

**Pike County Housing Authority
Board Meeting Minutes
11/19/2020**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, November 19th, 2020, via Zoom. Due to the recent surge in Pike County, Illinois area COVID-19 cases, the meeting was held in online only format.

The meeting was called to order at 3:14p.m. with no guests in attendance.

Members present:

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

Members absent:

None

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the October 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 October 2020 Regular Session Minutes, November 2020 Occupancy Reports, and October 2020 Financial Reports. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

Don P: Aye

Executive Director Report:

Old Business

1. Operating Subsidy 2020. For November 2020, PCHA received \$71,309.50 in Operating Subsidy funding. No word on the remainder of the year numbers.
2. CFP 2018 & CFP 2019. Work is ongoing with the exterior improvements at Landess Terrace 71-9 and kitchen improvements at Barry 71-1. At the rate the work is progressing, it is expected to be completed very soon. An A&E invoice in the amount of \$3,750.00 was received from Eggemeyer Associates, which was drawn and paid from CFP 2019. Pay Request #2 in the amount of \$220,394.06 was received from Trotter General Contracting, which was drawn and paid from both CFP 2018 (\$29,500.22) and CFP 2019 (\$190,893.84). A progress meeting was held on 11/5/2020 with TGC and their sub-contractors, after which John B. from EA went onsite to review work being completed. Both reports are included with the Board packets. An estimate for the office work was provided during the progress meeting, however, EA is still verifying the reasonableness of the quote. With the payment from the CFP 2018, the grant is now ready to be preliminarily closed out.
3. Baylis Wastewater System. Illinois EPA has provided the necessary construction permit to allow for the Baylis Wastewater System upgrade project to be let for bid. As a result, the invitation for bid was advertised in the local paper 11/11/2020 & 11/18/2020 and on the PHA website, with bid opening scheduled for 11/24/2020. In speaking with Four Points Engineering & Eggemeyer Associates we have 3 potential bidders. An A&E invoice in the amount of \$250.00 was received from EA, which has been paid from low rent funds.

4. Eviction Moratorium. Illinois has now extended its moratorium on evictions until 12/12/2020. Also, the CDC moratorium is still in place through the end of the 2020. It should be noted that the Illinois moratorium has been modified to be similar to that of the CDC, however neither will give leeway to evict for non-payment. In speaking with PCHA counsel Eric Hanson, he advised that no attempt should be made for evictions with monetary reasons, due to the penalties and sanctions included in the CDC moratorium. Chris B. noted that in the CDC moratorium he noticed what was thought to be a potential loophole, but that idea was dismissed by counsel. Chris B. states that on the past due report furnished in the Board packets, there are 12 clients who are not paying anything, and a few others paying very little. This will eventually be problematic. Previously, utility shut offs were discussed by the Board and Illinois has now worked out an arrangement with various utility providers to extend the moratorium on utility shut offs through March 31st, 2021. This will help keep PCHA from having to turn power on in the PHA's name through the colder months, should clients default.
5. Personnel Policy Revision 11/6/2020. Last month, the Board discussed Election Day and whether it should be a closed day or day where we accommodated staff with voting time. It was agreed that the time should be given, but not result in closure of the PHA. As a result, Chris B. has revised the Personnel Policy to incorporate voting time as a benefit to staff.

Resolution 2020 – 29

At this time, Don P. resolved to accept the Personnel Policy revision dated 11/6/2020 as prepared by Chris B. Resolution seconded by Noelle F.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

Don P: Aye

6. Executive Director Contract Renewal 1/1/2021 – 12/31/2023. Last month, it was discussed and approved by the Board and Chris B. regarding the terms for a 3 year renewal to his employment contract as Executive Director, which has now been ratified. A signed copy is enclosed with the Board packets.

7. HUD 5-Year PHA Plan FY 2021 – 2025. Last month, the HUD 5-Year PHA Plan for FY 2021 – 2025 was ratified as final. As a result, Chris B. has compiled the remaining documents to be submitted with the plan to IHDA so that it may be checked against the State Consolidated Plan for consistency. Once it passes this step it will go the HUD CFO for their review.
8. AHRMA Insurance Renewal FY 2021. A couple of months ago, Chris B. supplied several documents to AHRMA in order to calculate PCHA's rate quote for the FY 2021 various insurance coverages. AHRMA has completed the process and PCHA's rate for FY 2021 is \$71,032.00, which is a \$2,491.00 increase. FY 2020's rate was \$68,541.00.

