

**Pike County Housing Authority  
Board Meeting Minutes  
10/18/18**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, October 18<sup>th</sup>, 2018, at the PCHA Barry, IL office.

The meeting was called to order at 3:10p.m. with no guests present.

**Members present:**

Chairman Noelle Flesner  
Commissioner Mark Pulliam  
Commissioner Don Peebles  
Executive Director Chris Bruns

**Members absent:**

Vice Chairman John Birch  
Resident Commissioner Dianna Castleberry

**Minutes:**

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

**Occupancy:**

A review of the October 2018 Occupancy Reports occurred next. There were no questions or concerns raised.

**Financials:**

A review of the September 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 September 2018 Regular & Closed Session Minutes, October 2018 Occupancy Reports, and September 2018 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

### **Executive Director Report:**

#### **Old Business:**

1. Op Sub 2017. Like last year there were funds remaining in the Operating Subsidy grant account at HUD due to a variety of reasons. Also like last year, they are disbursing these funds out to the remaining agencies in good standing equally to clear them out. The additional amount received for Op Sub 2017 is \$536.00. This has been drawn to the bank account, closing out the 2017 Op Sub grant.
2. Op Sub 2018. HUD has given us funding through November 2018. In total thus far we have been issued \$570,066.00 in funding for the year in Operating Subsidy. The funds previously issued for October (\$51,514.50) combined with the funds for November (\$53,454.00) gave us a draw of \$52,484.25 for October 2018. November 2018 should also be \$52,484.25 and December 2018 will probably be \$51,824.00. This all depends when they make the announcement of December 2018 fund availability.
3. CFP 2017. A pre-construction conference was held on 9/24/18 with Gunterman's General Contracting, GGC Subcontractors, Eggemeyer Associates, and PCHA staff to kick off the maintenance building addition project and go over housekeeping items. At that time Chris B. signed the contract with GGC for the project. On 10/1/18, a notice to proceed was issued to GGC. From that date GGC has 75 days to complete the project, otherwise they can be penalized for each day the project is not complete. Another bill was received from EA in the amount of \$900.00, which has been drawn and paid. EA has been receiving materials submittals from GGC, and has been seeking necessary paperwork from GGC and their Subs still needed by EA. EA has also received several completed documents from GGC and their Subs. GGC got off to a good start on this work and all debris was cleaned up from the previous contractor within a few days.
4. CFP 2018. The 2018 CFP grant is getting underway. Recently, Chris B. received an email indicating that the Chicago Field Office needed some items for the grant if they hadn't received them already (Written Statement

of Significant Amendment, Public Hearing Requirement, Civil Rights Certification, Lobbying Certification, and Environmental Review). These were sent in to the CFO prior to the deadline. Chris B. is working on the EPIC portion of this grant submission, which requires the CFO to go in to the EPIC system and accept our 5 year plan 1<sup>st</sup>, which will allow for the annual budget to be uploaded. Regarding the budget, we had been told we were awarded \$396,710.00 for the CFP 2018, but that has changed, we are now receiving \$401,274.00. The Office of Capital Improvements issued a 1% increase to all PHA's. With the money in the grant we will be able to complete all the original work for 2018 and still slice some off to assist with the maintenance building addition. We should accept the 2018 CFP Budget formally as a draft and then finalize it after the comment and hearing period.

**Resolution 2018 – 32**

At this time, Don P. Resolved to accept the draft of the 2018 Capital Fund Grant Budget as prepared by Chris B., which totals \$401,274.00. Resolution seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

5. Johnson Controls EPC. Work is ongoing with the project. Ameren and Marold have finished the upgrade on the west side of Landess Terrace and the east side should be started soon. There is a construction meeting planned for 10/15/18 so more should be known by that point. In the meantime, JC has requested information releases for our utility providers and they were given. From these releases JC has been able to calculate our 2019 Utility Allowance figures. Chris B. shared the 2017 and 2018 numbers for comparison, but as expected the UA's have continued to drop. In fact, all allowances, for all bedroom sizes, for all towns, dropped in 2019. We should accept the 2019 UA as a draft and then finalize them after the comment and hearing period.

**Resolution 2018 – 33**

At this time, Don P. Resolved to accept the draft of the 2019 Utility Allowances as prepared by Johnson Controls. Resolution seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

6. LTW Board Training – Assessing & Improving Your PHA. The HUD Lead The Way Training materials regarding Assessing & Improving Your PHA were discussed at this juncture.
7. Operating Budget FYE 12/31/19. As with last year, Urlaub & Company will prepare our annual operating budget at no additional cost to the PHA. As they begin their work, they send out a prep form, asking various expected costs, to which they will use the figures to compile the estimated budget numbers for FYE 12/31/19. All costs are anticipated estimates only at this point. This was returned to U&C prior to their 10/2/18 deadline.

**New Business:**

1. Authorized Signers Update. As we discussed last month, the Assistant Director position was created to allow for backup if something were to happen to the Executive Director. As a result of that, it is recommended that we make Amber Schulz an authorized signer for the PHA. A resolution supporting this was requested.

**Resolution 2018 – 34**

At this time, Don P. Resolved to accept the Financial Institution Resolution dated October 18<sup>th</sup>, 2018 as prepared by Chris B. Resolution seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

It was discussed regarding the purchase of two \$100,000.00 Certificates of Deposit at this time. Chris B. reported that all local banks had been contacted for rates and CNB Bank & Trust had the best rates on a 9 month and 13 month C.D. Chris B. reports that this is the institution Noelle F. is employed by and she had not been contacted and had no gain by the selection of her institution. Chris B. asked the Board for a motion in



approval of the purchase of the two C.D.'s from CNB Bank & Trust at this time.

