

**Pike County Housing Authority  
Board Meeting Minutes  
11/21/19**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, November 21th, 2019, at the PCHA Barry, IL office.

The meeting was called to order at 3:02p.m. No guests were in attendance.

**Members present:**

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

**Members absent:**

Resident Commissioner / Vice Chairman Dianna Castleberry

**Minutes Review:**

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

**Occupancy Reports:**

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

**Financial Reports:**

A review of the October 2019 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 2019 Regular & Closed Session Minutes, November 2019 Occupancy Reports, and October 2019 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Don P: Aye

### **Executive Director Report:**

#### **Old Business:**

1. Op Sub 2019. Last month, Chris B. reported an error in trying to draw down the \$53,499.33 average for the month. Chris B. was only able to draw down \$50,589.70. After last month's PCHA board meeting, Chris B. went back into ELOCCS and tried a transaction for the difference in the amount of \$2,909.63, which was accepted. This draw down put PCHA's October 2019 back on track. For November 2019, Chris B. was able to go in and draw down \$53,499.34 with no problem.
2. CFP 2017 & CFP 2018. On 10/16/19, Eggemeyer Associates final invoice in the amount of \$500.00 was received for the CFP 2017 maintenance building addition work, which has been drawn and paid. This invoice closed out the CFP 2017 grant in its entirety. Also on 10/16/19, pay request #5 was received from Gunterman Construction for the same work in the amount of \$41,814.40, which has also been drawn and paid. Of this amount, \$18,105.59 remained in CFP 2018 to be used against it, with the remaining \$23,708.81 coming out of PCHA reserves. All required items & documents are now complete, and the maintenance building addition work is finished. Next month, Chris B. will have the CFP 2017 grant closeout paperwork in the board packet.
3. CFP 2018 & CFP 2019. Last month, the PCHA Board approved contract modification #1 with Eggemeyer Associates which brought the value of the A&E contract to \$39,200.00. This contractual agreement has been signed off and returned to EA. Two invoices were received from EA totaling \$11,600.00, which have been drawn and paid. It is very unlikely any head way will be made on the scope of work until Spring 2020.
4. Op Sub 2020. Op Sub 2020 processing is underway and PHA's had to verify their existing AMPs no later than 11/5/19. PCHA had no corrections to make to the number of AMPs, however, HUD still has some of the PCHA building data wrong. This matter was attempted to be corrected with HUD 3 years ago and Chris B. is going to make another push to get these items corrected. All in all, PCHA has a building not in the PIC system, one in the PIC system that says it was removed, but was not, and 3-4 others with incorrect addresses.

5. CFP 2020. CFP 2020 processing is underway and HUD has published the high performer list. Once again, PCHA is on the list even though it hasn't had high performer since FYE 12/31/16. Chris B. is stumped by this and feel as though it may have something to do with the size of the PHA, as PCHA falls under Small PHA Deregulation. However, this is a good thing as it gives PCHA a bump in funding received for CFP grants.

6. Baylis Wastewater System. Last month, Chris B. reached out to Kyle Pociask at Four Points Engineering to see if he could come to the Baylis site and see what, if anything, he thought could be done to remedy the problems we are having in regards to the NPDES permit. Kyle P. came and had 3 suggestions, 1. To install a proper chlorination/dichlorination system, 2. Install a UV disinfection system, or 3. Replace the existing filter and discharge with a new subsurface disposal system. As a result of his suggestions, Chris B. contacted Eggenmeyer Associates to coordinate using Four Points as a subcontractor through them. If Four Points is not interested in this arrangement then PCHA may need to put the scope of work out for bid.

7. Pleasant Hill Fire. The fire damage repairs on #9 Pleasant Hill have been completed by J Edgar Contracting and AHRMA has remitted their full payment to them less deductible. PCHA has paid the \$1,000.00 deductible to J Edgar which closes out the project. The client was billed for the deductible, and has paid it, leaving PCHA out nothing other than having the insurance claim on its record. This unit will now actively be tried to lease up.

8. RFP Legal Services 10/20/19 – 9/30/22. Coonrod Law has been notified that they were not successful in obtaining the contract for legal services. Mahoney, Silverman, and Cross have been notified they were successful. The contractual agreement with MSC has been ratified by all parties.