At this time, Leslie H. motioned to accept the FY 2021 insurance rates totaling \$71,032.00 as tendered by AHRMA. Motion seconded by Don P.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

Don P: Aye

9. PNC Equipment Finance. Out of nowhere, PCHA auditor Pam Simpson was approached by Huntington National Bank wanting a copy of PCHA recent audits. PCHA hasn't ever done business with Huntington, and so this was puzzling to all parties. Chris B. reached out about the matter and learned that Huntington has acquired PCHA's loan through PNC from its EPC upgrades. Once the matter was cleared, the auditor was given permission to release to Huntington the requested information.
- 10.COVID-19 Discussion. At this time, discussion transpired on COVID-19 and employee use of sick time beyond the Family First Coronavirus Response Act. After discussion, it was decided that employees could use vacation time, use sick time, or if out of time, go into the negative or borrow from their sick time should they go past the 80 hours allotted by the FFCRA. To support this temporary initiative of allowing negative time or borrowing, Chris B. asked for a resolution.

Resolution 2020 – 30

At this time, Don P. resolved to accept a temporary change to allowable sick time usage, allowing an employee to go into the negative or borrow from their sick time, should they require more time to be off due to coronavirus concerns than allotted by the FFCRA. Resolution seconded by Dianna C.

Voice vote was as follows:

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

New Business

1. System For Award Management Renewal FY 2020. Each year, PCHA must renew its status with SAM so that the PHA may continue receiving operating subsidy and capital fund grants from the U.S. Federal Government. The SAM registration was set to expire 12/19/2020 and Chris B. submitted the renewal early on 11/17/2020, should there have been any issues.
2. Pittsfield Police FOIA. On September 30th 2020, Chris B. requested documents from the Pittsfield Police Department regarding a trespasser at PCHA's Landess Terrace property in Pittsfield. The PCHA office had taken a complaint from a resident about the person and Chris B. wanted knowledge of any and all incidents to that he could evaluate the need and prepare a No Trespass letter, if necessary. From the resident's complaint and subsequent FOIA request, PCHA received nothing from either the resident or the police department. To follow up, on October 20th, 2020 Chris B. submitted the FOIA request a second time to PPD, and again received nothing. The third time around on November 8th, 2020 Chris B. had counsel Eric H. reach out on the matter. Finally, as of today's meeting the requested materials were returned. FYI, FOIA requests are generally to be returned within 5 business days.
3. Staff Training. Each year, all PCHA staff have to take Bloodborne Pathogen and Cyber Awareness training as part of their ongoing learning. Chris B. has signed all staff up for both of these classes and they are being completed currently. An additional staff training on Sexual Harassment is also in the works.

4. BCBS Premium Credit. BCBS announced a one-time credit on the November 2020 premium health insurance bill due to the COVID-19 pandemic. This amounted to a 15% reduction in billing for the month and benefited both PCHA and the employees who had additional health coverage for dependents.
5. Refrigerator Purchase. Josh H. indicated that PCHA had no refrigerator inventory in the maintenance shop. There have been some tenants beat the fridges up, write on them, etc. and some were needed for replacement ASAP. As a result, Chris B. went to the Ameren Electric site to review energy efficient refrigerators with what was available nearby. From that review, Chris B. went to the various stores online and found their inventory was non-existent. Eventually, Chris B. did find some through Lowes Pro, which were Energy Star, ADA compliant, and also the cheapest price. Chris B. reports that he bought 3 of those to fill out inventory for the time being.
6. Board Meeting Schedule FY 2021. Each year, prior to the beginning of the next calendar year, PCHA must set its Board Meeting schedule. The dates Chris B. has selected for FY 2021 are the 3rd Thursday of each month as noted in PCHA By-Laws. If the Board wishes to adjust dates/times, now would be the time to do so. Brief discussion ensued, and it was to be decided next month regarding meeting times for 2021.
7. Staff Raises FY 2021. Brief discussion on staff raises for FY 2021 ensued. Previously, the PCHA Board had been following the State of Illinois adjustments, as the State has progressed towards a \$15.00 per hour minimum wage.

Resolution 2020 – 31

At this time, Leslie H. resolved to give each PCHA employee for FY 2021, except the Executive Director, a \$1.00 per hour increase, effective January 1st, 2021. Resolution seconded by Don P.

Voice vote was as follows:

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

8. Annual Performance Bonuses FY 2020. Discussion on staff annual performance bonuses for FY 2020 ensued at this juncture. After brief deliberation, it was suggested that each employee receive a \$400.00 one-time bonus. Last year, the amount of the annual performance bonus was \$250.00 per employee.

At this time, Don P. motioned to give each PCHA employee, including the Executive Director, a one-time \$400.00 annual performance bonus for FY 2020. Motion seconded by Noelle F.

Voice vote was as follows:

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

At 4:13p.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 Leslie H.

Voice vote was as follows:

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

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

Chris Bruns

Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
12/30/2020

Mark Pulliam

Mark Pulliam (Dec 30, 2020 15:25 CST)

Mark Pulliam
Chairman
Pike County Housing Authority
12/30/2020

