

**Pike County Housing Authority
Board Meeting Minutes
6/18/2020**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, June 18th, 2020, via teleconference on Freeconferencecall.com. To ensure public participation, meeting call-in details were posted on the door of the PCHA office located at 838 Mason Street, Barry, IL. The meeting was held via teleconference due to the COVID-19 pandemic.

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

Members present:

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

Members absent:

Chairman Noelle Flesner

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

At this time, Don P. motioned to accept the consent agenda of the May 2020 Regular Session Minutes, June 2020 Occupancy Reports, and May 2020 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 2020. Previously, PCHA was told that June 2020's operating subsidy was going to be funded at a 96.64% level. June's funding amount was \$54,402.00, the same as the previous two months. Future funding amounts are unknown at this juncture.
2. CARES Act Op Sub 2020. As the Board approved last month, Chris B. calculated the bonus/hazard pay due to essential working hours and drew down funds from the CARES Act Op Sub 2020 to reimburse. Chris B. had estimated \$20,000.00 for the bonus/hazard pay and the total cost came in at \$19,445.02.

Chris B. reports that two different invoices for PPE materials have been received, drawn, and paid from the CARES Act Op Sub 2020 grant.

Chris B. notes that one of the items discussed last month was the ability of staff being able to work from home in the event of a crisis. This would be accomplished by upgrading to laptops for office staff. Chris B. has been researching various options and discovered a couple of potential solutions. The first is going web based with the software provider, which will eliminate any need for local desktops or server system. The drawback to this plan is a \$3,900.00 annual fee. The other option is to put a VPN on the laptops, putting them on the network without the need for desktops, but speed is questionable. The final option is to keep the current setup and use the laptops to access Lindsey software through the workstations. Chris B. doesn't have a suggestion for this yet, but will by next month.

Chris B. reports that office rearrangement should be discussed. Overall, things have went just fine with the office being closed to the public and entrance only available through appointments. Chris B. states that he would like to continue this going forward, whether the office rearrangement be via revised plans for the CARES Act Op Sub 2020 to include the change, or out of general funds. This would give PCHA a dedicated, secure meeting room for clients to come, which would be of great use in a pandemic situation, plus it would prevent any entry into back office space, which has been a weakness in building security. No objections were noted.

Last month, it was discussed regarding using the CARES Act Op Sub 2020 grant to reimburse the PHA for essential working hour wages paid from 4/15/2020 through 5/31/2020. Chris B. looked back at the time frames and thought wages paid from 3/30/2020 – 5/24/2020 provided a cleaner break bookkeeping wise. This amount is \$70,519.65 and a motion was asked for acceptance.

At this time, Don P. motioned to accept reimbursement of wages for the period of 3/30/2020 – 5/24/2020, totaling \$70,519.65, from the CARES Act Op Sub 2020. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Don P: Aye

3. CFP 2018 & CFP 2019. Paperwork is still circulating between Eggemeyer Associates and Trotter General Contracting. More so, from EA to TGC, than TGC to EA. TGC has been onsite to get measurements and products should be on order. We had one invoice come in from EA (\$440.00), which has been drawn and paid from CFP 2018.
4. Baylis Wastewater System. Previously, Illinois EPA provided a letter indicating that the engineering report submitted by Four Points Engineering was substantially in compliance with Illinois Environmental Standards for Sewage Works and approved by the IEPA as a result. Also previously, IEPA had a draft NPDES permit out for 30 day public comment and review. This time frame has come and gone and a finalized permit was approved based upon the standards proposed to bring the system into compliance.

Eggemeyer Associates and Four Points are still working to get the specifications together so that the project may be let for bid.

5. COVID-19. HUD released a 4th version of its FAQs for PHAs. This FAQ guide clears up questions generated previously and HUD has also changed course on previous answers given. Once PCHA entered June, Chris B. anticipated easing restrictions on maintenance entering tenant units. Previously, staff entered units only for emergency work orders, but now are entering units for high priority and emergency work orders. By that, maintenance are now installing window air conditioners for clients, all plumbing, all electrical security, etc. tasks are being done. Staff are also dropping off extra light bulbs and extra keys outside units. Pest control services have fully resumed as well. In both cases, many safety precautions are being taken to safeguard clients, staff, and outside contractors.
6. PH Waivers Accepted. Last month, the Board accepted a variety of waivers to ease the course of doing business during the COVID-19 pandemic. These waivers provide PCHA time extensions for various submissions and allows for the ability to implement various policy changes faster. As a result, Chris B. created a notice to all clients addressing the waivers accepted, with descriptions, and the level of impact PCHA clients should expect from the waiver acceptance.
7. Repositioning Review. At the end of 2019, it was discussed about the future of PCHA and the potential asset repositioning brought to the table. Chris B. had suggested the disposition of various PCHA properties, followed by an application for LIHTC funds. Bedrock Housing Consultants were brought on board to review PCHA properties and give an opinion on the best path forward for the authority to remain viable. BHC has completed their review and have given 4 separate options for the Board to consider.

