

**Pike County Housing Authority
Board Meeting Minutes
12/30/2020**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was to be held on Thursday, December 17th, 2020 at 3:00pm. However, due to COVID-19, this meeting was re-scheduled to Wednesday, December 30th, 2020 at 3:00pm. The meeting was held via Zoom and all attendance details were furnished to the public by a posted agenda at the main PCHA office and also posted on the PCHA website www.pikehousing.com.

The meeting was called to order at 3:23pm with no guests in attendance.

Members present:

Vice Chairman Leslie Henry
Resident Commissioner Dianna Castleberry
Commissioner Noelle Flesner
Executive Director Chris Bruns

Members absent:

Chairman Mark Pulliam
Commissioner Don Peebles

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the November 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 November 2020 Regular Session Minutes, December 2020 Occupancy Reports, and November 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. Operating Subsidy FY 2020. For December 2020, PCHA received \$74,805.00 in Operating Subsidy funding. Final proration of Operating Subsidy for FY 2020 was 112%, due to the combination of Operating Subsidy and Cares Act appropriations.
2. CFP 2019. This section has been renamed to reflect CFP 2019 due to the full expenditure of CFP 2018 funds. Progress has slowed significantly on the exterior improvements at Landess Terrace 71-9 and kitchen improvements at Barry 71-1. The only report item for this month is the receipt of an A&E invoice in the amount of \$3,500.00 from Eggemeyer Associates, which has been drawn and paid from CFP 2019 funds.
3. Baylis Wastewater System. Bid opening on the Baylis wastewater system upgrades was held at PCHA's office via Zoom on 11/24/2020 at 2:00pm. One bid was received from bidder Vinson & Sill in the amount of \$11,700.00. All materials were included in the bid as requested, however there was a question of price reasonableness by Eggemeyer Associates. On the plan holder sheet EA furnished, project cost was estimated to be under \$12,000.00. EA also re-calculated the project estimate due to COVID-19 and came up with a value of \$12,230.50. Evidently, construction project costs are trending upward due to the pandemic. Vinson & Sill's bid amount was lower than either of the figures, and so EA's concerns were unfounded. As a result, Chris B. authorized moving forward with bidder Vinson & Sill at their \$11,700.00 pricing and has signed the contract finalizing the matter. Since that point, there have been project documents arriving, a pre-construction meeting, with minutes furnished in Board packets, and an invoice in the amount of \$500.00 has been received from EA, which has been paid. It is thought that this project would take no longer than two weeks to complete.

4. Eviction Moratorium. Recent Congressional developments have pushed the expiration date of the CDC eviction moratorium to 1/31/2021. It is also thought that once the Presidential administration changes that this date will be pushed out even further. PCHA still has several clients who are paying nothing, without any ability to resolve the matter.
5. PHA Waivers. HUD recently published Notice 2020-33(HA), REV-2 which has extended several of the PHA waivers previously announced to 6/30/2021, and also added availability of a few new ones. In reviewing all of the available waivers, Chris B. has identified 3 others that PCHA should highly consider. In the Board packet, the waivers previously accepted are marked along with the ones being proposed for acceptance. A resolution would be required to accept the waivers. Brief discussion ensued.

Resolution 2020 – 32

At this time, Noelle F resolved to accept PHA waivers PH-6, PH-14, and 11a as allowed by HUD. Resolution seconded by Dianna C.

Voice vote was as follows:

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

6. HUD Litigation. PCHA counsel, Coan & Lyons, has provided an update on the Operating Subsidy 2012 Offset litigation. The Court of Appeals has determined that oral arguments on the case are unnecessary. This is usually because the appeal is frivolous or the issue has been authoritatively decided. Chris B. is inclined to think it's the latter, due to the matter being decided in court before.
7. System For Award Management Renewal FY 2020. Previously, Chris B. indicated that he was starting the PHA's SAM renewal process slightly early just in case there were any submission issues. There were none, and PCHA's registration has been approved with a new expiration date of 11/17/2021. SAM registration is required for all recipients of government grants and awards.
8. Board Meeting Schedule FY 2021. Last month, PCHA Board meeting dates for FY 2021 were discussed. It was decided that moving the meetings to the 3rd Wednesday of each month at 4:00pm would work best for all member's schedules.

Chris B. has created an updated schedule for review and approval. A resolution would be required to accept the revised schedule.

Resolution 2020 – 33

At this time, Noelle F. resolved to accept the FY 2021 Board Meeting schedule as developed by Chris B. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

9. Pam Simpson Audit FYE 12/31/19. Pam Simpson has completed the PHA's FYE 12/31/19 Audit. Chris B. reviewed the draft audit report and found it to be consistent with what was discussed when Pam S. was on site. As a result, Chris B. has uploaded PCHA's FYE 12/31/19 audit to the Federal Audit Clearinghouse and also sent to HUD's Chicago Field Office for their records. A resolution would be required to accept the audit report.

Resolution 2020 – 34

At this time, Dianna C. resolved to accept the FYE 12/31/19 Audit as prepared by Pam Simpson, as well as its submission to all required parties. Resolution seconded by Noelle F.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

B. New Business

1. Operating Subsidy FY 2021. PCHA has received notice that it will receive \$105,487.00 in interim Operating Subsidy obligation for January and February 2021, or \$52,743.50 per month. Funding will be under estimated levels until Operating Subsidy calculations are completed, reviewed, and authorized by HUD. An Operating Subsidy grant schedule for 2021 has been posted.

