

**Pike County Housing Authority
Board Meeting Minutes
3/19/2020**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, March 19th, 2020, at the PCHA Barry, IL office.

The meeting was called to order at 3:13p.m. No guests were in attendance.

Members present:

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

Members absent:

Chairman Noelle Flesner
Commissioner Don Peebles

Minutes Review:

A review of the February 2020 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

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

Financial Reports:

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

At this time, Mark P. motioned to accept the consent agenda of the February 2020 Regular Session Minutes, March 2020 Occupancy Reports, and February 2020 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye
Mark P: Aye
Dianna C: Aye

Executive Director Report:

Old Business:

1. Op Sub 2020. Operating Subsidy 2020 calculations were due to the Chicago Field Office no later than 3/3/2020. These were furnished to the CFO on 2/29/2020. Important data from the forms to take away are the \$99.10 Utility Expense Level from the 52722 form and the Formula amount of \$732,872.00 from the 52723 form. In addition to the HUD 52722 & 52723 forms, the submission was also comprised of the SF424 form, HUD 50071 form, HUD 52574 form, utility supporting data, and Johnson Control's utility supporting data. By the formula amount, PCHA is to receive \$732,872.00 prior to any allocation percentage changes. For March/April, operating subsidy was received in the amount of \$44,697.00.
2. CFP 2018 & CFP 2019. Last month, the Board approved the base bid of \$490,000.00 from Trotter General Contracting contingent on receiving Chicago Field Office approval for the acceptance of a single bid. This has not been furnished yet. In the meantime, Eggemeyer Associates continues to work on plans and specs for the upcoming work. Invoice# EAA1923-5 was received in the amount of \$2,771.05 and has been drawn, but not yet paid.
3. CFP 2020. CFP 2020 documents were due in to the Chicago Field Office no later than 3/12/2020. As part of this submission the CFO was to receive 3 original ACC amendments, with the rest of the documents able to be submitted electronically. As a result, Chris B. mailed the 3 original ACC amendments, then emailed the Statement of Significant Amendment, Certification of Compliance with Public Hearing, HUD form 50071, HUD form 50077-CR, and Lobbying form SFLLL. These documents comprise PCHA's CFP 2020 submission and all were received by the CFO on 3/10/2020. PCHA is to receive \$444,674.00 in the CFP 2020 grant and should begin the public notice, comment period, hearing, and ratification of the CFP 2020 documents as outlined in the Certification of Compliance Public Hearing document. At this time, Chris B. requested draft approval of all

documents submitted to the CFO, as well as the 50075.1 Annual Budget and 50075.2 Five Year Plan 2020 – 2024.

Resolution 2020 – 3

At this time, Leslie H. resolved to accept the CFP 2020 documents as prepared by Chris B. for draft purposes and to begin the timeline for final approval. Resolution seconded by Mark P.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Dianna C: Aye

4. Baylis Wastewater System. Eggemeyer Associates and Four Points Land Surveying & Engineering have prepared a timeline/action plan, which was furnished to the Illinois EPA. This timeline was reviewed by IEPA and modified slightly to meet their specific needs. Once Jonathan Smith of IEPA took the proposed timeline/action plan to his supervisors they indicated that they thought it ran out too long for completion. As a result, the timeline/action plan has been tightened up to finish this scope of work in 2020.
5. REAC Submission FYE 12/31/19. Urlaub & Company have been working on submitting to HUD REAC PCHA's Financial Data Schedule for FYE 12/31/19. This submission was due to HUD no later than 2/28/2020 and Urlaub & Company submitted on the date it was due. At this time, Chris B. requested an approval accepting the Depreciation Schedule and Journal Vouchers entries, however the FDS copy is not available yet and will need to be revisited next month.

Resolution 2020 – 4

At this time, Leslie H. resolved to accept the Depreciation Schedule and Journal Vouchers as prepared by Urlaub & Company for PCHA's Financial Data Schedule FYE 12/31/19. Resolution seconded by Mark P.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Dianna C: Aye

