

**Pike County Housing Authority
Board Meeting Minutes
11/15/18**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, November 15th, 2018, at the PCHA Barry, IL office.

The meeting was called to order at 3:06p.m. with no guests present.

Members present:

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

Members absent:

Commissioner John Birch

Minutes:

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

Occupancy:

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

Financials:

A review of the October 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 October 2018 Regular & Closed Session Minutes, November 2018 Occupancy Reports, and October 2018 Financial Reports. Motion seconded by Dianna C.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

Dianna C: Aye

Executive Director Report:

Old Business:

1. Op Sub 2018. HUD has now provided funding through November 2018. For November 2018, the PHA received \$52,484.25 in Operating Subsidy. For December 2018, \$51,824.00 is anticipated.
2. CFP 2017. Paperwork has been rolling in to the office from Gunterman General Contracting and their subcontractors. There is an updated contract with GGC in the folder due to a missed signature from Gary Gunterman. The City of Barry showed up at the worksite to look at the sewer tap location and at that time they informed John B. of Eggemeyer Associates of the need for a construction permit. This had been discussed with GGC previously at the kickoff meeting and John B. informed them once again on site that this was their responsibility to obtain. Josh H. did wage interviews on 10/30/18 and Chris B. compared those to their payrolls and found a discrepancy (\$.06/hr.) on each GGC worker. This was brought to GGC's attention and corrected. Pay request #1 was received from GGC in the amount of \$75,451.46 and another invoice was received from EAA in the amount of \$1,775.00. Both of these invoices have been drawn and paid. As far as the work, John B. is pretty satisfied with what he has seen thus far. Barring unforeseen delays they should have the project completed within the 75 day allotment.
3. Johnson Controls EPC. Work is ongoing with the project. Ameren and Marold had agreed to start on the east side of Landess Terrace within two weeks of our last progress meeting. Ameren has been over there, but not Marold. With the weathers unpredictable nature this time of year it may present delays beyond what Marold is causing. Chris B. compiled a large amount of utility expense and usage data for Jim W. of Johnson Controls to use towards our 2019 Operating Subsidy calculation. Once HUD releases the 52723 form it will be sent to Jim W. so he can compile JC's portion of

data, then from there the 2019 Operating Subsidy calculation can be finished quickly.

4. LTW Board Training – Budgets. The HUD Lead The Way Training materials on Budgets was discussed at this juncture.
5. C.D. Purchase. Last month, it was approved to purchase (2) \$100,000.00 C.D.s from CNB Bank & Trust. However, when Chris B. went to make the purchase he was informed that those rates were for private individuals and not businesses. Michelle L. has called around to verify rates once again and Chris B. has new numbers to compare. After brief discussion, Chris B. asks for a motion to rescind the previous motion selecting CNB Bank & Trust for the purchase of (2) \$100,000.00 C.D.'s and instead make this purchase through Edward Jones who has the best 12 month rates.

At this time, Don P. motioned to rescind the motion from last month's meeting selecting CNB Bank & Trust for the purchase of (2) \$100,000.00 C.D.'s and to now make the purchase of the (2) \$100,000.00 C.D.'s through Edward Jones. Motion seconded by Dianna C.

Voice vote was as follows:

Noelle F: Aye
Don P: Aye
Mark P: Aye
Dianna C: Aye

6. HUD EIV Income Validation Tool. HUD held a mandatory training on the HUD EIV IVT module on 11/8/18, which was about as poor as trainings can go. The "training" consisted of reading the power point slides as prepared. No additional information regarding use of the system was presented. Chris B. indicates he will go in and familiarize himself with the system and then hold in house training with staff on its use.
7. 2019 COLA Increases. Last month it was discussed regarding the COLA increases to SS & SSI. Medicare Part B expenses will also have a COLA adjustment. As mentioned for January 2019, all COLA information, updated Flat Rent Schedule, and updated Utility Allowances will be used to revise client accounts.