2. HUD 4750 Maintenance Wage Rate FY 2021. Each year, PCHA must report to HUD its minimum wages and fringe benefits for all maintenance positions at the PHA. Chris B. has updated the schedule for FY 2021 and submitted to HUD's Chicago Field Office for their records, but a resolution is required to accept the HUD 4750 MWR for FY 2021.

Resolution 2020 – 35

At this time, Noelle F. resolved to accept the HUD 4750 Maintenance Wage Rate for FY 2021 as prepared by Chris B, as well as its submission to HUD. Resolution seconded by Dianna C.

Voice vote was as follows:

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

3. Inventory FYE 12/31/2020. Each year, prior to the end of the fiscal year, PCHA must conduct inventory on all maintenance materials being stored. Josh H. has compiled this report for Board review and approval. Some items have been migrated over to the new inventory module in Lindsey, but some items in inventory have not been re-ordered to go in the new system yet, which results in a combination report. In FYE 12/31/19, inventory was valued at \$26,644.30, while in FYE 12/31/2020, inventory is valued at \$25,177.83, a 5.5% decrease. A resolution would be required to accept the FYE 12/31/2020 Inventory.

Resolution 2020 – 36

At this time, Dianna C. resolved to accept the FYE 12/31/2020 Inventory as prepared by Josh H. in the amount of \$25,177.83. Resolution seconded by Noelle F.

Voice vote was as follows:

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

4. Operating Budget Revision 1 FYE 12/31/2020. Each year, prior to the end of the fiscal year, PCHA must conduct a review of the original operating budget and revise amounts for any significant overages or shortfalls to income or expenses. Due to the tight window preparing for this meeting Chris B. had Hawkins Ash assist with this year's submission. In FYE 12/31/2020, it is estimated for there to be a budget shortfall of \$21,694.00. Brief discussion ensued, and it was noted a Resolution would be required for acceptance of the FYE 12/31/2020 Operating Budget Revision 1.

Resolution 2020 – 37

At this time, Noelle F. resolved to accept the Operating Budget Revision 1 for FYE 12/31/2020 as prepared by Hawkins Ash. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

5. Operating Budget FYE 12/31/2021. Each year, prior to the end of the fiscal year, PCHA must establish operating budget estimates as guidelines to income and expenses for the upcoming fiscal year. Due to the tight window preparing for this meeting Chris B. had Hawkins Ash assist with this year's submission. In FYE 12/31/2021, it is estimated for there to be a budget shortfall of \$22,664.00. Brief discussion ensued, and it was noted a Resolution would be required for acceptance of the FYE 12/31/2021 Operating Budget.

Resolution 2020 – 38

At this time, Dianna C. resolved to accept the Operating Budget for FYE 12/31/2021 as prepared by Hawkins Ash. Resolution seconded by Noelle F.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Noelle F: Aye

6. TAR Write Offs FYE 12/31/2020. Each year, prior to the end of the fiscal year, PCHA must identify any delinquent debts that are estimated to be uncollectible, and that should be removed from the PHA's current books. Despite the amounts being written off, they will still be sought after for collection via the Illinois Debt Recovery Portal. In FYE 12/31/19, PCHA had TAR Write Offs in the amount of \$40,579.53. For FYE 12/31/2020, there are TAR Write Offs in the amount of \$69,471.29, representing an increase of 71.2%. Brief discussion ensued, and it was noted a Resolution would be required to accept the FYE 12/31/2020 TAR Write Offs.

Resolution 2020 – 39

At this time, Dianna C. resolved to accept the Tenant Accounts Receivable Write-Offs for FYE 12/31/2020 in the amount of \$69,471.29. Resolution seconded by Noelle F.

Voice vote was as follows:

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

7. By-Laws Review December 2020. Each June and December, PCHA By-Laws call for a review of the By-Laws for any potential modification. Due to the change in Board Meeting dates for FY 2021, there must be a revision to PCHA's By-Laws this time. In reviewing further, Chris B. noted a few more modifications that he thought should be made to the By-Laws. Chris B. has included the old version and new version of the By-Laws along with a file comparison showing the sections that received modification. A resolution would be required for acceptance of the revised PCHA By-Laws for December 2020.

Resolution 2020 – 40

At this time, Noelle F. resolves to accept the PCHA By-Laws as revised by Chris B. for December 2020. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye
Leslie H: Aye

Noelle F: Aye

8. Hawkins Ash Fee Accounting Contract FY 2021. Previously, PCHA accepted the quote for FY 2020, FY 2021, and FY 2022 fee accounting services from Hawkins Ash. Hawkins Ash prefers to sign a new agreement for each year, instead of one for the entire time period. The terms are the same, aside from price, as the previous year's agreement. This year's contract for fee accounting services is \$340.00 per month. Chris B. has signed and returned the contract for FY 2021 fee accounting services to Hawkins Ash.

At 4:22pm, there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Noelle F. motioned to adjourn the meeting at this juncture. Motion seconded by Dianna C.

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

Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
2/3/2021

Mark Pulliam

Mark Pulliam (Feb 3, 2021 22:22 CST)

Mark Pulliam
Chairman
Pike County Housing Authority
2/3/2021

Pike County
Housing Authority