

**Pike County Housing Authority
Board Meeting Minutes
6/16/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, June 16th, 2021. The meeting was held via Zoom and all attendance details were furnished to the public by a posted agenda on the door at the main PCHA office and also posted on the PCHA website www.pikehousing.com.

The meeting was called to order at 4:02 pm with no guests in attendance.

Members present:

Chairman Mark Pulliam
Vice Chairman Leslie Henry
Commissioner Noelle Flesner
Executive Director Chris Bruns
Executive Assistant Tonya Ellison

Members absent:

Resident Commissioner Dianna Castleberry

Minutes Review:

A review of the May 2021 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

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

Financial Reports:

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

At this time, Leslie H. motioned to accept the consent agenda of the May 2021 Regular Session Minutes, June 2021 Occupancy Reports, and May 2021 Financial Reports. Motion seconded by Noelle F.

Voice vote was as follows:

Noelle F: Aye

Leslie H.: Aye

Mark P: Aye

Executive Director Report:

Old Business

1. Operating Subsidy FY 2021. For June 2021, PCHA received \$77,279.50 in Operating Subsidy funding, which has been drawn. No word on future amounts as of yet. The month was previously funded at a 96.29% level.
2. CFP 2019. PCHA received pay request #5 from Trotter General Contracting in the amount of \$48,330.45, which has been drawn and paid. PCHA also received invoice# EAA1923-14 from Eggemeyer Associates in the amount of \$1,000.00, which has been drawn and paid. All that remains with the work is the completion of the respective punch lists for the initial work and then the office renovation. Trotter is having a hard time getting their electrician back on site to replace GFCI outlets that were planned for in the construction documents. Ultimately, the sub-contractor's failure to complete their portion of the work affects the per day penalty issued to the Trotter. There's been quite a bit of finger pointing between Trotter and the electrician and also a dispute about whether the plans call for the GFCI's to be replaced. Per Eggemeyer, the plans do and these GFCI's were part of the punch list corrections. If Trotter cannot get the original electrician back on site, then they will need to find another contractor, but will have to furnish all required paperwork before they would be able to get started.
3. CFP 2021. Previously, at the PCHA March 2021 Board meeting, the CFP 2021 draft documents were approved. These documents were available for public review and comment from 4/7/2021 through 6/7/2021. On 6/7/2021, PCHA held a public hearing on the CFP 2021 draft documents. There was no attendance at the meeting and therefore no comments received. PCHA did not receive comments, questions, or concerns at any other point in the review and hearing process.

As a result, Chris B. calls for a resolution to accept the CFP 2021 draft document package as final.

Resolution 2021-7

At this time, Noelle F. resolved to accept the CFP 2021 draft document package as final. Resolution seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

4. Baylis Wastewater System. The wastewater system upgrade work at Baylis is now complete. All parties had been waiting on Ameren to make the electrical connection, which was recently done. Once this was done, Vinson & Sill instructed PHA staff on the systems operation. Due to the completion of all items, pay request #1 in the amount of \$11,700.00 has been paid.
5. 5-Year PHA Plan FY 2021 – 2025 Revision. Previously, at the PCHA April 2021 Board meeting, the 5-Year PHA Plan FY 2021 – 2025 revision draft documents were approved. These documents were available for public review and comment from 4/21/2021 through 6/14/2021. On 6/14/2021, PCHA held a public hearing on the 5-Year PHA Plan FY 2021 – 2025 revision draft documents. There was no attendance at the meeting and therefore no comments received. PCHA did not receive comments, questions, or concerns at any other point in the review and hearing process.

As a result, Chris B. calls for a resolution to accept the 5-Year PHA Plan FY 2021 – 2025 revision draft document package as final.

Resolution 2021-8

At this time, Leslie H. resolved to accept the 5-Year PHA Plan FY 2021-2025 revision draft document package as final. Resolution seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

6. Repositioning. Various components of the proposed merge activity and the difficulties in getting the appropriate documentation to the HUD Chicago Field Office were discussed. At this point, the PHA is waiting on unit size and estimated cost information from Eggemeyer Associates in order to plan the next steps.
7. Pam Simpson Auditor Acceptance. Pam Simpson was alerted that she was selected as the auditor for FYE 12/31/2020 – 12/31/2022. Chris B. signed and returned copies of her agreement and at the same time, requested copy of her insurance certificate. She has now

provided the certificate and we are awaiting her scheduling of the FY 2020 audit. The audit will need to be submitted prior to 9/30/2021.