8. Casscom. Chad W. of Casscom has finally responded to Chris B.'s request for items from their phone conversation of a couple weeks ago. Chad W. indicates that he has found that Casscom may use the utility easements per law, Casscom has the required levels of insurance to work on PHA property, and that he would like for PCHA management to meet with Casscom's installation company to come up with an acceptable installation plan after surveying the sites. Chad W. indicated that Casscom would craft their offer proposal to PCHA after that install plan was developed. Chris B. has forwarded the responses on to Eric H. of Mahoney, Silverman, & Cross PCHA Special Counsel for review.
9. HUD Litigation. In regards to the lawsuit of the withheld 2012 Operating Subsidy, the Federal Government filed a motion to dismiss on the basis the Claims Court does not have jurisdiction over the claim being asserted. The briefing of the FG's motion, including opposition was completed 8/9/18. There is now a hearing on the matter scheduled for 12/13/18, after which the court will rule on the FG's motion. This matter will most assuredly roll into 2019.
10. Flat Rent Policy Revision 9/20/18. This was to be discussed, but was missed during the course of the meeting, therefore it will now be presented during the December 2018 Regular PCHA Board Meeting.

New Business:

1. Op Sub 2019. This topic was mentioned briefly in the Johnson Controls EPC section of the meeting. HUD is changing the way Op Sub is done this year, moving it all online. As a result of this, Chris B. has gone in and added the module to his and Michelle L.'s WASS menu. Once data is published, the 52722/52723 tools can be accessed and work can begin on the 2019 Operating Subsidy calculation with data provided by Johnson Controls.
2. Office Vehicle Purchase. Chris B. has reached out to Morrow Brothers Ford to see what pricing is available through the State of Illinois purchasing contract on a new vehicle for the office, and has found the best deal is for 2019 Ford Taurus SE cars. In researching the matter, Chris B. has learned that MB has offered \$1,200.00 for the current office vehicle as trade towards a 2019 Ford Taurus SE. The current office vehicle is a 2007 Chevrolet Equinox LS with over 100,000 miles. Chris B. would appreciate a motion to go forward with the vehicle purchase and also to take bids on the current

vehicle to remove it from inventory. Brief discussion of the various quotes and options ensued.

At this time, Dianna C. motioned to accept the Morrow Brothers quote of \$19,800.00 for a 2019 Ford Taurus SE, adding options not to exceed a total cost of \$23,000.00, and also the removal of the current office vehicle by sealed bid, with a minimum beginning bid of \$2,000.00 required. Motion seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

Dianna C: Aye

3. Range Purchase. Josh H. let Chris B. know that more ranges were needed in inventory of various sizes due to them all not being replaced previously in client units. Chris B. went online and found quotes from various vendors for the same models of GE stoves. The PHA stocks GE parts in the maintenance warehouse, and in order to keep things consistent is why GE specific models were solicited. Chris B. indicates that the 20 ranges with electrical cords totaled \$8,386.00.
4. Mid-America Billboard# 5366 – 1/10/19 – 1/9/20. Chris B. indicates that it's time for PHA billboard advertising to begin renewing. Like last year, staff pictured will be rotated out and this time around the slogan may be switched up as well. Cost increased nominally in the amount of \$7.00 per month. As with last year, there will be a \$400.00 fee to change the design of the billboard.
5. Board Meeting Schedule 2019. Chris B. has compiled the meeting dates for our regularly scheduled meetings for 2019. A resolution accepting these dates, time, and location was requested by Chris B.

Resolution 2018 – 36

At this time, Don P. made the Resolution to accept the 2019 Board Meeting Schedule as prepared by Chris B. Resolution seconded by Dianna C.

Voice vote was as follows:

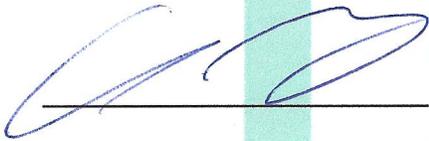
Noelle F: Aye
Don P: Aye
Mark P: Aye
Dianna C: Aye

At 4:17p.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 Dianna C.

Voice vote was as follows:

Noelle F: Aye
Don P: Aye
Mark P: Aye
Dianna C: Aye

These minutes are certified to be truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
12/20/18



Noelle Flesner, Chairman
Pike County Housing Authority
12/20/18

Pike County
Housing Authority