

**Pike County Housing Authority  
Board Meeting Minutes  
7/19/18**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, July 19<sup>th</sup>, 2018 at the PCHA Barry, IL office.

The meeting was called to order at 3:13p.m. with guest Dianna Castleberry present.

**Members present:**

Chairman Mark Pulliam  
Vice Chairman Noelle Flesner  
Commissioner John Birch via phone  
Executive Director Chris Bruns

**Members absent:**

Commissioner Don Peebles

**Minutes:**

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

**Occupancy:**

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

**Financials:**

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

At this time, Noelle F. motioned to accept the consent agenda of the June 2018 Regular Session Minutes, July 2018 Occupancy Report, and June 2018 Financial Reports. Motion seconded by John B.

Voice vote was as follows:

Noelle F: Aye          John B: Aye          Mark P: Aye

**Executive Director Report:**

To accommodate passage of needed items while a quorum was present the agenda was shifted at this time.

**Old Business:**

7. HUD Site Visit. Chris B. reports that we received our formal notice from the HUD visit, which was discussed. There was no timeframe to respond, however, Chris B. went through the letter and responded within 3 weeks of the date of the letter. We were only due to respond to the finding, however, Chris B. did respond to some other matters that they brought forward.

One of the items mentioned during our HUD visit was regarding the Natural Disaster Response Guidelines within the PCHA Policy Binder. The HUD reps felt as though we should either eliminate the guidelines and defer to local authorities or formulate a full policy regarding natural disaster response.

**Resolution 2018 – 23**

At this time, Noelle F. Resolved to eliminate the Natural Disaster Response Guidelines from PCHA policies and defer such matters as they arise to local authorities. Resolution seconded by John B.

Voice vote was as follows:

Noelle F: Aye                      John B: Aye                      Mark P: Aye

9. A&E Services RFQ. Chris B. prepared a scoring sheet regarding prospective proposals from A&E firms interested in working with PCHA. In going over the proposals Chris B. noted that all firms have excellent qualifications and would be fine to work with. Ultimately, with the knowledge of the properties, and experience Eggemeyer Associates Architects has with PCHA that put them slightly ahead of the competition. At this time, John B. motioned to accept Eggemeyer Associates Architects as PCHA’s A&E firm through 6/30/2021. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye                      John B: Aye                      Mark P: Aye

**New Business:**

1. Authorized Signers Resolution. A resolution was reviewed to update who may conduct business on behalf of the PCHA as a result of the recent changes to the PCHA Board’s composition.

**Resolution 2018 – 24**

At this time, Noelle F. Resolved to accept the Authorized Signers Resolution updating who may conduct business on behalf of the PCHA. Resolution seconded by John B.

Voice vote was as follows:

Noelle F: Aye                      John B: Aye                      Mark P: Aye

4. ACOP Revision June 2018. When the HUD reps were here for their visit our point of contact Steven D. noted that there were some contradictory terms in the lease and ACOP. Chris B. reports that we have always operated by the terms of the lease regarding rent increases and decreases. Due to the visit however, Chris B. has gone in and cleaned up the language in the ACOP to better explain how we process rent increases/decreases, utility allowance implementation, and interim examinations. The interim examinations portion is much different than before. Now we will only process client's income changes as interim re-exams when it would affect their rent by 5% up or down. This approval would serve as a draft only, as a public hearing on these matters is scheduled for 8/10/18 at 1:00p.m.

**Resolution 2018 – 25**

At this time, Noelle F. Resolved to accept the draft changes for the Admissions & Continued Occupancy Policy dated June 2018. Resolution seconded by John B.

Voice vote was as follows:

Noelle F: Aye                      John B: Aye                      Mark P: Aye

5. MCHA LIHTC Task Order. Chris B. has been working with Menard County Housing Authority towards the development of more affordable housing in Pike County. Previously, we had a task order in place, but that has expired due to time. Chris B. asks for approval of a new task order, which would take us through the next PPA submission cycle.

At this time, Noelle F. motioned to accept Task Order #2 with Menard County Housing Authority for purposes of LIHTC development. Motion seconded by John B.

Voice vote was as follows:

Noelle F: Aye                      John B: Aye                      Mark P: Aye

**Closed Session:**

1. Employee Quarterly Performance Appraisals (2nd Quarter 2018).

At 3:18p.m., Noelle F. motioned to exit Regular Session and enter Closed Session for purpose of Individual Employee Performance Evaluations and Performance Bonus discussion. Motion seconded by John B.

Voice vote was as follows;

John B: Aye                      Noelle F: Aye                      Mark P: Aye

At 3:22p.m., it was decided to re-enter Regular Session to approve the items as discussed during Closed Session. No votes were made during the Closed Session portion of the meeting. Noelle F. makes the initial motion to exit Closed Session and re-enter Regular Session. Motion seconded by John B.

Voice vote was as follows;

John B: Aye                      Noelle F: Aye                      Mark P: Aye

At this time, Noelle F. motioned to approve the Hourly Wage increases for two employees & Performance Bonuses for all employees as discussed in the Closed Session. Motion seconded by John B.

Voice vote was as follows;

John B: Aye                      Noelle F: Aye                      Mark P: Aye

John B. exits the meeting at 3:25p.m.

