

Pike County Housing Authority
Board Meeting Minutes
7/16/2020

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, July 16th, 2020, via teleconference on Zoom. 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 3:04p.m. Anne Smith of Christian County Development Corporation was the only guest in attendance.

Members present:

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

Members absent:

Commissioner Don Peebles
Vice Chairman / Resident Commissioner Dianna Castleberry

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

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

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Noelle F: Aye

Executive Director Report:

Old Business

7. Repositioning Review. Last month, the Board discussed the report from Bedrock Housing Consultants regarding repositioning. Chris B. has asked Anne Smith of CCDC to speak to the Board about the repositioning process and answer any questions the Board may have regarding it. Chris B. mentions that HUD is very interested in PCHA's plans for repositioning. This topic comes up at every monthly phone conference with the Chicago Field Office. The repositioning directive is of high importance in Washington and regardless of how the election turns out, will likely continue to be pushed going forward. Anne S. addresses the Board at this juncture.

At 3:45p.m., Anne S. leaves the meeting. Brief discussion then ensued regarding repositioning.

Resolution 2020 – 12

At this time, Mark P. resolved to accept option 3 as presented by Bedrock Housing Consultant's repositioning analysis. This option proposes the disposition of PHA units in Baylis, Perry, and Pleasant Hill, IL and future build back with LIHTC properties in Pittsfield, IL. Resolution seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Noelle F: Aye

1. Op Sub 2020. Prior to July 2020, HUD notified PCHA of \$148,130.00 in revised funding in ELOCCS, giving PCHA \$49,376.67 for July, August, and September 2020. Proration percent is at 111.31% for the 3 months. The percentage is above 100% due to the combination of regular operating subsidy funds and CARES Act operating subsidy funds. Drawdown for July 2020 has been completed.
2. CARES Act Op Sub 2020. Several invoices have been received for PPE materials, which have been drawn and paid from the CARES Act operating subsidy. Also drawn from the CA op sub, was the reimbursement approved for wages paid from 3/30/2020 – 5/24/2020. Several quotes have been accepted for the laptops, printers, Lindsey Software upgrade, and maintenance building firewall that were previously discussed. These items may very well finish out the available funding in the CA op sub, or at least come very close. If there are funds left in the CA op sub grant, they will be used for PPE only. Chris B. came up with a different solution for the office redesign, which can be discussed in the next section. FYI, the new printers are not going to be owned, but leased instead. For the monthly fee PCHA is going to be charged, repair service and ink will be furnished at a lesser cost than PCHA has been buying ink alone.
3. CFP 2018 & CFP 2019. Paperwork is circulating between Eggemeyer Associates and Trotter General Contracting. Chris B. notes that Trotter has been more responsive lately in getting EA the required documentation for the scope of work. TGC has ordered materials, but is waiting for their arrival to begin working. As per the terms of the contract, TGC has 90 days from signing the contract to complete the work. To prevent lost days for TGC, Chris B. signed a notice to proceed effective 6/4/2020 and a stop work notice effective 6/5/2020. This will hold the clock for TGC so that the materials may arrive and allow for a restart of the 90 day window at that point.

As mentioned in the last section regarding the office renovation. PCHA is slated to have excess funds available in the CFP 2019 from the kitchen upgrades and exterior improvements. Chris B. pitched to EA the idea of a modification to TGC's contract adding the office renovation to the current scope of work. Not only will this allow for reduced architect fees, but also allow for the work to be done now without the need to start the bidding process over for such a small project. Chris B. reports there should be funds remaining after the office renovation add on, which will be moved over to operations to finish out the grant.

Chris B. requests a motion accepting contract modification #2 with EA, which will raise the value of their contract to \$43,700.00 from \$39,200.00.

