

**Pike County Housing Authority  
Board Meeting Minutes  
1/16/2020**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, January 16<sup>th</sup>, 2020, at the PCHA Barry, IL office.

The meeting was called to order at 3:06p.m. No guests were in attendance.

**Members present:**

Resident Commissioner / Vice Chairman Dianna Castleberry  
Commissioner Mark Pulliam  
Commissioner Leslie Henry  
Commissioner Don Peebles  
Executive Director Chris Bruns

**Members absent:**

Chairman Noelle Flesner

**Minutes Review:**

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

**Occupancy Reports:**

A review of the January 2020 Occupancy Reports occurred next. There were no questions or concerns raised.

**Financial Reports:**

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

At this time, Mark P. motioned to accept the consent agenda of the December 2019 Regular Session Minutes, January 2020 Occupancy Reports, and December 2019 Financial Reports. Motion seconded by Don P.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Don P: Aye

## **Executive Director Report:**

### **A. Old Business**

1. Op Sub 2020. Last month, Chris B. indicated that HUD had funded PCHA for the 1<sup>st</sup> 4 to 6 weeks of 2020 at \$89,955.00. After this, PCHA received another notice of funding availability of \$56,266.00 in funding for the next 4 to 6 weeks. These funding notices total \$146,221.00, therefore, Chris B. drew down \$73,110.50 for the month of January 2020. PCHA should have a draw for February 2020 in the same amount, pending any additional funding notices. The second funding notice is prorated at a 96.54% level.
2. CFP 2018 & CFP 2019. Invoice #4 was received from Eggemeyer Associates in the amount of \$1,800.00, which has been drawn & paid. PCHA received a final cost estimate from EA in the amount of \$492,634.08 for the base work that is planned regarding the exterior improvements at Landess Terrace and kitchen upgrades at 71-1 Barry. PCHA has \$558,198.00 available between the CFP 2018 & CFP 2019 budgets, leaving a difference of \$65,563.92 remaining in the budgets. Since no data is available from the Repositioning Review yet, it is thought that the additional funding remaining would be used to add on one of the alternates, possibly Baylis (\$24,879.60), and if possible, try to add the value of the wastewater system upgrade. This would leave PCHA in budget and would not require use of low rent funds for any of these costs. If this is not possible, then PCHA could add the Baylis alternate and then try to revise the CFP 2018/2019 budgets to allow for additional funding in operations.
3. Baylis Wastewater System. Eggemeyer Associates has been successful in getting Four Points Engineering to work as a sub-contractor under them for the Baylis wastewater system upgrade. EA has been working with FPE to establish price and parameters for the Baylis wastewater system upgrade. FPE will perform their work in two phases. First, FPE will do a study and establish cost estimates for the 2 cheaper alternatives. Secondly, FPE will design plans that can be used to bid the project according to HUD & IEPA construction permit requirements. EA will then be involved with the bid and contract phase. FPE will follow up during

construction to ensure that all designs and specs are being followed. EA has estimated the cost for theirs and FPE services at \$10,800.00.

4. HUD Subsidy Litigation. The Federal Government's appeal of the 2012 operating subsidy case has now been authorized. This now kicks off a series of events in the case. Ultimately, due to both parties filing their respective briefs, hearing, and/or further appeals this case will take much longer to resolve. It is now unlikely for a resolution to this matter before the end of 2020. Also, Coan & Lyons has indicated the appeal filing fee is \$100.00. As with the original filing fee from before, this appeal filing fee must come from non-federal funds. C&L indicate that some Executive Directors are going to write the check themselves to cover the appeal fee, which is what Chris B. indicates he will do. Previously, PCHA had non-federal funds due to the receipt of a grant from Ameren Illinois, however, those funds have been exhausted on energy efficiency measures.

#### **Resolution 2020 – 1**

At this time, Don P. resolved for PCHA to enter the appeal of the 2012 Operating Subsidy offset. Resolution seconded by Leslie H.