8. Eggemeyer Associates A&E Acceptance. Chris B. spoke with Eggemeyer Associates and let them know that they were selected to provide architect & engineering services for 7/1/2021 – 6/30/2024. In the course of the call Chris B. let them know we have the CFP 2021 merge activity planned, and that we require them to do an energy audit for us prior to the end of 2021.
9. Operating Reserve Litigation. Counsel thought the Federal government would not continue to push the matter after being handed another loss in the 2012 Operating Subsidy litigation. However, nothing is certain as the Federal government is still weighing its options. The Federal government filed for and received an extension to 7/30/2021 so it could evaluate its stance. As discussed before, the attorney litigating the case on behalf of the Federal government strongly believes in the government's stance, however the decision to continue does not lie with them.

New Business

1. Insurance Coverage Renewal 7/1/2021. Last month, the Board discussed the 7/1/2021 renewal rates for Met Life and approved to accept them. After the last meeting, PCHA was contacted by its representative Tina Jenkins from Assured Partners (formerly Esser Hayes) with the revised rates for all coverages provided to employees by the PHA. Chris B. told Tina about the desire to keep coverages the same, but at the new rates. On page 117 of the section for the insurance renewal in the packet gives the breakdown of the increases for health, dental, vision, life, AD&D, STD, and LTD. Lincoln Financial came back with a two year rate guarantee on dental to match the guarantee provided on vision. BCBS had the same health plan as provided currently, but changed some of the parameters within, such as deductible and out of pocket maximums. In speaking with Board members before the meeting, it was desired to distribute some of this cost increase to the employees. The new HRA arrangement costs were discussed to be \$1,000.00 individual deductible, \$1,140.00 coinsurance to be paid by the employee, with the remaining out of pocket maximum of \$4,610.00 to be paid by the employer. This reflects 20% increase to the employee, with 80% to the employer.

Chris B. asks that if majority is in favor, there would need to be two motions. One, to accept the new rates for 7/1/2021 from BCBS (health), Lincoln Financial (dental/vision), Met Life (life, AD&D, STD, LTD), and two, to accept the revised HRA arrangement of \$2,140.00 employee, \$4,610.00 employer.

At this time, Noelle F. made a motion to accept the new rates for 7/1/2021 from BCBS (health), Lincoln Financial (dental/vision), and Met Life (life, AD&D, STD, LTD). Motion seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye
Leslie H.: Aye
Mark P.: Aye

Also, Noelle F. made a motion to accept the revised HRA arrangement of \$2,140.00 employee, \$4,610.00 employer. Motion seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye
Leslie H.: Aye
Mark P.: Aye

2. IHPA Clearance Submission 5/3/2021. With the revision to the PHA's CFP grant adding merge activity Chris B. wanted to be sure the Illinois Historic Preservation office had a chance to review and accept the work activity. The previous authorization is good through 7/19/2022, however, it is unknown as to how long this process will take, and Chris B. doesn't want to take any chance with the Chicago Field Office coming back and saying that the merge work should have been included in the IHPA clearance. The package was submitted to IHPA, with no response of any kind.
3. Illinois SPCQ 2021. Each year, in order to use the State of Illinois Integrated Eligibility System, the PHA must attest to the security of the PHA internal controls and also how the system will be accessed and the purpose for the data collected. Nothing changed from last year, so Chris B. completed the form and returned it, which was approved. The State of Illinois IES allows the PHA to access data regarding state benefits received by clients. This data is very useful in determining income, household composition, and community service exemption.
4. PCHA By-Laws Review June 2021. Every 6 months the Board is to review the PHA's By-Laws for any recommended changes. Brief discussion ensued, with no recommended changes at this time.
5. Village of Pleasant Hill Notice 5/27/2021. PCHA received a citation from the Village of Pleasant Hill's Ordinance Coordinator Sally Ward. The ditch at the PHA's property was

not mowed as she stated, however, this was because the ditch was full of water. This problem was corrected immediately upon receipt of the notice. Brief discussion ensued.

6. AHRMA Damage Claim. PCHA took a call from a person visiting a client stating that PHA mowing staff broke her auto windshield. As is protocol, the claim was filed immediately with the insurer AHRMA along with all requested documentation. In the end, it was determined that the PHA was not negligent in the matter and the claim would be denied.

At 5:07pm, 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 Leslie H.

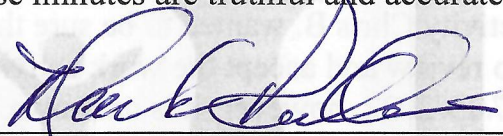
Voice vote as follows:

Noelle F.: Aye
Leslie H.: Aye
Mark P.: Aye

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



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
7/21/20201



Mark Pulliam
Chairman
Pike County Housing Authority
7/21/2021

**Pike County
Housing Authority**