At this time, Leslie H. motioned to accept contract modification #2 with Eggemeyer Associates, raising the value of the A&E services contract to \$43,700.00. Motion seconded by Mark P.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Noelle F: Aye

4. Baylis Wastewater System. Currently, Four Points Engineering is working on specifications for the bid documents to the Baylis Wastewater System upgrade. FPE has completed some preliminary documents, which are now being reviewed by Eggemeyer Associates.

5. COVID-19. There are a litany of materials in this section ranging from news on Illinois Open Meeting Act, Memorandum 20-26 from the Office of the President allowing for Administrative Relief, and HUD information regarding evictions and repayment agreements for both PHA's and tenants.

Chris B. noted that PCHA will most certainly have evictions to process once the moratorium has expired. However, none of these evictions are due to the COVID-19 pandemic. Chris B. reports that those individuals who had payment problems before the moratorium still have problems now. None of the people who were behind in payments took advantage of the moratorium to rectify their situation, instead they took advantage of the inability of the HA to evict and allowed themselves to go further into debt. Chris B. notes that in the Past Due report in the Occupancy Reports, there are significant amounts of money on the books currently. Chris B. reports that when beginning the eviction process, Counsel has advised to start the process over on everyone who was served previously. The eviction notices to be served will be for 30 days on nonpayment of rent, instead of the typical 14.

6. PH Waivers Accepted. Previously, the Board accepted a variety of waivers under **Resolution 2020-9** to ease the course of doing business during the COVID-19 pandemic. These waivers provided PCHA time extensions and the ability to implement policy changes faster. 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. The notice regarding the waivers was

sent to all clients 6/11/2020 and was posted in PCHA community spaces and website.

HUD has issued 6 new waivers, two of which are for public housing. Waiver PH-12, allows for PHA's to skip the mandatory annual inspection of its units for the 2020 calendar year. This does not reduce the PHA's obligation to make repairs, or the resident's responsibility to report maintenance requests. It simply gives the HA the ability to bypass the unit by unit inspection process.

Chris B. requests a resolution in favor of accepting waiver PH-12.

Resolution 2020 – 13

At this time, Leslie H. resolved to accept waiver PH-12 allowed by HUD.
Resolution seconded by Mark P.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Noelle F: Aye

8. Quorum FYE 12/31/19 Census. Quorum Consulting has been working on the audit of the HA retirement plan for FYE 12/31/19 since January. This has now been completed. As part of each census, Quorum notes any short pays or overpays of retirement contributions in their action items for the HA to address. All action items have been taken care of.

Chris B. requests a resolution accepting the Quorum FYE 12/31/19 Census.

Resolution 2020 – 14

At this time, Mark P. resolved to accept the FYE 12/31/19 Census as prepared by Quorum Consulting. Resolution seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Noelle F: Aye

9. AHRMA Loss Control Inspection. AHRMA was on site 6/30/2020 to review data on HA property, while also reviewing operations, and inspecting a few random locations for hazards. The review went very well with no formal recommendations being made. Maurice Mitchell of AHRMA, left a claims listing, which Chris B. has included for the Board's records. Auto-related incidents are PCHA's number one area of exposure.
10. IAHA 2020 MMC. It's official that the 2020 IAHA Maintenance Management Clinic in Springfield has been cancelled. No word on the IAHA Annual Meeting to be held later in the year. Ultimately, the cancellation of the MMC will save the HA around \$10,000.00 in registration fees and hotel rooms for staff.
11. Board Leadership. Pike County appoints the 5 year terms of HA Board members. Internally, the PCHA Board approves the terms of Chairman and Vice-Chairman. As is stands, these positions are to turn over at the end of August 2020, which means it is time to elect new leadership for these positions. Leslie H. has volunteered for the Vice-Chairman slot, but we have not officially set that or the Chairman position. Brief discussion ensued.