At this time, Don P. motioned to accept the rates for the purchase of two \$100,000.00 C.D.'s, one 9 month and the other 13 month, from CNB Bank & Trust. Motion seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

2. HUD Fall 2018 Secured Systems Audit. Each Spring and Fall the Chicago Field Office assesses our abilities in the WASS, PIC, and EIV systems. We participated in a mandatory briefing with the CFO regarding these matters on 9/24/18. A survey form was required to be returned on these systems by 10/5/18 and ours was returned 9/28/18. Chris B. has reviewed our active participants in WASS & PIC and found all to be in order. Amber S. reviewed our active participants in EIV and found all to be in order as well. Amber S. re-certified Tonya E. and Chris B. as users, which was required to be done by 10/26/18. More backups to the PIC & EIV systems would probably be a good idea at some point.
3. HUD Semi-Annual Labor Reporting 9/30/18. At the end of each March and September, the Chicago Field Office requires PHA's to report on any contracts issued during the prior 6 month time frame and also on any violations pertaining to those issued contracts. Our only contract to report was the recently issued agreement with Gunterman's General Contracting, which has no violations. This reporting was completed prior to the end of the September reporting period.
4. AHRMA 7<sup>th</sup> Amended IGA. AHRMA has revised their Intergovernmental Agreement and requested all agencies sign off and return the new version. There was only one change from the 6<sup>th</sup> Amended IGA. The change was minimal, and had to do with their assumptions of the condition of PHA properties prior to AHRMA insurance coverage being issued. Chris B. has signed off and returned the document, but the 7<sup>th</sup> Amended IGA should be accepted via Resolution as well.

**Resolution 2018 – 35**

At this time, Mark P. Resolved to accept the AHRMA 7<sup>th</sup> Amended IGA as presented. Resolution seconded by Don P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

5. Maintenance Truck Windshields. Josh H. reported that three of the maintenance truck windshields have been hit with road debris resulting in chips. It was \$100.00 per vehicle to turn in to AHRMA or \$140.00 to just repair outside of insurance. The chips were sealed at the lower cost and no insurance claim was filed.
6. HUD ACC Letter. This ties in to the CFP 2018. Due to the litigation against them, HUD has arbitrarily changed the ACC contract for the CFP 2018 without consent by PHA's. These changes essentially state that although no agreement is being formally signed, the draw of the funds for the grant indicate acceptance to the terms and conditions set forth by HUD. The conditions state that HUD has the ability to rescind and reduce any grant without consent by the PHA. It also states that a PHA may not litigate these matters and that they are at HUD's discretion. Of course all national housing advocates are in rejection of these terms and conditions and encouraged all PHA's to let their field offices and HUD Washington know their opposition to these one-sided terms and conditions. Chris B. did that, and word was received 10/15/18 that HUD was reversing decision on the new ACC, and will instead move forward using the old one previously in place.
7. HUD EIV Income Validation Tool. HUD is rolling out a new Income Validation Tool to assist PHA's in verifying client income. Not much is known about the workings of this system yet, but it is supposed to assist in correcting erroneous information presented by other reporting methods. Initial training on the matter is set for 11/8/18.
8. 2019 COLA Increases. The Social Security Administration announced on 10/11/18 that they were moving forward with a 2.8% increase for all recipients of SS or SSI benefits beginning in December 2018. This announcement timing couldn't have been better as it is expected for the PHA to update client accounts in January 2019. This will allow for the completion of Utility Allowance changes, SS & SSI increases, and Flat Rent

changes all at the same time. Thus streamlining these matters for both the PHA and the clients.

9. Casscom. Casscom has been rolling out fiber upgrades to the Pittsfield community, which is great, but they have been active on our properties without permission. Depending on the language of the utility easements they may be trespassing with their equipment. In speaking with their representative, Chris B. laid out the groundwork of items to be completed with the PHA prior to any further work being done. These items include obtaining Casscom's installation plan, a copy of the utility easement Casscom claims applies to PHA property, Casscom's insurance certificates, and any proposal from Casscom for the PHA or PHA clients who take their service.

**Closed Session:**

1. Land Appraisal.
2. Employee Quarterly Performance Appraisals (3<sup>rd</sup> Quarter 2018).

At 4:06p.m. Don P. motioned to exit Regular Session and enter Closed Session for purpose of Land Appraisal discussion and Individual Employee Performance Evaluations and Performance Bonus discussion. Motion seconded by Mark P.

Voice vote was as follows;

Don P: Aye                      Noelle F: Aye                      Mark P: Aye

At 5:05p.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. Don P. makes the initial motion to exit Closed Session and re-enter Regular Session. Motion seconded by Mark P.

Voice vote was as follows;

Don P: Aye                      Noelle F: Aye                      Mark P: Aye

At this time, Mark P. motioned to accept the Employee Quarterly Performance Appraisals (3<sup>rd</sup> Quarter 2018) as discussed during the Closed Session portion of the meeting. Motion seconded by Don P.

Voice vote was as follows;

Don P: Aye

Noelle F: Aye

Mark P: Aye

At 5:06p.m., there were no further topics for discussion and so it was called for a motion to adjourn. Don P. motioned to adjourn the meeting at this juncture. Motion seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

We hereby certify that these minutes are truthful and accurate.



---

Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
11/15/18



---

Noelle Flesner, Chairman  
Pike County Housing Authority  
11/15/18



Pike County  
Housing Authority