

**Pike County Housing Authority  
Board Meeting Minutes  
8/18/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, August 18<sup>th</sup>, 2021. The meeting was held via Zoom and in person at the PCHA office. 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](http://www.pikehousing.com).

The meeting was called to order at 4:04 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:**

None

**Minutes Review:**

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

**Occupancy Reports:**

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

**Financial Reports:**

A review of the July 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 July 2021 Regular Session Minutes, August 2021 Occupancy Reports, and July 2021 Financial Reports. Motion seconded by Noelle F.

Voice vote was as follows:

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

### **Executive Director Report:**

#### **Old Business**

1. Operating Subsidy FY 2021. For August & September 2021, PCHA received \$123,577.00 in Operating Subsidy funding, which represents \$61,788.50 per month. The allotted amount for August has been drawn into the PHA account. No word on amounts for October through December yet. The months of August and September are funded at a 95.88% level.
2. CFP 2018. Back in January 2021, Chris B. sent the HUD Chicago Field Office information regarding the preliminary closeout of the CFP 2018 grant. Nothing was received in return from the CFO and so Chris B. recently re-sent the documents to the current staff assigned to the PHA. From this, the CFP 2018 preliminary closeout has now been completed. When Pam Simpson is onsite for the FYE 12/31/2020 audit she will review these documents and verify the expenditure of funds. Once the audit report is received the CFP 2018 grant may be closed out permanently.
3. CFP 2019. This topic has not progressed much. After the Board's discussion last month regarding Trotter General Contracting's dispute of the liquidated damages, all pertinent materials were sent to PHA counsel Eric Hanson for his review. Nothing has been received regarding a recommendation from counsel. TGC has recently threatened once again to get an attorney and try to put a lien against PHA property in response to the liquidated damages, which cannot be done. In the midst of this, there are still siding issues at the Landess Terrace site, which have been addressed again. All materials regarding TGC's disputes are included in the packet for review. At this time, the PHA Board tabled this topic pending review from counsel.
4. Repositioning. Chris B. followed up with Bedrock regarding the delayed disposition process due to the advertising increase. Bedrock understood the PHA's position and indicated it could be picked up in the future. In the meantime, the PHA has finally received estimated costs from Eggemeyer Associates for the merge of the 1 bedroom row buildings at Landess Terrace. For building types "AA", EA indicates costs to convert to 2BR/2BR duplex of \$206,545.49, and for a 1BR/4BR duplex costs of \$162,775.64. For building types "BB", EA indicates costs to convert to a 2BR/3BR duplex of \$239,442.25, and for a 1BR/4BR duplex costs of \$187,986.33. These costs are far higher than what the



PHA anticipated and will eliminate the ability to merge the 20 desired units. Chris B. is reviewing the layout and current occupancy to determine locations and sizes, but 3 buildings maximum, is all that will be able to be merged.

5. CDS Copier Agreement. Previously, it was discussed regarding the high billings received for the leased copiers furnished by CDS. Chris B. followed up with them and CDS came onsite to review settings on the individual machines in each office space. Settings were adjusted and it was thought this would help correct the matter. In regards to the large copier, CDS indicated that the machine had been misread in the past and therefore some of the bill was a “catch up” to get the machine on the correct count. However, due to their failure to provide guidance on what readings were needed, CDS is going to provide an adjustment of almost \$500.00 on the large leased copier bill. They will also be following up with PHA on a routine schedule to make sure there are no ongoing issues.
6. Pam Simpson FYE 12/31/2020 Audit. Last month, Chris B. mentioned that Pam Simpson will be onsite 9/7/2021 to complete her FYE 12/31/2020 Audit for the PHA. Chris B. has sent her nearly all of the documents she requested in advance and has also completed the MD&A for FYE 12/31/2020. Both the current and last year’s MD&A documents are included in the packet for reference. Chris B. asks for approval of the MD&A as prepared for FYE 12/31/2020.

#### **Resolution 2021 – 9**

At this time, Noelle F. resolved to accept the MD&A for FYE 12/31/2020 as prepared by Chris B. Resolution seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

7. Operating Subsidy Litigation. The Federal Government is still mulling its options in the reserves offset litigation. As such, they have requested and been granted an extension to 9/13/2021. Counsel has asked for no further extensions to be granted and the PHA should have more information on or around 9/13/2021.
8. Employee Compensation Discussion. Last month, the Board approved the upcoming FY 2022 pay increases early due to rising costs. This increase affected all PHA employees, except for Chris B. due to his employment contract. Pay rate information for all staff are included in the packet. All employees were very appreciative of the early increase.

9. PIC Address Updates. Chris B. has been trying to resolve PIC address discrepancies for 4 years and has made some headway, but also potentially opened up an issue. Nearly all address corrections have now been made, however the community building shown as removed and maintenance building not listed are a concern. With the community building shown as removed, when the Chicago Field Office asked about correcting it, the Special Applications Center went all in and instructed the CFO to contact general counsel for legal action. SAC did not understand the situation fully, and this was seen as an overreaction. However, the concern with the two buildings now is whether this mentality will come forth once again. Chris B. will update with any new information once he has it.

## **New Business**

1. HUD FY 2022 Flat Rents. HUD recently published fair market rents (FMR) for the Pike County, Illinois area to be used for all transactions after 10/1/2021. Due the area of the PHA, there is no small area fair market rents (SAFMR) data, but there is data published on FMR and unadjusted rents. In this instance, the unadjusted rents serve as a SAFMR. PHA policy indicates that the lesser of the unadjusted rents or FMR will be used to calculate flat rents. Congress & HUD rules require flat rents be set at no less than 80% of one of these options. Per this requirement, the PHA will have no choice but to raise flat rents for all bedroom sizes in FY 2022. All data from last year's FMR data rollout is included with this year's information in the packets. Chris B. calls for the HUD posted FMR's and corresponding Flat Rents to be formally accepted.

### **Resolution 2021 – 10**

At this time, Leslie H. resolved to accept the HUD posted FMR's for FY 2022, as well as the PHA's FY 2022 Flat Rents. Resolution seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

2. HUD FY 2022 CFP PIC Certification. Each year, the PHA must certify the units in its inventory to begin the CFP grant process. Chris B. has completed the certification for the upcoming CFP grant, well ahead of the 8/20/2021 deadline.
3. HUD PHAS Score Reporting FYE 2017 – 2019. Chris B. wanted to see that the Board was aware of the PHAS scoring for the PHA for the recent years. The PHA is sitting at 85, a standard performer, currently. If it were not for vacancy issues this score would be



much higher, possible into the 90's. This is the scoring that determines any performance bonuses to be issued by the PHA.

4. PCHA Board Composition. Currently, the PHA has 2 Board vacancies. One is a regular member, the other is for a Resident member. Chris B. has been soliciting a few individuals and has not had much luck. For the Resident member, advertising in the newsletter began this month and will continue until the position is filled. No resident has come forward to express interest.

At 5:05 pm, there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Leslie H. motioned to adjourn the meeting at this juncture. Motion seconded by Noelle F.

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*

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Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
9/15/2021

*Mark Pulliam*

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Mark Pulliam (Sep 15, 2021 19:19 CDT)

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Mark Pulliam  
Board Chairman  
Pike County Housing Authority  
9/15/2021

Pike County  
Housing Authority