9. RFP Fee Accounting Services 1/1/20 – 12/31/22. Urlaub & Company and Lindsey Software were notified they were not successful in obtaining the contract for fee accounting services. Hawkins Ash was notified they were successful. The contractual agreement with HA has been ratified by all parties. HA indicated that since they are a CPA firm, they should only do an annual agreement, which is fine with Chris B. The plan as it stands is to have Urlaub finish out the 2019 year, including the REAC submission, which will leave a clean slate for HA to begin the 2020 books. Any questions that may arise during the FYE 12/31/19 Audit will go to Urlaub & Co.

10. HUD Litigation. The Federal Government has requested a 50 day extension to December 17<sup>th</sup>, 2019 to file its brief, if it ends up doing so. As has been, this is still in a

holding pattern. The FG may end up not pursuing the appeal or may do so, just in time by the deadline, which would allow for an additional extension pushing this out further. As mentioned before, the FG attorney Eley wants to pursue the appeal, but the decision is not up to her.

11. Pam Simpson Audit FYE 12/31/18. Last month, the PCHA Board discussed the audit finding on the FYE 12/31/18 Audit as prepared by Pam Simpson. HUD notified PCHA that the corrective action plan (CAP) identified was insufficient to correct the problem. Therefore, Chris B. had to draft a response and supply it to the Chicago Field Office by October 30<sup>th</sup>, 2019. Chris B.'s response was completed and issued October 21<sup>st</sup>, 2019. In the revised CAP, Chris B. took issue with the original CAP as noted by Pam Simpson. Chris B. goes on to say that training was never discussed with Pam S. Chris B. reports that it was discussed with intake staff at the time of the FYE Audit that no one is to enter the program without the necessary paperwork for proof of identity, proof of income, etc. This was included in the CAP. Also discussed in the CAP was the form being used to track and follow up with people that had been admitted that were missing documents. This process flows in conjunction with Chris B.'s file reviews, to which that process and form were detailed in the CAP. The PCHA Board has been notified of all matters as they have progressed and that was explained in the CAP as well. Additionally, other measures have been taken by intake staff to clear up those on the waiting list who have not supplied the appropriate documentation. Intake staff have sent deficient applicants a list of required items to return to complete their application. Until these items are returned, no one will be admitted from the waiting list who has not supplied the appropriate documentation. On 11/4/19, PCHA received word that the CFO has accepted the revised CAP as submitted, which closed out the finding. Chris B. goes on to say that he has solicited a 3<sup>rd</sup> party to conduct file reviews, which would help to get them caught up, but he is not sure about utilizing the service yet. A copy of the FYE 12/31/19 Audit has been sent to the Pike County Board for their records.

12. Public Housing Repositioning. The PCHA Board discussed this topic last month and a company (Bedrock Consulting) has approached Chris B. to do an analysis of PCHA properties for the purposes of repositioning. Chris B. reports his stance and vision is pretty clear, but if the Board would like a second opinion, one could most certainly be obtained. This may have to be put out for bid, pending review of our Procurement Policy. Brief discussion ensued.

At this time, Don P. motioned in favor of utilizing a 3<sup>rd</sup> party to conduct a review of PCHA for purposes of repositioning. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye  
Mark P: Aye  
Don P: Aye

13. Utility Allowance FYE 12/31/20. Last month, the PCHA Board approved the draft utility allowance as prepared by Johnson Controls for 2020. This has been published in the paper and on the PCHA website for public notice. All comments will be collected through 12/19/19 when a public meeting will be held. PCHA will ratify the utility allowance as final at the PCHA Board Meeting on 12/19/19 after the notice, comment period, and public meeting.

14. Operating Budget FYE 12/31/20. Urlaub & Co have prepared PCHA's fiscal budget for 2020. This budget was discussed briefly with no questions or objections.

**Resolution 2019 – 27**

At this time, Don P. resolved to accept the FY 2020 Operating Budget as prepared by Urlaub & Company. Resolution seconded by Mark P.

Voice vote was as follows:

Leslie H: Aye  
Mark P: Aye  
Don P: Aye

15. Hollow Bottom Tree Service. Last month, Chris B. discussed two tree service providers and that Hollow Bottom was approved due to lower price. The work ended up being fine, but when Hollow Bottom started the work they hit Josh H.'s truck with their trucks boom causing \$1,245.35 in damage. Hollow Bottom had a \$1,000.00 deductible and didn't want the claim and so Josh H. obtained a repair quote and Chris B. authorized to reduce the cost of repairs from Hollow Bottom's billing. The truck repairs have been done satisfactorily and Hollow Bottom's invoice has been paid.

