

**Pike County Housing Authority
Board Meeting Minutes
9/19/19**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, September 19th, 2019 at the PCHA Barry, IL office.

The meeting was called to order at 3:08p.m., without any guests present.

Members present:

Chairman Noelle Flesner
Commissioner Mark Pulliam
Commissioner Leslie Henry
Executive Director Chris Bruns

Members absent:

Vice Chairman / Resident Commissioner Dianna Castleberry
Commissioner Don Peebles

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

At this time, Leslie H. motioned to accept the consent agenda of the August 2019 Regular Session Minutes, September 2019 Occupancy Reports, and August 2019 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Noelle F: Aye
Mark P: Aye
Leslie H: Aye

Executive Director Report:

A. Old Business

1. Op Sub 2019. HUD previously posted the operating subsidy numbers for September 2019. PCHA received \$55,347.66 for the month, which is at a 97.18% funding level. The level of funding for the remainder of the year is unknown at this juncture.
2. CFP 2017 & CFP 2018. Gunterman's has addressed the issue with the yard, however, now the interior of the maintenance building addition is having an issue. In the far corner against the hill, Gunterman's did not seal the corner well and it has begun to have some seepage issues. This is a warranty item which will be required to be fixed. Gunterman's came back to apply sealant to the corner area, however it is unknown as to what material was used. Gunterman's also had to check the downspout in that corner to see if there were any issues. Chris B. has not heard of anything thus far. During all of this Gunterman's insurance lapsed, but was subsequently reinstated. The closeout paperwork has not been turned in and so no further payments have been issued to Gunterman's. John B. of Eggemeyer Associates has been working with Gunterman's to assist in the process of closeout. An invoice was received for \$525.00 from Eggemeyer Associates, which has been drawn and paid. Eggemeyer Associates has one invoice for \$500.00 remaining.
3. CFP 2018 & CFP 2019. Chris B. checked the HUD EPIC system and PCHA's previous 5 year plan 2019 – 2023 had been approved in the system. After the original plan was approved, a modification was made for year 2023, which moved \$200,000.00 from year 2023's Baylis work into site wide Accessibility Improvements. Now that the original had been approved, Chris B. was able to submit this revision in EPIC. There is no change to year 2019 and Chris B. has created the annual CFP 2019 grant budget in EPIC, which has now been approved for disbursement. The funds may now be drawn as needed according to the budgeted work items. The draft versions of HUD Form 50075.1 for 2019, HUD Form 50075.2 for years 2019 – 2023, HUD Form 50071, HUD Form 50077-CR, Lobbying Form SFLLL, written statement defining significant amendment, and certification of compliance with a public hearing have been out for public review and comment since 6/26/19, with a public hearing being held on 9/9/19. At the public hearing there was no attendance and therefore no comments. No comments were received prior to the public hearing. Chris B. requests that the above mentioned documents be accepted as final.

Resolution 2019 – 23

At this time, Leslie H. resolved to accept the final versions of HUD Form 50075.1 for 2019, HUD Form 50075.2 for years 2019 – 2023, HUD Form 50071, HUD Form 50077-CR, Lobbying Form SFLLL, written statement defining significant amendment, and certification of compliance with a public hearing. These documents comprise the full CFP 2019 submission. Resolution seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Mark P: Aye

