

**Pike County Housing Authority
Board Meeting Minutes
8/20/2020**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, August 20th, 2020 in person and via teleconference on Zoom. To ensure public participation to the fullest extent possible, Zoom meeting call-in details were posted on the door of the PCHA office located at 838 Mason Street, Barry, IL.

The meeting was called to order at 2:58p.m. with no guests in attendance.

Members present:

Chairman Noelle Flesner (Zoom)
Vice Chairman / Resident Commissioner Dianna Castleberry
Commissioner Mark Pulliam
Commissioner Leslie Henry (Zoom)
Executive Director Chris Bruns

Members absent:

Commissioner Don Peebles

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

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

Voice vote was as follows:

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

Executive Director Report:

Old Business

1. Op Sub 2020. For August 2020, PCHA received \$49,376.67 in Operating Subsidy, with the same expected for September 2020. It is unknown at this juncture of future amounts, but Chris B. anticipates roughly \$150,000.00 in funding for the remainder of the year.
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. The new office laptops are scheduled to be delivered 8/27/2020 and the Lindsey software will be migrated to the web based version same day. Once these deliveries take place and bills are received, the CARES Act Op Sub grant should be nearly depleted. If anything is left, the remainder of funds are planned to be used for PPE materials to closeout.
3. CFP 2018 & CFP 2019. Last month, Chris B. sent the approved contract modification to Eggemeyer Associates for A&E Services. Trotter General Contracting has been ordering materials and returning drawings and submittals. TGC has not started the work yet, nor has a start work letter been issued, which keeps the clock at a standstill. EA submitted invoice #7, which has been drawn and paid. EA and Chris B., with the help of office staff, have been working on setting parameters of the office renovation. Currently, EA estimates the work to be valued at \$45,594.35. Chris B.'s thoughts are that the amount is fine, but doesn't leave much cushion in case the kitchen & exterior work runs over. Chris B. states that if the expense is higher than the EA estimate, he will bring the potential work items back to staff and ask for cuts in size. Some things, like the new partition are essential and will not be able to be reduced.

4. CFP 2021. Last month, Chris B. mentioned that the process of calculating FY 2021 Capital Fund Grant awards had begun. The first step is to verify the accuracy of PHA developments in HUD systems and deadline for completion of this task was 8/14/2020. On 7/27/2020, Chris B. received an email from HUD Engineer, Erik Sandstedt, asking Chris B. to complete the certification sooner in case of computer issues on HUD's end. As requested, Chris B. completed task same day with no problems.
5. Baylis Wastewater System. Four Points Engineering and Eggemeyer Associates have been busy passing plans back and forth verifying various matters at the Baylis site for the new upgrades to the wastewater system. Also, FPE has been working on a submittal for a construction permit to IEPA, which is one of the last steps. Once this is finalized, and construction permit issued, the project may be taken into bid phase.
6. COVID-19. Chris B. has supplied the PCHA Board version 5 of the HUD COVID-19 FAQ's. As with previous updates, there are new questions and updated answers to old questions. This has been a fairly fluid process. Also, the CARES Act eviction moratorium lapsed 7/24/2020, but Illinois issued a moratorium extension which goes through 8/22/2020. It is unknown at this point whether the Illinois order will be extended or if HUD will create a new one. HUD did extend the eviction moratorium on FHA backed properties through the end of the year, and Chris B. would not be surprised if this didn't trickle down to PHA's.
7. HUD Waivers Accepted. Last month and previously, the PCHA Board accepted a variety of waivers for PCHA's use, allowing for time extensions and relaxed rules for implementation of new policy. Chris B. provided an updated waiver notice letter to all clients in the newsletter for the month. No word on further waivers at this juncture.
8. Repositioning. Last month, the PCHA Board approved moving forward with the disposition of properties in Perry, Pleasant Hill, and Baylis. Chris B. discussed the matter with PCHA's representatives in the HUD Chicago Field Office, and the reps were pleased with the decision to move forward. HUD has an in house goal, where they seek to remove a certain number of assisted units from their portfolio. Each HUD Field Office nationally has the same goal, although numbers may be different. With that said, Bedrock Housing Consultants have provided PCHA with an agreement to assist with moving forward. This agreement is for \$80.00/hr. and would be under PCHA's micro purchase threshold, so that additional bids would not be required. Chris B. wants to do some research on the disposition process and

see what it entails before signing the agreement. Chris B. states that if it is something he feels comfortable with and has the time to complete, it is hard to justify paying someone else to do the work. Chris B. does ask for a motion of support from the Board in accepting the agreement if he elects to move forward with BHC.

