to fully ratify each of these items at this juncture.

Resolution 2018 – 9

At this time, Don P. Resolved to accept the draft ACOP Revision as final. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye Don P: Aye Noelle F: Aye

Resolution 2018 – 10

At this time, Don P. Resolved to accept the draft Lease Att. A – Pet Policy Revision as final. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye Don P: Aye Noelle F: Aye

Resolution 2018 – 11

At this time, Don P. Resolved to accept the draft Pet Permit Revision as final. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye Don P: Aye Noelle F: Aye

Resolution 2018 – 12

At this time, Don P. Resolved to accept the draft Resident Price List Revision as final. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye Don P: Aye Noelle F: Aye

7. Staff Training. Last month Chris B. discussed how each staff member needed to be involved in taking courses for their particular positions. All office staff have signed up for different classes, maintenance have signed up for their annual asbestos tile refresher courses, and now the Maintenance Management Clinic is upon us. Chris B. is not sending everyone for the full clinic as in the past, some staff only have classes on one or two days. This MMC is a good way to learn and share ideas with our peers regarding the goings on in public housing.
8. Mid America Billboard Contract #3. The new billboard with Josh H. is up on the highway going through Pittsfield. As with the other billboard it features same bright blue background to draw attention of outgoing traffic to the services we provide in Pike County.
9. Quorum Census 12/31/17. Quorum has completed their retirement audit from our most recent fiscal year end. There were only two action items that were presented. On the first item, Michelle L. used net wages, not gross wages for one contribution for all employees, and then missed a payroll of Chris B.'s toward the end of the year, which resulted in less contributions being made than should have been. The second item was just a reminder to give the new employees copies of plan documents. At this juncture, accepting this retirement audit report would be appropriate.

At this time, John B. motioned to accept Quorum Consulting's Census and the recommended action items contained therein for FYE 12/31/17. Motion seconded by Don P.

Voice vote was as follows:

John B: Aye

Don P: Aye

10. REAC Submission 12/31/17. Urlaub & Co. has prepared our REAC submission for 12/31/17 and submitted same to HUD before the deadline. It is recommended to accept the journal entries and FDS submission as it has been presented by Urlaub & Co.

At this time, Don P. motioned to accept Urlaub & Company's Financial Data Schedule submission and accompanying journal entries for FYE 12/31/17. Motion seconded by John B.

Voice vote was as follows:

John B: Aye

Don P: Aye

Mark P. enters the meeting at 3:34p.m.

New Business:

1. HUD Communication & Site Visit. Starting on 2/21/18, we were contacted by Steven D. from the CFO on what seemed to be a daily basis. He contacted us for a variety of client issues, from the E. Adams boiler, window replacement, ACOP, re-certifications, etc. Steven D. also stated he had to respond to a congressional in one of his messages. Prior to the flurry of email communication starting, Steven D. indicated that we were designated for a site visit from 5/21/18 – 5/25/18. As to the issues brought up by Steven D. Chris B. states that any client complaints are investigated fully and if something is due to be done, it will be. Chris B. goes on to say that with the two utility bill credits that were sought by clients, the data to support doing something for these individuals was just not there. This year was colder, both of these individuals like to turn up their thermostats, and the combination of both of these things made their bill go up. This is not the fault of the HA. Chris B. reported that we put notice in the newsletters for clients to have Tonya E. or Michelle L. try to assist if possible, because Chris B. and Amber S. are quite busy, and people were calling to talk to them specifically to take credit card payments, enter work orders, lookup balances, and other general tasks that anyone at the HA is capable of doing. If Tonya E. or Michelle L. cannot answer something, Chris B. or Amber S. will either get them an answer or handle it themselves. As far as the rent calculation process, anyone working here can answer a general rent related question. If the person has something specific, then it would be either Chris B. or Amber S. that would have calculated the clients rent and would have to answer the question or take the call. It is understood that communication with the clients is part of all jobs at the HA. Chris B. feels that some of the communication from the CFO has been on the verge of picking on the HA, and he states that he is looking forward to the site visit to address any HUD concerns.
2. BRPC Alleged Damage. The HA had a client with a bedbug treatment (their 3rd) who called the office complaining about items (shoes, chair) allegedly broken by Big River Pest Control during their treatment. A BRPC Supervisor and the worker involved in