**Old Business:**

1. Op Sub 2018. For the month of July 2018 we received \$52,330.00 in Operating Subsidy, which was prorated at a 93.46% clip.
2. CFP 2017. Invitation for Bids for the maintenance addition project were published 6/27/18, 7/4/18, and 7/11/18 in the Pike Press. Bids are due to the office no later than 2:00p.m. on 8/7/18 from prospective bidders. In order to save on A&E expenses there is no pre-bid meeting for the work, so all interested parties are to contact the office to make arrangements to visit the property. A bill was received from Eggemeyer Associates in the amount of \$7,350.00, which has been drawn and paid from the CFP 2017 grant.
3. Johnson Controls EPC. Ameren and Marold have been working on this project, but last month Chris B. reported that July was possible for completion, however that is not going to happen. Chris B. feels as though September could be likely, but that is far from certain. In the meantime, we've had issues with a few toilets where they are leaking some sort of sludge. This is an unusual problem, which is not widespread, but still something to sort out. We're going to order a few extras in addition to the ones being replaced by Retrotech (RTS). A bill was received from Johnson Controls in the amount of \$214,859.00, not the \$115,000.00 as they had mentioned. By the time Sigmund Self got ready to bill out the work, more work had been done to that point, which resulted in a higher bill. There is now \$131,643.00 left in the contract, which will be paid upon



completion. Chris B. reports that the energy grant savings account was depleted and all withdrawn funds were deposited in the general checking.

4. Baylis Wastewater System. John B. of EA is still working with the Pike County Health Department on this. Jane Johnson replied to him and mentioned that it had been discussed working on getting the usage reduced to 1,800 gallons per day, which is interesting, because that was no conversation Chris B. had ever been a part of. To get out of NPDES permitting there must have a usage rate of less than 1,500 gallons per day and the discharge must be buried. Chris B. conveyed this to John B. and also sent him supporting data showing our use rate was well below the 1,500 gallon per day level. John B. was going to pass that information along and that is where it currently stands.
5. LTW Board Training – Asset Management. The Asset Management portion of the Lead The Way training was discussed at this juncture. Chris B. pointed out that the data has not been updated to reflect the current environment.
6. LBP OIG Report & Other Data. Recently with our HUD visit they seemed to focus on Lead Based Paint in our developments and disclosures. The reps also expressed an interest in having us address LBP issues to try and remove them. The amount of attention to this was a little unusual and Chris B. believes he knows why. The Office of Inspector General reviewed several Field Offices and was critical of them for their lack of oversight on the issue, to which they have in turn ramped up their attention to the issue to the local offices. As we discussed previously, we re-sent all disclosures marked correctly to all affected tenants and have all inspection reports available upon request. In addition, we've advertised in our newsletters and sent out a mailer indicating that affected households with children should seek testing and also to inform us of those results. No positive testing report has been received from any client, ever.
8. PCHA Board Composition. Last month we approved Dianna C. as Resident Commissioner on a conditional basis until the Pike County Board reviews and approves her appointment for the remainder of Pat P.'s term ending 6/30/19. Also, we approved Mark P. for a term through 6/30/23, also pending PCB approval. Internally, Noelle F. and John B. will be the next Chair and Vice-Chair respectively beginning in September 2018 for a period of two years.
10. AHRMA Work Comp Audit 2017. Previously, Chris B. mentioned returning the payroll audit for 2017 to AHRMA for their review. As a result of this review, we are due to pay AHRMA an additional \$1,960.00 for work comp insurance coverage. A bill was received from AHRMA and payment has been issued to them on the matter to close out 2017.
11. Pam Simpson FYE 12/31/17 Audit. Pam S. is still working on finalizing our audit report. Mark P. and Chris B. have to sign and return the representation letter to her. The 12/31/17 FYE Audit is not due until the end of September, so there is still plenty of time to submit.

**New Business:**

2. CFP 2019. HUD has begun working on processing CFP 2019 data, and all PHA's must certify their PIC data no later than 8/20/18. After receiving this notice Chris B. went in and certified our PIC data for this grant. Last year we had incorrect data, which caused us to go down to the wire in getting this submitted.
3. Sny Island Levee Drainage District. The Sny is working on their additional assessment and have filed notice in Pike County Courts. The total amount they are seeking to raise over 10 years is \$32,076,939.00. No word on what PCHA's portion will be, however, it is not expected to be significant since we only have the site in Pleasant Hill that fits within the confines of the Sny.
6. CICH0 President Nomination. Chris B. was approached about being nominated for the Central Illinois Council of Housing Officials presidency. It doesn't seem to be overly time consuming from the feedback received and so Chris B. thought he would bring this to the Board's attention. The Board was supportive of Chris B. assuming this role within CICH0.
7. Pleasant Hill Re-Zoning. Recently a notice was received from the Village of Pleasant Hill regarding Re-Zoning. Chris B. does not feel as though we have any problems here, but thought he would bring this forward. Chris B. has not been contacted by the Village regarding any issue or concern.

**Handouts (Informational Purposes Only, Not Discussed):**

1. July 2018 Newsletter.
2. PIH Alert June 2018.
3. PHADA Advocate 7/11/18.
4. PHADA Advocate 6/27/18.
5. NAHRO Monitor 6/30/18.
6. NAHRO Monitor 7/15/18.
7. REAC Moisture Meter & Infrared Camera Demo.

Brief discussion ensued regarding the date for the next meeting. Chris B. reports that he and the rest of the office have a class on EIV to attend in Springfield August 16<sup>th</sup> and so moving the meeting would be needed. John B. is unavailable August 26<sup>th</sup> – 31<sup>st</sup>, 2018. After discussing the possible dates, August 14<sup>th</sup>, was selected for the next meeting.

At 4:31p.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 Dianna C.

Voice vote was as follows:

John B: Aye

Dianna C: Aye

Noelle F: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
8/14/18



Mark Pulliam, Chairman  
Pike County Housing Authority  
8/14/18



Pike County  
Housing Authority