At this time, Leslie H. motions to accept the Bedrock Housing Consultants proposal to assist with the disposition process, pending Chris B. decision. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C.
Leslie H.
Mark P.

9. Pam Simpson FYE 12/31/19 Audit. Pam Simpson is slated to be on site 9/1/2020 for the completion of PCHA's FYE 12/31/19 Audit. Chris B. has sent many documents in advance to assist with preparation prior to coming on site. Chris B. reports that the MD&A for FYE 12/31/19 needs to be reviewed and approved by the PCHA Board. Chris B. prepared the MD&A for FYE 12/31/19.

Resolution 2020 – 18

After brief review and discussion, Mark P. resolved to accept the MD&A for FYE 12/31/19 as prepared by Chris B. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C.
Leslie H.
Mark P.

10. HUD AFFH Rule. Chris B. reports that the repeal of the AFFH Final Rule is a significant step in repealing overly burdensome regulation. Chris B. reports that the AFFH rule would have required him to go out in the public, schools, etc. to verify the various community's steps in fair housing compliance, ADA compliance, and the like. Ultimately, this was estimated to take 6 weeks' worth of time to data collect and then upload a report into a complicated tool, to which HUD could not work out the malfunctions. The Trump administration has

repealed the rule in favor of a more basic approach to encourage fair housing nationally. However, this is already under challenge. Chris B. reports that he will share more information as news develops.

B. New Business

1. HUD 5-Year PHA Plan FY 2021 – 2025. For a Qualified PHA such as PCHA, it is a requirement to create a 5-Year PHA Plan. Every 5 years, PCHA must report on its new goals, progress towards previous goals, VAWA goals, significant amendment criteria, civil rights certification, etc. Chris B. has completed this document and submitted a draft to the Illinois Housing Development Authority for initial consistency certification. The 5-Year PHA Plan must go through the comment and public hearing period. Once past this step, then Chris B. can complete the forms from IHDA and submit the final draft for IHDA consistency review. If fully IHDA certified, then Chris B. will submit the final version to the HUD Chicago Field Office, no later than 1/16/2021. Chris B. reports that the draft version should be accepted via resolution.

Resolution 2020 – 19

After brief review and discussion, Dianna C. resolved to accept the draft version of PCHA's 5-Year PHA Plan for FY 2021 – 2025 as prepared by Chris B. Resolution seconded by Leslie H.

Voice vote was as follows:

Dianna C.

Leslie H.

Mark P.

2. WCICIL MOU 9/1/2020 – 8/31/2023. Chris B. has renewed PCHA's cooperation agreement with West Central Illinois Center of Independent Living for the next 3 years. This is a goal in the PHA's 5-Year Plan. Chris B. reports that the cooperation agreement should be accepted via resolution.

Resolution 2020 – 20

After brief review and discussion, Leslie H. resolved to accept the cooperation agreement between PCHA and WCICIL for the time period 9/1/2020 – 8/31/2023. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C.
Leslie H.
Mark P.

3. MHCWI MOU 8/18/2020 – 8/17/2023. Chris B. has renewed PCHA’s cooperation agreement with Mental Health Centers of Western Illinois for the next 3 years. This is a goal in the PHA’s 5-Year Plan. Chris B. reports that the cooperation agreement should be accepted via resolution.

Resolution 2020 – 21

After brief review and discussion, Dianna C. resolved to accept the cooperation agreement between PCHA and MHCWI for the time period 8/18/2020 – 8/17/2023. Resolution seconded by Mark P.

Voice vote was as follows:

Dianna C.
Leslie H.
Mark P.

4. FY 2021 Flat Rent Policy. HUD recently published Fair Market Rents, Small Area Fair Market Rents, and Unadjusted Rents for FY 2021 for Pike County, Illinois. These are to be used for calculation of PCHA’s flat rents, which must be at 80% of one of these numbers, and in effect as of 10/1/2020. As a result, Chris B. has updated PCHA’s Flat Rent Policy, which should be accepted via resolution as a draft. Since this has to do with tenant charges it must go out for comment and public hearing. Chris B. reports slight increases in flat rents across the board in all bedroom sizes compared to last year.

Resolution 2020 – 22

At this time, Mark P. resolved to accept the draft Flat Rent Policy for FY 2021 as prepared by Chris B. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C.
Leslie H.
Mark P.

5. FY 2021 Utility Allowance. Johnson Controls has prepared PCHA's FY 2021 Utility Allowances. These allowances reduce the PHA's income based and flat rents to partially subsidize client Ameren electric bills. Chris B. reports that the allowances should be accepted as a draft, since the allowances affect tenant charges they must go out for comment and public hearing. Chris B. reports slight allowance increases for most locations/bedroom sizes compared to last year.