Leslie H: Aye

4. Johnson Controls. Last month it was mentioned that PCHA had been overcharged from the Village of New Canton for water/sewer. Chris B. & Tonya E. verified the amount by going back to the beginning of 2015, recalculating each month, to which New Canton agreed. PCHA has since received a check in the amount of \$1,204.10 from New Canton which has resolved the matter. Josh H. and Chris B. had a project closeout meeting with Johnson Controls on 8/14/19 finalizing the end of the agreement. At the time, Johnson Controls was owed \$107,443.00, and since then two invoices totaling \$82,000.00 have been paid, leaving \$25,433.00 remaining.
5. HUD LTW Board Training – Ethics. The HUD Lead The Way Board Training materials on Ethics were reviewed at this juncture.
6. Baylis Wastewater System. Last month Chris B. mentioned the NPDES permit renewal was out for public comment from the IEPA and stated no problems were anticipated. That ended up being incorrect. On 9/9/19, a comment of disapproval was received from the Sierra Club in Chicago, IL questioning the IEPA regarding the parameters of PCHA's permit. Specifically, they objected to the permit renewal as it allows discharge of residual chlorine into the waters of the state. From conversations with IEPA, Chris B. has found that a single complaint to the permit renewal could result in its disapproval. This matter is still being researched for options by both PCHA and IEPA.
7. Pleasant Hill Fire. AHRMA selected the lower quote as submitted by J. Edgar, Inc. in the amount of \$19,757.40. J. Edgar went to work quickly and by the time the meeting it was thought that the unit may be completed, barring unforeseen circumstances. Since it was unknown as to the timetable for completion at the beginning, Chris B. requested undergoing Mod status for the unit from HUD due to Casualty Loss. This request was granted and the unit may remain offline until 12/28/19 and still count as occupied. The

client has been billed for the deductible and have not kept their account in good standing. Further action is being taken with them at this juncture.

8. Lindsey Software Upgrades. Chris B. talked about the Inventory, E-Tenant files, and Document management Lindsey Software upgrades last month. These were approved and in speaking with Lindsey Software they suggested two more things. One, the Purchase Order module integrates with AP and Inventory and is a useful tool. Employees are required to PO any materials or supplies purchases over \$75.00. Secondly, Lindsey suggested Twain compliant scanners for each desktop as well. Chris B. believes both of these suggestions are worthwhile. Chris B. also suggested turning over purchasing of maintenance materials down to the maintenance level and giving Josh H. greater role in this area. In order to do this he will need a computer with internet and system access, which cannot readily be done from where the maintenance building is located. Therefore, Chris B. proposed to give Josh the small office and relocate the file cabinets next door to the large room of the community building and secure this room converting it to file storage. These proposals were met with no objection and will be implemented.
9. RFP Legal Services 10/20/19 – 9/30/22. The request for proposal process is ongoing for legal services. Bids are due in no later than 10/7/19. In the meantime, a freedom of information request was received from a prospective bidder, which was responded to before the 5 working day deadline.
10. RFP Fee Accounting Services 1/1/20 – 12/31/22. The request for proposal process is ongoing for fee accounting services. Bids are due in no later than 10/7/19. One bid has been received from a company that did not submit previously.
11. HUD Litigation. The Federal Government has filed an appeal in the 2012 Operating Subsidy offset case. This move was expected, as the appeal filing gives the Federal Government more time to decide whether to pursue the matter or let it drop and allow the judgment to go through unchallenged. Federal Government Attorney Eley and HUD both wish the government would pursue an appeal, but it is up to the attorneys in the appellate division of the Department of Justice, not them. There has not been a final decision made on the matter. As more develops Chris B. will bring the news forward. PCHA's initial fee only covered the original suit filing, not an appeal, which could leave a decision to make regarding continuance in the case.
12. Pam Simpson Audit FYE 12/31/18. Pam Simpson was here the week of May 20th, 2019 to perform our annual audit. The audit went well with the exception of the tenant files and fee accountant sporadic postings that were discussed previously. Chris B. was under the impression the tenant file matter was not a finding, but something that Pam S. thought we should tighten up our protocols in place to address. This week her audit report draft was received and Chris B. discovered a finding for the tenant files, which was surprising.

Pam S. had asked for comments on the draft and Chris B. let her know the audit finding was a surprise. Pam S's reasons for the finding are valid and can't be disputed. Pam S. is the auditor and if she thinks it escalates to that level, then PCHA has to abide by the decision and respond to HUD accordingly. Chris B. reports that the tenant file matter was addressed at the time of the audit, and it was made very clear that no one enters the program without proof of identity information, household information, or earnings information. Chris B. goes on to say that this has slowed down renting units significantly as no one that applies seems to have the required documentation. Chris B. asks for the Board to formally accept the audit draft as written. The final report is due in to HUD before the end of September.