At this time, Leslie H. motioned nominating Mark P. for the Chairman position with a term of 9/1/2020 through 8/31/2022. Motion seconded by Mark P.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Noelle F: Aye

After this, Mark P. motioned nominating Leslie H. for the Vice Chairman position with a term of 9/1/2020 through 8/31/22. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Noelle F: Aye

New Business

1. ACOP Revision July 2020. This section is fairly voluminous. Each year, Nan McKay sends out a revision of their model ACOP to PHA's who have their subscription service. These changes generally reflect those changes made on a national level and would apply to everyone. However, there are some aspects of the policy that include decisions and terms for your respective PHA. Once the revision comes out, Chris B. assimilates the changes that are required with those made locally. Chris B. reports that he has done that for this revision. This policy can be accepted and implemented immediately due to waiver PH-10, which allows PCHA to change policies without previous tenant notice. None of the changes have anything to do with tenant charges, which would require advance notice.

Chris B. requests a resolution accepting the revised ACOP dated July 2020 at this time.

Resolution 2020 – 15

At this time, Mark P. resolved to accept the July 2020 revision to PCHA's Admissions & Continued Occupancy Policy as updated by Nan McKay and Chris B. Resolution seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Noelle F: Aye

2. By-Laws Review June 2020. Chris B. reports that this should have been done last month. Each June and December, PCHA must review its By-Laws for any suggested changes, and if there are any, revise the policy accordingly. Chris B. notes in reviewing the policy he did not notice anything to be changed. Brief discussion ensued, with no suggested changes to the PCHA By-Laws.
3. Closed Session Minutes Review June 2020. This is part of the process with the By-Laws. Each June and December, PCHA must decide whether to keep its closed session minutes closed, or open them to the public. Chris B. reports that he did not see any reason to open the closed session minutes to the public. Brief discussion ensued.

Resolution 2020 – 16

At this time, Leslie H. resolved to continue to keep PCHA's closed session minutes closed to the public. Resolution seconded by Mark P.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Noelle F: Aye

4. Internal Controls Policy Revision 7/7/2020. This policy revision adds Amber H. to the different review and approval processes and also addresses her ability to use the corporate credit card. Additionally, the policy revision addresses the closure of the PCHA office for payments and the amount of time a resident has to return file review materials.

Chris B. requests a resolution accepting the new Internal Controls Policy.

Resolution 2020 – 17

At this time, Mark 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

Noelle F: Aye

5. Pam Simpson FYE 12/31/19 Audit. Pam Simpson has scheduled her annual audit of PCHA records for FYE 12/31/19. Pam S. will be onsite 8/31/2020 through 9/2/2020 at the latest. Chris B. reports he has begun collating the materials she needs in advance and will send her a majority of the documents prior to her arrival. Next month, Chris B. will have the MD&A ready for review and approval.
6. Johnson Controls Energy Audit 6/30/2020. Each year, Johnson Controls must review PCHA's energy usage for the guarantee Johnson Controls provided as per the EPC. Should the usage and savings not add up, then Johnson Controls will be responsible for making up the difference as a penalty. Also, this information is used to complete the annual yearly submission to HUD regarding the EPC and its

energy savings. The utility information releases will allow JC to gather data it needs from the various utility suppliers.

7. CFP 2021. HUD has begun the process of calculating FY 2021 Capital Fund Grant awards. The first step is to verify the accuracy of PHA developments in HUD systems. Deadline for completion of this task is 8/14/2020, but will be accomplished well before that date.
8. Heartland Coca-Cola Agreement. Traditionally, PCHA has bought soda, water, tea, etc. from different vendors for office meetings, Board meetings, and client meetings. Josh H. brought to Chris B.'s attention that PCHA could get a free cooler from Coca-Cola and use Coke's app to order inventory and have products delivered weekly. Products are on a discount and can be ordered as needed instead of bulk inventorying them. Chris B. approved the agreement with Coca-Cola.

At 4:43p.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
Noelle F: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
8/20/2020



noelle flesner (Aug 31, 2020 13:56 CDT)

Noelle Flesner
Chairman
Pike County Housing Authority
8/20/2020