

**Pike County Housing Authority
Board Meeting Minutes
10/17/19**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, October 17th, 2019, at the PCHA Barry, IL office.

The meeting was called to order at 2:59p.m. No guests were in attendance.

Members present:

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

Members absent:

Commissioner Leslie Henry

Minutes Review:

A review of the September 2019 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

A review of the October 2019 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

A review of the September 2019 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Dianna C. motioned to accept the consent agenda of the September 2019 Regular Session Minutes, October 2019 Occupancy Reports, and September 2019 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
Don P: Aye

Executive Director Report:

Old Business

1. Op Sub 2018. As with last year, HUD is disbursing monies not spent or recaptured out to all PHA's who are in good standing. This years' national total is \$12,555,185.00, of which PCHA's portion will be \$1,373.00. These funds have been drawn down and Op Sub 2018 should be fully closed.
2. Op Sub 2019. HUD has provided PCHA funding notice through the end of 2019. For months October and November, PCHA was funded at \$110,752.00 or a 97.16% level. For December, PCHA was funded at \$49,746.00 or a 96.33% level. These amounts total \$160,498.00, which should be \$53,499.33 per month, but when Chris B. went to draw funds down it presented an error, giving a different figure. Therefore, Chris B. drew down \$50,589.70 for the month. All funds will be drawn down prior to the end of the year.
3. CFP 2017 & CFP 2018. Gunterman's still hasn't returned the requisite paperwork to close out the maintenance building expansion scope of work. Thus, we are in a holding pattern on making final payment. John B. of Eggemeyer Associates is working with Gunterman's to get everything in order to finish this scope of work out. The repairs Gunterman's did to contain the seepage issue have worked out fine, but we still do not know what materials were used.
4. CFP 2018 & CFP 2019. HUD has alerted PCHA that there is again additional funding for the CFP 2019. This time PCHA received an additional \$2,290.00. Chris B. went in and revised the budget to accommodate for this additional money, adding it to the operations line item. That change was approved and so Chris B. drew down \$27,290.00 to close this line out. In regards to the work to be done, Eggemeyer Associates did not include the kitchen renovations specified in the CFP 2019 budget work items. Chris B. noted this, brought it to Eggemeyer's attention and Eggemeyer's came back with revised A&E fees to include the scope of work. Eggemeyer's have proposed a contract modification to include the kitchens at an additional \$21,375.00, which would make the value of the contract now \$39,200.00. A vote in favor of this modification is requested. It is unknown whether the kitchens at each of the different sites will all fit in the budget, so EA will make each one an add-on, allowing PCHA to stay in budget. What doesn't fit money wise will be pushed back to a different year.

Resolution 2019 – 26

At this time, Don P. resolved to accept contract modification #1 with Eggemeyer Associates in the amount of \$21,375.00, which brings the total value of the contract to \$39,200.00. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

Don P: Aye

5. HUD LTW Board Training – Assessing & Improving Your PHA. The HUD Lead The Way Board Training materials on Assessing & Improving Your PHA were discussed at this juncture.
6. Baylis Wastewater System. There have been some new developments regarding this situation. Essentially, IEPA is going to deny PCHA's NPDES permit, unless an action plan is developed to reduce the outflow of chlorine. PCHA's contractor, William Bainter, is not using chlorine tabs as the previous contractor had been, which has corrected the chlorine issue, but now the fecal levels are out of line with IEPA guidelines. It is thought that either a de-chlorination tank or UV system would be able to correct the issues at the site. Chris B. indicates he is going to reach out to the vendor he solicited previously and have them come on site to give their opinion and possibly give estimates on the cost of repairs.
7. Pleasant Hill Fire. This work is nearly done. J Edgar had some materials go on backorder, which delayed the completion. This unit is counting as occupied due to the HUD approved Casualty Loss status through December 2019.
8. Lindsey Software Upgrades. For Josh H.'s new computer and all wiring CDS has given a quote of \$1,414.00. This will include installation of the scanners even though PCHA did not get them from CDS. Chris B. ordered those from Amazon at a savings of \$223.29 each or \$893.16 total. The rest of the items (desk, chair, printer, power backup) for Josh H.'s office have been ordered and are in, we are just waiting on the computer. A training on the Lindsey Software purchase order module was held on 10/7/19 and it seems fairly straightforward.
9. RFP Legal Services 10/20/19 – 9/30/22. PCHA received two bids for the legal services RFP. Mahoney, Silverman, & Cross and Coonrod Law Office. Tonya E. reviewed each proposal and scored the RFP's accordingly. Chris B. was not involved in the scoring

process due to a perceived conflict of interest with Coonrod Law Office. In the end, Tonya E. scored Mahoney, Silverman, & Cross a 90, Coonrod a 65.