treating the unit went to inspect the unit for damage on 3/6/18. Chris B. held a meeting with them to go over their findings the same day. In BRPC's inspection they found that the shoes were warped, but according to the checklist that was provided to the client, they should have been removed prior to the treatment. The chair that was allegedly damaged when it was sprayed had deck screws instead of bolts, and also the splinters on the floor were from where someone would have plopped down into the chair. In questioning whether the chair had been repaired previously, the client stated it had not, the caregiver for the client stated it had, and it was apparent from the chair that it most certainly had been. The HA alerted the client that no action was going to be taken, and due to recent complaints, Chris B. states that he is bringing this matter to the Board's attention should it be brought up once again.

3. HUD ELOCCS Certification 3/2/18. Mark P. went in and certified both Chris B. and Michelle L. for using the ELOCCS system. All users must be re-certified periodically otherwise their access to the system will cease.
4. WEX Fuel Card. The HA has been using a charge account at the Jiffi Stop in Barry for making fuel purchases, but this is only available here in Barry. In order to make it easier for the maintenance staff, Chris B. has gone in and signed up the HA for a WEX Card through the State of Illinois purchasing contract. This should give us a slight discount on fuel purchases and is only able to be used on fuel purchases at nearly all stations. The cards are assigned to each vehicle and each user has a specific ID.
5. IDHS IES System Access. The State of Illinois pulled the plug on their benefit reporting system PACIS in October 2017, with very little notice. Due to the elimination of the old system, Chris B. has been trying to get the HA setup with access to the new system and it is believed that the process is nearly complete. The Integrated Eligibility System from the State of Illinois allows us to see income and benefit information to use in screening our applicants and vetting our client supplied data.
6. Accident 3/2/18. On 3/2/18, Josh H. was working at an apartment in Pleasant Hill, when his parked, unattended vehicle was struck. The person did not live at the site and was just there visiting. On 3/3/18, we received a phone call from the family of the person indicating that they would like to pay for the damage out of pocket and not turn it in to their insurance. That may end up being the case, however Chris B. has turned it in to our insurance and turned the claim into the drivers insurance (State Farm), just in case.
7. HUD FY18 Budget. Congress recently passed and the President signed off on the FY2018 budget appropriations. This turned out well for public housing as the Operating Subsidy budget went from \$4.4 billion to \$4.55 billion. Also, the Capital Fund budget went from \$1.942 billion to \$2.75 billion, which will help towards the backlog of repairs nationwide. The appropriations did not authorize any changes for rent reform, which may still be in play this year and next.

Handouts:

1. PHAS Score FYE 12/31/17. Our PHAS Score for the FYE 12/31/17 was received and it was disappointing. Chris B. reports we went from a score of 90 to 81. We lost the 9 points in Client A/R (5), CFP Occupancy (3), and Debt Ratio (2). These drops were offset by a bonus point given for Physical Condition. Chris B. reports that we will buckle down and certainly expect to see this score improve.
2. HUD Semi-Annual Labor Reporting 3/31/18. Every March and September we must report on all contracts awarded according to the Davis Bacon and Related Acts and/or the Contract Work Hours and Safety Standards Act for the 6 months preceding the due dates. Chris B. has completed the HUD 4710 report and submitted it well before the due date.

At 4:23p.m., There were no further topics for discussion and so it was called for a motion to adjourn. Noelle F. motioned to adjourn the meeting at this juncture. Motion seconded by Don P.

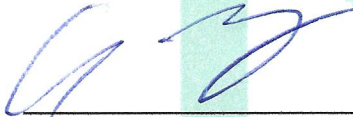
Voice vote was as follows:

John B: Aye

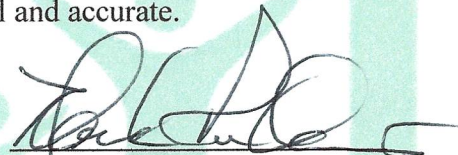
Don P: Aye

Noelle F: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
4/19/18



Mark Pulliam, Chairman
Pike County Housing Authority
4/19/18

Pike County
Housing Authority