Resolution 2020 – 23

At this time, Dianna C. resolved to accept the draft Utility Allowances for FY 2021 as prepared by Johnson Controls. Resolution seconded by Mark P.

Voice vote was as follows:

Dianna C.
Leslie H.
Mark P.

6. Asphalt Services Quotes. Chris B. reports that Josh H. indicated the street areas at Greene Street, Barry and E. Adams, Pittsfield were both in need of seal and crack fill. Josh H. solicited quotes and two were received, one from CASCO (\$17,073.00) and the other from VICC (\$10,620.40). Chris B. reports that he accepted the lesser quote from VICC.
7. HUD Shortfall Funding Notice. Recently, Chris B. received an email from HUD indicating that shortfall funding was available if a PHA did not have sufficient reserves (more than 2 month operating expenses). This is not PCHA's situation, so it does not apply, but the message is clear that HUD would not want a PHA to go under due to lack of funds. For a PHA of PCHA's size, HUD says that the PHA

should have 6 months of operating reserves in the bank. For a larger PHA that drops to 4 months.

At 3:50p.m., there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Dianna C. motioned to adjourn the meeting at this juncture. Motion seconded by Leslie H.

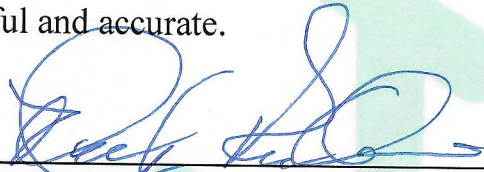
Voice vote was as follows:

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

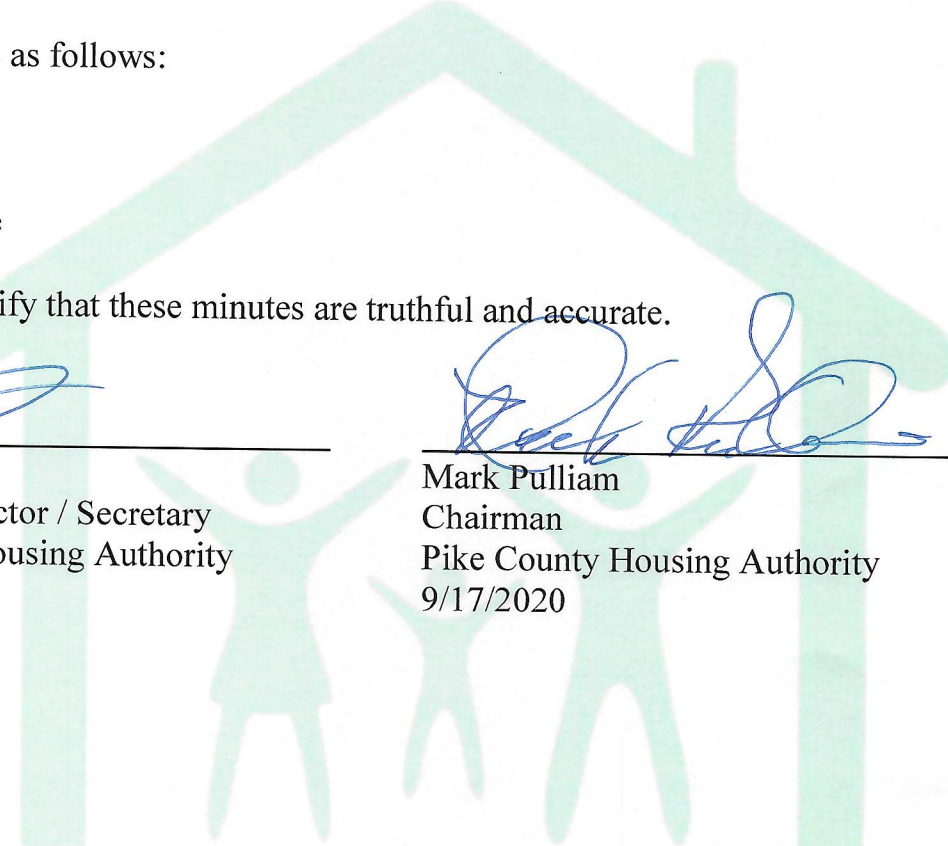
We hereby certify that these minutes are truthful and accurate.



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
9/17/2020



Mark Pulliam
Chairman
Pike County Housing Authority
9/17/2020



Pike County
Housing Authority