

**Pike County Housing Authority  
Board Meeting Minutes  
10/15/2020**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, October 15<sup>th</sup>, 2020, via Zoom, and also at the PCHA community building located at 842 Mason Street, Barry, IL.

The meeting was called to order at 3:03p.m. with no guests in attendance.

**Members present:**

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

**Members absent:**

Commissioner Don Peebles

**Minutes Review:**

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

**Occupancy Reports:**

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

**Financial Reports:**

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

At this time, Noelle F. motioned to accept the consent agenda of the September 2020 Regular Session Minutes, October 2020 Occupancy Reports, and September 2020 Financial Reports. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

### **Executive Director Report:**

#### **Old Business**

1. Op Sub 2020. For October and November 2020, PCHA is to receive a total of \$142,619.00 in operating funding. This averages to be \$71,309.50 per month. Currently, PCHA is being funded at a 111.16% funding level. This percentage includes the CARES Act Op Sub money. October 2020's drawdown of \$71,309.50 has been completed.
2. CARES Act Op Sub 2020. Chris B. mentioned previously that all remaining CARES Act funds would be used for office computer/software related upgrades. However, there was a remaining invoice for PPE outstanding. Therefore, Chris B. used \$1,242.65 from the CARES Act Op Sub to reimburse PCHA for the PPE materials, which leaves \$2,688.85 to be used for office computer/software upgrade expenses. CDS was on site 9/30/2020 to install the new large leased copier. At that time, they also took the old copier so that it may be recycled. Chris B. called for a resolution to remove the large old copier, 4 desktop computers, 4 small printers, and 4 monitors from inventory.

#### **Resolution 2020 – 24**

At this time, Leslie H. resolved to remove the large old copier, 4 desktop computers, 4 small printers, and 4 monitors from PCHA's inventory and depreciation schedule. Resolution seconded by Noelle F.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

3. CFP 2018 & CFP 2019. Work is ongoing with the exterior improvements at Landess Terrace 71-9 and kitchen improvements at Barry 71-1. One thing noted



thus far is that the workers do not seem to be aware of their wages, which is required for projects funded via CFP. Evans-Mason and Michael Knapp both have been confused about this. John B. of Eggemeyer Associates has been working with the sub-contractors to get this corrected. PCHA received an invoice from EA in the amount of \$2,500.00 for their A&E work under CFP 2018/CFP 2019. As discussed before, A&E invoices are now being paid through CFP 2019. A progress meeting was held with Trotter General Contracting on 10/7/2020. At that meeting, construction progress was discussed as well as any comments or concerns, and minutes from that meeting are in the Board packets. The office has taken several phone calls regarding debris from the Landess Terrace siding/fascia/soffit work. This was brought up again at the meeting to TGC. Also at the meeting, TGC submitted their 1<sup>st</sup> pay request in the amount of \$168,150.78, which has been drawn and paid. TGC are initially being paid through CFP 2018, but will filter over to CFP 2019, once CFP 2018 funds are exhausted. Work began 10/14/2020 at Barry 71-1 renovating the kitchens.

4. CFP 2020. Not much to be discussed on this topic, other than PCHA was already given an increase in funding for CFP 2020 in the amount of \$3,230.00. This grant's work is a ways off, due to the two CFP's scope of work in motion currently.
5. Baylis Wastewater System. PCHA is awaiting approval of the construction permit through Illinois EPA before any portion of the Baylis wastewater system scope of work can be let for bid. In the meantime, Eggemeyer Associates supplied a bill in the amount of \$4,250.00, which has been paid from low rent funds.
6. Eviction Moratorium. The State of Illinois has extended its moratorium on evictions through 10/17/2020. It is unknown as to whether this will be extended, but very likely that it will. Also, the CDC moratorium is still in place through the end of the year. No news other than that at this juncture. PCHA is still encountering the same non-payment issues as before. This information has been relayed to the HUD Chicago Field Office in monthly conference calls.
7. HUD COVID-19 FAQ. HUD has published another edition of their FAQ's for PHA's. Chris B. shared this information in the Board packets.
8. HUD 5-Year PHA Plan FY 2021 – 2025. PCHA's 5-Year PHA Plan was accepted as a draft at PCHA's 8/20/2020 Board meeting, and was available for review beginning 8/19/2020 through 10/13/2020, at which time a public hearing was held on the matter. At the public hearing, there was no attendance and no comments

were received on the 5-Year PHA Plan at any time. With the process now complete, PCHA can accept the 5-Year PHA Plan as final via resolution.

#### **Resolution 2020 – 25**

At this time, Noelle F. resolved to approve the 5-Year PHA Plan FY 2021 – 2025 as prepared by Chris B. and also for its submission to HUD. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

9. FY 2021 Flat Rent Policy. The FY 2021 Flat Rent Policy was accepted as a draft at PCHA's 8/20/2020 Board meeting. It has been available for public review and comment, 8/26/2020 through 10/13/2020, at which time a public hearing was held on the matter. At the public hearing, there was no attendance and no comments were received, at any time, on the FY 2021 Flat Rent Policy or Fair Market Rent information used to formulate the policy. With the process now complete, PCHA can now approve the FY 2021 Flat Rent Policy and HUD Fair Market rents for use with all transactions after 10/1/2020 via resolution.

