

**Pike County Housing Authority  
Board Meeting Minutes  
2/3/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was to be held on Wednesday, January 20<sup>th</sup>, 2021 at 4:00pm. However, due to COVID-19, this meeting was re-scheduled to Wednesday, February 3rd, 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](http://www.pikehousing.com).

The meeting was called to order at 4:17 pm with no guests in attendance.

**Members present:**

Vice Chairman Leslie Henry  
Resident Commissioner Dianna Castleberry  
Chairman Mark Pulliam  
Executive Director Chris Bruns  
Executive Assistant Tonya Ellison

**Members absent:**

Commissioner Noelle Flesner  
Commissioner Don Peebles

**Minutes Review:**

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

**Occupancy Reports:**

A review of the January 2021 Occupancy Reports occurred next. There were no questions or concerns raised.

**Financial Reports:**

A review of the December 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 December 2020 Regular Session Minutes, January 2021 Occupancy Reports, and December 2020 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Mark P: Aye

### **Executive Director Report:**

#### **Old Business**

1. Operating Subsidy FY 2021. For January 2021, PCHA received \$52,743.50 in Operating Subsidy funding, which will be the same for February 2021. The Operating Subsidy 2021 calculation timeline is underway and Chris B. has completed filing the SF-424 and HUD 50071 forms in the Operating Fund portal in Secure Systems to begin the process.
2. CFP 2017. The CFP 2017 grant was preliminarily closed out in January 2020. To fully close out the grant it had to be reviewed during the PHA's fiscal year-end audit, which Pam Simpson did when she was here for the FYE 12/31/19 audit. Pam S. included the closeout information for the CFP 2017 grant in her audit report, which was supplied to the HUD Chicago Field Office. The HUD CFO has reviewed the information and have now certified the CFP 2017 grant as fully closed out.
3. CFP 2018. The CFP 2018 grant is now ready to be preliminarily closed out. Chris B. has completed the HUD 53001 form and submitted a final Performance & Evaluation report in the HUD EPIC system for the grant. Once the HUD CFO reviews these documents, they will issue a preliminary closeout, and it will be ready to go through the steps mentioned before to be fully closed out.
4. CFP 2019. Work is ongoing with the 71-1 kitchen areas and 71-9 exterior improvements. A quote for the office remodel add-on was received in the amount of \$63,745.00. This quote was evaluated, cuts made to work items, and now has a revised value of \$45,214.40. Also received were two contract modifications for the regular portion of work at 71-9, due to extra work required that was not in the original proposal. A motion accepting the 3 changes was recommended.



At this time, Leslie H. made a motion to accept contract modification #1 in the amount of \$5,500.00, contract modification #2 in the amount of \$1,978.00, and the office remodel add-on in the amount of \$45,214.40 for CFP 2019. Motion was seconded by Dianna C.

Voice vote as follows:

Leslie H.: Aye

Dianna C.: Aye

Mark P: Aye

5. CFP 2020. In reviewing the EPIC system, Chris B. noted that a revision for the CFP 2020 grant needed to be done as a result of the awarded amount adjustment by HUD. As a result, Chris B. revised the budget line items accordingly, with operations being set to 20% of the grants overall value, with the remainder of funds being allotted to general capital activity. A motion accepting the revised CFP 2020 was recommended.

At this time, Dianna C. motioned to accept the revised CFP 2020 budget. Motion was seconded by Leslie H.

Voice vote as follows:

Dianna C.: Aye

Leslie H.: Aye

Mark P: Aye

6. Baylis Wastewater System. The work on upgrading the Baylis Wastewater System should begin within 30 days. In the meantime, an invoice in the amount of \$600.00 has been received from Eggemeyer Associates for A&E fees, which has been paid from low rent funds.
7. HUD 5-Year PHA Plan FY 2021 – 2025. Previously, the HUD 5-Year PHA Plan FY 2021 – 2025 was sent to IHDA for their review and certification that the plan is consistent with the Statewide Consolidated Plan. The Plan was approved by IHDA and in turn, was then submitted to the HUD CFO for their review and approval. Both agencies have now signed off that the Plan is approved and it is good through 2025, barring any revisions. One update to the Plan is already on the horizon. When PCHA makes the move to eliminate underperforming PHA inventory

through repositioning the Plan will need to be revised to include specific language about the sites the PHA seeks to eliminate.

8. Pam Simpson Audit FYE 12/31/19. Last month, the Board reviewed and approved the FYE 12/31/19 audit as prepared by Pam S. Since this step has been completed, Chris B. was able to forward the document to pertinent parties, such as the HUD CFO and Pike County Board for their records. As always the audit is a matter of public record and available to anyone who requests a copy.
9. Eviction Moratorium. The CDC eviction moratorium is set to expire at the end of January 2021 and will most certainly be extended. Brief discussion ensued on the eviction moratorium.
10. PHA Waivers. Last month, the Board approved 3 additional waivers for PCHA use. As a result of this, Chris B. updated the notice to PCHA clients alerting them to the accepted waivers in place and how, if at all, they are affected by them. The notices have all been sent out, providing the PHA's required notice to its clientele.
11. Repositioning. This is a topic that needs to be on the front burner for FY 2021. Since Chris B.'s time here, PCHA has had problems renting units and tenant integrity issues in outlying PHA areas. Given the PHA's current vacancy issues, with the need for more terminations, this is a problem that is not going to go away and must be addressed for the now and the future of the PHA. Brief discussion ensued regarding repositioning and elimination of units in Pleasant Hill, Baylis, and Perry. All in attendance are still in favor of moving forward with these plans.

## **New Business**

1. Pike County Sheriff Rental Request. Recently, the PCSD Sheriff made an inquiry as to the use of available rental units for the purposes of housing inmates on work release, with full observation of the units by the PCSD, with rent being paid by Pike County. Chris B. thought it was an interesting request and was on board with the plan to generate the additional revenue for the PHA. Unfortunately, the HUD CFO was not on the same page. Brief discussion ensued.
2. Exempt Property Reporting FY 2021. Each year, a notice must be filed to the Pike County Assessor's office regarding PHA real estate tax exempt properties. Chris B. reports that the Exempt Property reporting process has been completed for FY 2021.



3. HUD Section 3 Reporting FY 2020. Each year, after the end of the PHA's fiscal year, the PHA must report on Section 3 efforts in contracting opportunities. Section 3 requires that any new positions, either for the PHA or its contractors, be considered from the low income population of the PHA's operation, which in this case, is Pike County, Illinois. Usually most vendors utilize existing staff to perform their respective contracts, however, this year a resident from one of the sites qualified and was hired by a contractor. Chris B. reports that the Section 3 reporting process has been completed for FY 2020.
4. Quorum FYE 12/31/2020 Census. Quorum Consulting has begun the audit process of PCHA's retirement account activity for FYE 12/31/2020. Quorum audits the PHA's records for changes to plan information, contributions made, withholdings, etc. to ensure all participants are in good standing. Usually the corrections are minimal, and Chris B. expects this year to be no different.

At 4:50pm, 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 as follows:

Dianna C.: Aye  
Leslie H.: Aye  
Mark P.: 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  
2/17/2021

*Mark Pulliam*

Mark Pulliam (Feb 19, 2021 18:15 CST)

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Mark Pulliam  
Chairman  
Pike County Housing Authority  
2/17/2021