Resolution 2019 – 24

At this time, Mark P. resolved to accept the FYE 12/31/18 Audit report as prepared by Pamela Simpson. Resolution seconded by Leslie H.

Voice vote was as follows:

Noelle F: Aye

Mark P: Aye

Leslie H: Aye

B. New Business

1. HUD FY 2020 Fair Market Rents & Flat Rent Update. HUD has published the updated fair market rents for fiscal year 2020. Since these are out PCHA must accept them for flat rents usage beginning 10/1/19. With the way PCHA's flat rent policy is worded it automatically sets flat rents at 80% of the lesser of the fair market rents, small area fair market rents, or unadjusted rents. The resulting change using the unadjusted rent amount is a monthly increase of \$4.00 for a 1BR, \$3.00 for a 2BR, \$1.00 for a 3BR, and \$6.00 for a 4BR.

Resolution 2019 – 25

At this time, Leslie H. resolved to accept the 2020 Fair Market Rents (unadjusted rents) as published by HUD, incorporating them into PCHA rents beginning effective 10/1/19. Resolution seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Mark P: Aye
Leslie H: Aye

2. HUD Federal FYE 2019 Occupancy. As with each September, HUD is pushing for all PHA's to fill as many vacancies as they can by the end of the month for statistical purposes. PCHA always tries to fill as many vacancies as possible all the time, but this gives another push towards the end of the federal fiscal year. So far 2 additional units have been rented for the month.
3. HUD Long Term Vacant Units. This is a new initiative. HUD is conducting remote reviews of long term vacant units. They deem LTV units to be unoccupied for 120 days or longer. PCHA had 2 on its list, which have now both been rented. This initiative is a little puzzling because when the HUD reps were here they agreed it was a best practice to turn and rent desired units first, which could leave other units making this list. Again, it is strived to rent everything as soon as possible, but Chris B. could see this matter affecting our Perry and Pleasant Hill properties, which have been harder to rent.
4. Op Sub 2020. The various inflation factors have now been published for 2020 operating subsidy use. No other information is available at this juncture, but HUD has begun the process of submission of tools and calculations for the 2020 fiscal year.
5. AHRMA 2020 Pre-Renewal. AHRMA sent out their yearly pre-renewal documents to gather information for calculation of next year's insurance premiums. These have all been reviewed, completed, and returned to AHRMA ahead of their required deadline.
6. IAHA Sexual Harassment Training. IAHA in conjunction with AHRMA are offering a free training session on Sexual Harassment for member groups. Whether all sit in on one session or break out over a couple of different ones, all PCHA employees will be attending this training.
7. IAHA Annual Meeting. Next week is the annual IAHA meeting to be held in Joliet, IL. Due to Chris B.'s placement as CICO President and IAHA Board member he will need to attend this session. This is a much smaller scale training opportunity than the Maintenance Management Clinic, but does offer training sessions in the way of drug identification, managing chaos in the workplace, and a HUD speaker.
8. Getz Fire Inspection 2019. On 8/1/19, PCHA had our annual fire inspection testing done by Getz Fire Equipment. When Getz tests they go through and look at emergency lighting, exit signs, fire extinguishers, etc. This year's bill is \$1,117.50, which is higher than usual due to replacement of several extinguishers. Next year's bill should be roughly half this amount.


9. Adams Fiber Service Renewal. Adams Fiber reached out to renew PCHA's fiber internet service agreement for the next 3 years. There is no change in price, but Adams is going to double internet speed for upload/download. This is the best internet service available in the Barry, IL area without question. It was a no brainer to sign and return the renewal, which was done 9/3/19.

At 4:31p.m., there were no further topics for discussion and so it was called for a motion to adjourn the Board meeting. Leslie H. motioned to adjourn the meeting at this juncture. Motion seconded by Mark P.


Voice vote was as follows:

Noelle F: Aye
Mark P: Aye
Leslie H: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
10/17/19



Noelle Flesner
Chairman
Pike County Housing Authority
10/17/19



Pike County
Housing Authority