#### **Resolution 2020 – 26**

At this time, Leslie H. resolved to approve the FY 2021 Flat Rent Policy as prepared by Chris B. and the FY 2021 HUD Fair Market Rents used for its creation. Resolution seconded by Noelle F.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

10. FY 2021 Utility Allowance. The FY 2021 Utility Allowances were accepted as a draft at PCHA's 8/20/2020, available for public review and comment beginning 8/26/2020 through 10/13/2020, at which time a public hearing was held on the matter. At the public hearing, there was no attendance and no comments were



received, at any time, on the FY 2021 Utility Allowances. With this process now complete, PCHA can approve the FY 2021 Utility Allowances to be used from this date forward, via resolution.

**Resolution 2020 – 27**

At this time, Noelle F. resolved to accept the FY 2021 Utility Allowances as provided by Johnson Controls. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

11. Operating Reserve Litigation. The operating reserve litigation is ongoing. With the pandemic and legal stops, the litigation will continue well into next year. Letter from counsel regarding the offset litigation in the Board packets.
12. 2008 Utility Trailer Bid Opening 9/30/2020. With PCHA's new utility trailer being delivered and paid for, it was time to put the old one up for sealed bid. The 2008 utility trailer was available for bid through the month of September, with bid opening being held 9/30/2020. David Motley of Barry was the successful bidder at \$1,653.00. His cashier's check has been received and the trailer title has been assigned to him. With this done, the 2008 utility trailer should be removed from inventory via resolution.

**Resolution 2020 – 28**

At this time, Noelle F. resolved to accept the bid of \$1,653.00 from David Motley for the 2008 utility trailer, and to remove the 2008 utility trailer from PCHA's inventory and depreciation schedule. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

13. Adams Fiber. This is a topic thought to already be addressed. Previously, Chris B. & Josh H. met with Adams Fiber about their installation methods and formulated a plan with them to do their installs. What has recently been observed is not according to that plan. Josh H. & Chris B. met with Adams once again and they will be coming back to make repairs and install their equipment correctly.

## **New Business**

1. HUD EIV Semi-Annual Certification 10/1/2020 – 10/31/2020. Each spring and fall, PHA's must certify their users of the EIV system. If a user is not re-certified then they will lose access. EIV is very useful to determine client working income, employer information, SS/SSI income, disability status, etc. Further, it is a requirement to be utilized on each and every client transaction ran. All PCHA users have be re-certified.
2. HUD ELOCCS Semi-Annual Certification October 2020. Each spring and fall, PHA's must re-certify their users of the ELOCCS system. If a user is not re-certified then they will lose access. ELOCCS is the HUD system where a PHA draws funds from its awarded grants to reimburse costs associated with those grants. All PCHA users have been re-certified.
3. HUD Semi-Annual Labor Standards Reporting 9/30/2020. Each spring and fall, PHA's must report on any prime contracts awarded and any violations from those contracts. PCHA has filed the HUD 4710 form for the period ending 9/30/2020 with the HUD Chicago Field Office.
4. Executive Director Contract 1/1/2021 – 12/31/2023. Chris B. reports that his Executive Director contract is up at the end of December 2020. In this portion of the Board packet, Chris B. included his old agreement, proposed new agreement, and wage information. Brief discussion ensued on the proposed agreement. The proposed agreement is for 3 years at a cost of \$96,200.00 each year, plus bonuses and other benefits.

At this time, Noelle F. motioned to accept the new Executive Director Contract agreement for the time period 1/1/2021 – 12/31/2023 at a cost of \$96,200.00 per year plus bonuses and other benefits. Motioned seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye



Leslie H: Aye  
Noelle F: Aye

5. Election Day Holiday Discussion. The State of Illinois has designated Election Day as a State holiday and is closing all state and local government offices. PHA's are in a grey area. Chris B. reports that most other PHA's are giving the day off to their staff. Brief discussion ensued, and it was thought that Election Day was not necessary to be a full holiday. However, all Board members agreed that staff should be afforded any time necessary to partake in the voting process. Chris B. will revise the PCHA personnel policy to reflect as such.
6. Public Housing Access Bill HB 206 Discussion. There is a bill working its way through Illinois legislature that Chris B. wants to bring to the Board's attention. If passed, it will have a significant impact on screening clients based on criminal records. Brief discussion ensued.
7. City of Pittsfield Excess Flow Valve Discussion. The City of Pittsfield reached out to all of its gas customers regarding the installation of excess flow valves. In speaking with Josh H., he didn't feel as though this was necessary, nor did Chris B. PCHA will pass on this offer.

At 3:55p.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:

Dianna C: Aye  
Leslie H: Aye  
Noelle F: Aye

It is certified by the below signatures that these minutes are truthful and accurate.

*Chris Bruns*

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Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
11/19/2020

*Mark Pulliam*

Mark Pulliam (Nov 19, 2020 20:35 CST)

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Mark Pulliam  
Chairman  
Pike County Housing Authority  
11/19/2020