Voice was as follows:

Leslie H: Aye

Mark P: Aye

Don P: Aye

5. Pittsfield Police FOIA. Recently, the PCHA Board had a discussion regarding a tenant housing an unauthorized guest and our attempts to get the situation under control. The perpetrator had been served with a letter of no trespass and was found on 10/17/19 to be in violation of that order. As a result, police were called and the perpetrator removed from the property. PCHA requested information regarding the incident from Pittsfield Police and were told to file a FOIA request. This request was filed but no response received, which led for Mahoney, Silverman, and Cross to get involved. Finally, this week the FOIA request was returned for PCHA review. Evidently, there was a miscommunication as to where the FOIA report would be available. The PP incident report was very informative for the original case and also the appearance of a second trespassing violation. MSC has a court appearance on 1/24/2020 for the lease termination of the client who permitted the trespassing and housing of the unauthorized person. Also, the perpetrator is being prosecuted by the Pike County State's Attorney for criminal trespass to land.

6. Assured Insulation. Assured Insulation notified PCHA on 12/31/19 that additional properties are being reviewed for approval by Ameren to add additional insulation to the buildings. Previously, AI performed this service at units in Griggsville & Perry.

## **B. New Business**

1. System For Award Management Renewal 2020. PCHA received notice from the HUD Chicago Field Office on 12/20/19 that PCHA's System For Award Management registration was scheduled to expire 2/5/2020. SAM registration is required in order to receive any monies from the Federal Government. Chris B. was aware of the expiration and planned on updating SAM in early 2020, however, with the unusual way the funding is being done, he didn't want there to be any problems with receipt of these monies. Therefore, Chris B. went in to the SAM site 12/20/19 and completed the update, which was approved same day.
2. Quorum Census FYE 12/31/19. Quorum Consulting alerted PCHA on 12/31/19 that the census request module was uploaded and ready for information regarding PCHA retirement contributions for the completed fiscal year. Chris B. compiled the data for this census request and completed it on 1/6/2020. QC will now audit those numbers to see if there were any issues with retirement contributions during the fiscal year.
3. REAC Submission FYE 12/31/19. Urlaub & Company notified PCHA on 12/12/19 of its request for materials to be used in completing PCHA's REAC submission for the fiscal year. These materials consist of Accounts Payable, Maintenance Inventory, Investments, Payroll Liabilities, Wages Payable, Accrued Leave, Units Leased, Equipment Purchases/Disposals, and CFP data. These materials were supplied to U&C on the deadline date of 1/10/2020. Once the submission is completed by U&C this will serve as PCHA's unaudited submission, which will be reviewed by Pam Simpson later in 2020 when she completes her annual audit services. The REAC submission is the last activity U&C will perform for PCHA, pending anything needed during the annual audit. Hawkins & Ash are the new fee accountants for PCHA as of 1/1/2020.

## **C. Handouts (If Any)**

1. None

## **D. Closed Session**



1. Employee Quarterly Performance Appraisals (4<sup>th</sup> Quarter 2019)

2. Revised Salary & Performance Bonus Structure Discussion

At 3:35p.m. Don P. motioned to exit Regular Session and enter Closed Session for discussion of Employee Quarterly Performance Appraisals (4<sup>th</sup> Quarter 2019) and to discuss a revised Salary & Performance Bonus structure. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Don P: Aye

At 4:07p.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:

Leslie H: Aye

Mark P: Aye

Don P: Aye

At this time, Don P. motioned to accept the scored Employee Quarterly Performance Appraisals (4<sup>th</sup> Quarter 2019) for all employees and the Bonuses tied to those evaluations. Motion seconded by Mark P.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Don P: Aye

Next, Don P. motioned to accept the Revised Salary & Performance Bonus Structure as discussed in Closed Session.

Under this, all PCHA's employees will immediately receive a \$1.75 per hour increase as currently being phased in by State of Illinois law in 2020. Also, the Employee Quarterly Performance Appraisals are phased out, being replaced with a Performance Bonus tied to the agency achieving "High Performer" status. If PCHA achieves "High Performer" status, all management employees will receive a one-time \$2,400.00 bonus and all non-management employees will receive a one-time \$1,800.00 bonus. Should PCHA achieve "High Performer" designation in 2 or more consecutive years, then the bonus for management and non-management employees will be increased by \$500.00, to \$2,900.00 and \$2,300.00 respectively.

Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Don P: Aye

At 4:10p.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 Leslie H.

Voice vote was as follows:

Leslie H: Aye

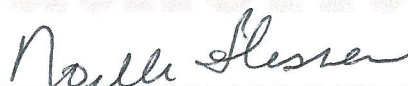
Mark P: Aye

Don P: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
2/20/2020



Noelle Flesner  
Chairman  
Pike County Housing Authority  
2/20/2020