At this time, Don P. motioned to accept the legal services proposal from Mahoney, Silverman, & Cross for the period 10/20/19 – 9/30/22. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

Don P: Aye

- 10.RFP Fee Accounting Services 1/1/20 – 12/31/22. PCHA received three bids for the fee accounting services RFP. Lindsey Software, Urlaub & Company, and Hawkins Ash. Chris B. reviewed each proposal and scored the RFP's accordingly. Lindsey Software scored a 93, Hawkins Ash a 97, and Urlaub a 96. Based on this Chris B. recommends Hawkins Ash be selected based on the scoring.

At this time, Don P. motioned to accept the fee accounting services proposal from Hawkins Ash for the period 1/1/20 – 12/31/22. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

Don P: Aye

- 11.HUD Litigation. The Federal Government docketed its appeal 8/28/19, but is still evaluating whether to continue on with the 2012 Operating Subsidy offset case. Chris B. asked PCHA's attorney Coan & Lyons what additional fee there would be in the case of an appeal, but they did not have a number. Merely telling Chris B. that it's best to wait and see at this juncture. Chris B. thinks Coan & Lyons is thinking that this may all be premature until this formal appeal announcement is made.

- 12.Pam Simpson Audit FYE 12/31/18. The FYE 12/31/18 audit was uploaded to the Federal Audit Clearinghouse on 9/18/19, prior to the end of September as required. It has also been sent to HUD Chicago. Once it was received there, HUD Chicago reviewed the CFP section and have closed out the CFP 2016 using the pertinent audit pages. The result from the audit finding is a 1 point decrease to PCHA's PHAS score, currently giving PCHA a score of 83, however, PCHA should receive the points for the EPC back, which will make it an 85. Overall, this would be an improvement of 1 point over last year.

13. HUD Federal FYE 2019 Occupancy. PCHA ended up improving from 12 to 10 vacant units, but could make no further progress on HUD's occupancy goal. Chris B. reports PCHA did good to end there, as there were 3 to be moved out after the 1st of October.
14. Eggemeyer Associates 504 Survey. Eggemeyer Associates have been on site to do their 504 survey for PCHA, and as expected it was pretty bad. Chris B. expects the cost to be quite high, but will know for sure once the report is received from EA. Chris B. says EA even mentioned that it would be cheaper to convert some of the buildings as is, than try to modify the current units. In the meantime, Chris B. found an article online, which sheds some questions as to the legitimacy of public housing ADA requirements. Chris B. indicates that he is going to ask for clarification from HUD Chicago before PCHA goes about spending large sums of money to make changes that ultimately may not be required.
15. Public Housing Repositioning. Chris B. reports that the Board should start thinking about repositioning the public housing inventory and also shrinking existing inventory. Chris B. believes PCHA's future lies in going through the RAD process, getting the retained units set up with project based vouchers, and replacing units lost to demolition/disposition with affordable LIHTC properties. This will put PCHA in a position to have less oversight and also increase and stabilize funding going forward. Brief discussion ensued.

At this time, Dianna C. motioned to authorize Chris B. to move forward with researching repositioning and obtaining additional information to present to the Board. Motion seconded by Don P.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
Don P: Aye

New Business

1. Utility Allowance FYE 12/31/20. PCHA received its updated Utility Allowance schedule for 2020 from Johnson Controls. Chris B. reports that PCHA will need to accept these to be used, but should do so for public notice and comment purposes first. After which, the UAS can be formally approved at December's meeting.