Option 1: PCHA retains properties as LIPH, using Capital Funds and Operating Subsidies. Then at some point remove the units from LIPH inventory through Section 18 disposition. Projected loss of income over 5 years \$373,643.79.

Option 2: PCHA sells LIPH properties to an affiliate through Section 18 disposition, which will offer Section 8 Tenant Protection Vouchers. Units can be rented as high as 110% of Fair Market Rents, an increase of 37.5%

over current flat rents. Unit will no longer utilize Operating Subsidy or Capital Funds. Projected income over 5 years is \$605,490.64.

Option 3: PCHA disposes of units through Section 18 disposition to an unaffiliated buyer. Funds received will be utilized towards development of LIHTC properties. Properties can be repositioned to areas in need and with appropriate amenities. Projected income over 5 years is \$625,200.00.

Option 4: Reposition properties through Rental Assistance Demonstration program. RAD rents are 83% of Fair Market Rents and the process to reposition is longer and more expensive. RAD was not identified as a viable option by BHC.

Brief discussion of the options ensued and more time was given for the Board to consider the matter.

8. AHRMA Work Comp Audit FYE 12/31/19. Previously, AHRMA sent an annual wage audit survey regarding PCHA wages paid during the 2019 fiscal year. Chris B. completed the survey with the expectation that it would result in a roughly \$2,000.00 bill. The bill was received for the underestimated wages in the amount of \$1,965.00, and has been paid.

B. New Business

1. Lease Attachment B – Firearms & Weapons Policy Revision. As mentioned in the PH Waivers section, there are two policies that have been updated. The changes to the Firearms & Weapons policy are minimal, with the only change being the addition of a signature and date line at the bottom of the document. This new version has been furnished to all PCHA clients for review, signature, and return. A resolution accepting the change is required.

Resolution 2020 – 10

At this time, Don P. resolved to accept the revision to Lease Attachment B – Firearms & Weapons 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

2. Lease Attachment C – No Smoking Policy. As with the last section, the same applies to the No Smoking Policy. The new version of the No Smoking Policy incorporates a signature and date line at the bottom of the document, as well as language regarding marijuana. Marijuana is not part of the No Smoking Policy, because it is a part of the PCHA ACOP as an illegal drug. This new version has also been furnished to all PCHA clients for review, signature, and return. A resolution accepting the change is required.

Resolution 2020 – 11

At this time, Leslie H. resolved to accept the revision to Lease Attachment C – No Smoking Policy as prepared by Chris B. Resolution seconded by Don P.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Don P: Aye

3. AHRMA Loss Control Inspection. AHRMA has contacted PCHA to schedule a loss control inspection of PCHA property. Some back and forth on scheduling ensued, and ultimately the inspection was scheduled for 6/30/2020. No issues are expected.
4. Utility Trailer Purchase. Josh H. came to Chris B. and indicated that the oldest utility trailer needs repair. Instead of spending the manpower to band aid an old trailer, Chris B. gave Josh H. the authority to seek bids on a new trailer. Josh H. received two quotes, one from Cross Country (\$3,471.00) and the other from B&B (\$3,250.00). Chris B. accepted the lower bid supplied from B&B. PCHA will list the old trailer in a paper of local jurisdiction and take sealed bids on it, once the new trailer arrives. After that time, the PCHA Board will need to accept the high bid and remove the old trailer from inventory.

5. PCORI Fees. Now that PCHA administers its own health insurance through a broker, PCHA will have to pay the annual PCORI fee. This is a tax implemented for each employee who receives health insurance under the health insurance plan. Envision will complete the IRS Form 720 at a cost of \$25.00 for the PHA. The PCORI fees are minimal, and those combined with the Envision fee should total less than \$100.00.

Previously, it had been discussed regarding the suggested promotion of Chris C. to Maintenance Tech 3 level upon satisfactory completion of obtaining a State of Illinois driver's license. Chris C. has completed this task and a vote was called for to make the change.

At this time, Don P. motioned to promote Chris C. to a Maintenance Tech 3 at a rate of \$15.00/hour. Motion seconded by Leslie H.

Voice vote was as follows:

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

At 4:27p.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.

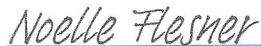
Voice vote was as follows:

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
7/16/2020



Noelle Flesner (Jul 21, 2020 14:04 CDT)

Noelle Flesner
Chairman
Pike County Housing Authority
7/16/2020