6. REAC Inspection FY 2020. On 2/19/2020 & 2/20/2020 Professional Inspection Services were on site to perform PCHA's REAC Inspection. This inspection began with a warning of the way things are changing and the importance of watching future inspectors and how they conduct inspections going forward. Evidently, due to the changing inspection methods many inspectors are retiring and are being replaced by newer less experienced inspection service companies. Once the inspection began, PCHA staff were a little nervous as to how some of the clients would affect our scoring. In the end, one client did cost PCHA a point, but overall the inspection couldn't have gone better. PCHA had 2 Exigent Health & Safety violations and lost roughly 5 points overall, which when prorated down, gave a final score of 38/40. This is the highest maintenance score PCHA has ever had on inspection. Last score received was 34/40 and when Chris B. started it was 26/40. Due to the improving score, Chris B. was sure we would have a follow up inspection with a HUD Housing Quality Standards inspector, but the time for their potential arrival came and went. Maintenance staff were all informed of our gratitude for the work they've done. PCHA is now in position to make a run at High Performer status.
7. Assured Insulation. Assured Insulation was on site 3/3/2020 to review Barry, Baylis, & Pleasant Hill properties for additional insulation installations. Assured was not prepared to go to all sites and had to make a return trip on 3/18/2020, which was eventually postponed. The sites in Barry that had been inspected were scheduled for installation of insulation on 3/16/2020, however due to the COVID-19 pandemic, Chris B. rescheduled for a later date. Assured will be able to complete their work, when it is safe to do so.
8. Repositioning Review. Nothing new on this front other than the PCHA organizational chart to be adopted. Chris B. could not find one in any of our files that had been used previously. Other than this, Bedrock Housing Consultants are busy working through the materials supplied to them in order to give a repositioning opinion. At this time, Chris B. requested a resolution adopting the organizational chart as provided.

Resolution 2020 – 5

At this time, Mark P. resolved to accept the PCHA Organizational Chart as prepared by Chris B. Resolution seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Dianna C: Aye

9. HUD Subsidy Litigation. Chris B. paid PCHA's appeal fee to be in the appeal litigation. Everything else is in the same holding pattern as discussed before.
10. Lamar Billboard Advertising. PCHA's new billboard is up next to Save A Lot in Pittsfield, IL. Chris B. thinks the new artwork looks great. Whether the artwork is kept for the year or switched up is TBD at this juncture. Interestingly enough, PCHA's old billboard is still up just down the road from the new one.
11. IAHA MMC 2020. As with most other things around the area and country, the IAHA MMC for 2020 has been postponed due to the COVID-19 outbreak. Whether it will eventually be held is TBD. In the meantime, Chris B. has cancelled all rooms booked for the conference. If the conference is not held, it would save PCHA roughly \$10,000.00 in attendance costs.

New Business:

1. HUD EIV FY 2020 Quarter 1 Deficiency. Chris B. received an email from HUD Washington on 2/11/2020 and was not sure of its legitimacy. As a result, Chris B. emailed the Chicago Field Office and they indicated that it was real and gave a plan of action to find out more about it. As a result, Chris B. emailed the person that sent it and was told to email the other person on the notice. Chris B. did that and has not gotten a response. Chris B. reports that he is going to follow up again in trying to make contact with the originator, but as it stands we do not know what this about, nor did the CFO.
2. COVID-19. The coronavirus or COVID-19 has altered every aspect of reality in this country and worldwide. From people social distancing, to businesses temporarily closing, to markets being decimated, there is no denying the effect. PHADA and all of the other national housing organizations are pushing for leniency during this troubling time. Whether that has any results is TBD.
3. AHRMA FYE 12/31/19 Work Comp Audit. After the end of each fiscal year AHRMA conducts an audit of the payroll figures for the previous year to ensure workers compensation coverage was billed accurately. As a result, Chris B.

completed this reporting for FYE 12/31/19. AHRMA will now take these figures and if previous estimates were short, send us PCHA a bill, or if estimates were over, then send PCHA a refund. Chris B. expects a bill of around \$2,000.00 as payroll was estimated short by about \$50,000.00.

4. Small Rural PHA Deregulation. On 2/26/2020, HUD published notice on reduction of administrative burdens for small, rural PHA's such as PCHA. However, in reviewing the notice the only benefit Chris B. saw is the exemption of Environmental Reviews in development or modernization projects that total no more than \$100,000.00. The bad thing is that most of these projects are well over \$100,000.00, which means there is no exemption. Hopefully, HUD will review the matter further and come up with meaningful reforms for small, rural PHA's.

At 3:51p.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:

Leslie H: Aye
Mark P: Aye
Dianna C: Aye

We hereby certify that these minutes are truthful and accurate.

Chris Bruns

Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
4/16/2020

Noelle Flesner

Noelle Flesner (Apr 17, 2020)

Noelle Flesner
Chairman
Pike County Housing Authority
4/16/2020