At this time, Don P. motioned to accept the 2020 Utility Allowance Schedule as prepared by Johnson Controls as a draft for public notice and comment. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

Don P: Aye

2. HUD Semi-Annual Certification Fall 2019. HUD recently notified all PHA's that October was re-certification month for the WASS/PIC/EIV systems. PCHA's active users have all been re-certified and the audit letter regarding these individuals has been sent to HUD Chicago. PCHA's semi-annual certification is complete.
3. HUD Semi-Annual Labor Reporting Fall 2019. Each Spring and Fall, PHA's must report to HUD on all prime contracting activities and any violations from those activities. PCHA had none to report on both accounts.
4. Operating Budget FYE 12/31/20. Urlaub & Company have begun working on PCHA's 2020 Operating Budget. Urlaub requested a variety of information to be returned back to them by 10/7/19. Chris B. had this information back by 10/3/19. Urlaub does budget preparation at no cost to the PHA.
5. Frontier Claim 8/12/19. Chris B. reports that this was news to him. Evidently, maintenance had a sewer leak in Perry and went to take care of it. Maintenance did not call in a JULIE due to digging in the same area previously for the same problem. Ultimately, maintenance cut through a Frontier internet cable, to which Frontier had to come out and make repairs. Chris B. reports that he feels as though this is our fault and should be paid. In the meantime, maintenance were told to JULIE all digs in the future, without exception.
6. Tree Service Quotes. PCHA has a few trees to be cut/trimmed and Josh H. has approached two different vendors for pricing. Hollow Bottom Tree Service is cheaper than our current provider Greener Tree Care and so Chris B. has instructed Josh H. to use Hollow Bottom. Depending on satisfaction with the work, PCHA could also have an opportunity to lock them in for 3 years under contract, which would save an additional 20%.
7. HOTMA Provisions. HUD has published the proposed rule for implementation of several HOTMA provisions. Brief discussion ensued.
8. RFP Banking Services. Chris B. reports that PCHA has never went out for proposals for banking services to his knowledge. This should be done, just as with other service vendors, who do business with PCHA. Chris B. outlined some of his interests for a banking partner, they include items such as the ability to assist in financing a potential tax

credit development deals, enhanced check services, potential collection on tenant accounts, etc. Chris B. also stated that HUD prefers PHA's to not collect cash payments on tenant accounts and that PCHA would go cash free in 2020. Brief discussion ensued.

9. Office Hours Revision. Chris B. reports that he would like to adjust the office hours in 2020. Many other PHA's are finding a day of the week to close the office to the public for administrative time purposes. This allows work to be done without constant interruption and ultimately would allow staff to get their work caught up for the week. Chris B.' suggestion is to make every Friday that day. Of course, the phone system will be operational, maintenance will be in the field, payments dropped in the lock box will be deposited, etc. Also, in rare cases where a client was unable to come in Monday through Thursday due to their schedule, time would be allotted to meet them on Friday if need be. Brief discussion ensued.

Closed Session

1. Employee Quarterly Performance Appraisals (3rd Quarter 2019)

At 4:17p.m. Don P. motioned to exit Regular Session and enter Closed Session for discussion of Employee Quarterly Performance Appraisals (3rd Quarter 2019). Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
Don P: Aye

At 4:22p.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. Don P. motioned to exit Closed Session and re-enter Regular Session. Motion seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
Don P: Aye

At this time, Dianna C. motioned to accept the scored Employee Quarterly Performance Appraisals (3rd Quarter 2019) for all employees and the Bonuses tied to those evaluations. Motion seconded by Don P.

Voice vote was as follows:

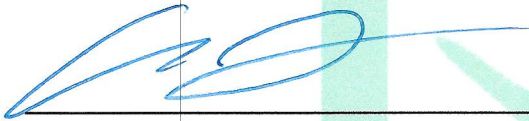
Dianna C: Aye
Mark P: Aye
Don P: Aye

At 4:24p.m., there were no further topics for discussion and so it was called for a motion to adjourn the Board meeting. Dianna C. motioned to adjourn the meeting at this juncture. Motion seconded by Don P.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
Don P: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
11/21/19



Noelle Flesner
Chairman
Pike County Housing Authority
11/21/19



Pike County
Housing Authority