16. AHRMA 2020 Insurance. AHRMA has calculated PCHA's insurance rates for 2020, which came in at \$68,541.00 for the year. These rates are for business coverages, not employer provided employee insurance benefit coverages. 2019's rates for the same coverages were \$66,976.00, which means 2020 carries an increase of \$1,565.00. A motion accepting this would be appreciated.

At this time, Leslie H. motioned to accept the 2020 rates as published by AHRMA for PCHA’s insurance coverage. Motion seconded by Mark P.

Voice vote was as follows:

Leslie H: Aye  
Mark P: Aye  
Don P: Aye

17. IAHA Sexual Harassment Training. On 11/18/19, all staff attended a webinar on sexual harassment by AAEM Employers Association. This was a free webinar jointly provided by the Illinois Association of Housing Authorities and AHRMA. There was not a test for this class, but all staff will receive certificates of attendance, which will go in their personnel files.

**New Business:**

1. Operating Budget Revision FYE 12/31/19. Urlaub & Co have compiled the budget revision for the 2019 fiscal year. This budget revision was discussed briefly with no questions or concerns.

**Resolution 2019 – 28**

At this time, Mark P. resolved to accept the FY 2019 Budget Revision #1 as prepared by Urlaub & Company. Resolution seconded by Don P.

Voice vote was as follows:

Leslie H: Aye  
Mark P: Aye  
Don P: Aye

2. Internal Controls Policy Revision. Last month, the PCHA Board discussed a cash free future that was in conjunction with the effort to go out for an RFP on banking services. All clients have begun to be notified as they come in to make payments, through PCHA newsletters, etc. that cash will not be accepted in 2020. As a result of this change, PCHA’s Internal Controls policy should be revised accordingly. The revision will need to be accepted via resolution after discussion.

**Resolution 2019 – 29**

At this time, Don P. resolved to accept the revised Internal Controls Policy as prepared by Chris B. Resolution seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye  
Mark P: Aye  
Don P: Aye

3. Personnel Policy Revision. Chris B. reports that he was approached about this by Amber H. Amber H. pitched that employees should get their work anniversary as an additional day off, much like their birthday. Chris B. doesn't see a problem with this, but the change would need to come via Board approval of a revised Personnel Policy. Chris B. has revised the Personnel Policy incorporating the change for the Board review. Brief discussion ensued.

**Resolution 2019 – 30**

At this time, Don P. resolved to accept the revised Personnel Policy as prepared by Chris B. Resolution seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye  
Mark P: Nay  
Don P: Aye  
Noelle F: Ayes

4. Pittsfield Police FOIA Request. This is an unusual stance by the Pittsfield Police Department. PCHA has an individual who applied for housing and was denied due to a previous balance. This individual has also applied to be added to the household of two different people and been denied for the same reason. Despite the denials, this person has been living on site without approval. Ultimately, to get the problem under control a letter of no trespass was issued to the perpetrator to get them to stay off the property, which hasn't worked. PCHA received a phone call from a neighbor on 10/17/19 that this person was on site and so we called the police to go handle it. Ultimately, instead of arresting the person as they should have, the responding officer had them leave the property. The PPD was asked why the perp was not arrested and they said because the tenant invited them. The PPD was asked for the record of the event and PCHA was told to request the document through FOIA. PCHA did so and the department has not complied within the

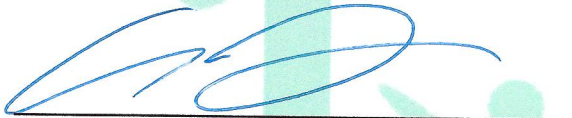
legally required time frame. Now Eric Hanson is involved in the process and the client in the matter has been served with a lease termination. The States Attorney just received the case and Chris B. is pushing for the person to be held accountable for trespassing.

At 4:16p.m., there were no further topics for discussion and so it was called for a motion to adjourn the Board meeting. Don P. motioned to adjourn the meeting at this juncture. Motion seconded by Mark P.

Voice vote was as follows:

Leslie H: 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  
12/19/19



Noelle Flesner  
Chairman  
Pike County Housing Authority  
12/19/19



Pike County  
Housing Authority