

**Pike County Housing Authority
Board Meeting Minutes
9/15/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, September 15th, 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.

The meeting was called to order at 4:03 pm with no guests in attendance.

Members present:

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

Members absent:

None

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

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

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 August & September 2021, PCHA received \$123,577.00 in Operating Subsidy funding, which represented \$61,788.50 per month. The allotted amount for September has been drawn into the PHA account. For October and November 2021, PCHA has been notified it will receive \$124,633.00 in Operating Subsidy funding, which represents \$62,316.50 per month, a 95.86% funding level. To compare, the months of August and September were funded at a 95.88% level.
2. CFP 2019. Brief discussion ensued on the ongoing dispute with Trotter General Contracting regarding the financial penalty assessed for going over allotted time. Chris B. spoke with PHA counsel Eric Hanson by phone 9/14/2021 and discussed that conversation at this time.
3. Repositioning. Brief discussion ensued on the status of the merge activity at Landess Terrace. This topic is part of the meeting agenda in an ongoing basis. The PHA is waiting on cost estimates from Eggemeyer Associates to determine the best financial path forward with estimated funding available.
4. Pam Simpson FYE 12/31/2020 Audit. Pam Simpson was onsite 9/7/2021 through 9/9/2021 to complete her FYE 12/31/2020 Audit for the PHA. The audit went very well with only 2 things being noted in the exit interview. One item involved adjusting journal entries that both Pam S. And Chris B. agreed to. The other item involved revising the Capitalization Policy to specifically state how Pam S. and Chris B. believe the policy to read and reflect what items are to be depreciated. Chris B. reports he has the Capitalization Policy revision ready to be reviewed later in the meeting.
5. Operating Subsidy Litigation. The Federal Government has given up on its appeal of the FY 2012 reserves offset litigation. Therefore, the case is now over and all that remains is the payout of damages to the PHA's involved in the case. PCHA will receive roughly \$380,000.00 as a result of the outcome of the case.

6. PCHA Board Composition. At the 8/23/2021 Pike County Board meeting, the resignations of Don Peebles and Dianna Castleberry from the PCHA Board were accepted. Also approved was the renewal term of Leslie H. through 6/30/2026. Potential candidates had been discussed previously and Chris B. indicates that Cindy Prentice has offered to serve on the PHA Board. A resident commissioner is still being sought.

At this time, Noelle F. made a motion to accept Cindy Prentice for nomination to the Pike County Board to serve on the Housing Authority Board. This appointment would fulfill the term expiration originally held by Don Peebles. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

7. IHPA Clearance Submission 5/3/2021. As discussed before, Chris B. was seeking approval from Illinois Historic Preservation Agency for any and all work scheduled through the Capital Fund Program, including the merge activity at Landess Terrace. IHPA has extended a full five year approval letter, which covers through 8/20/2026.

New Business

1. Capitalization Policy Revision 9/15/2021. As mentioned earlier in the meeting, the Capitalization Policy Revision was a by-product of the recently completed FYE 12/31/2020 Audit by Pam Simpson. Revisions were minimal and pertained to the amount required for depreciation.

Resolution 2021 – 11

At this time, Noelle F. resolved to accept the Capitalization Policy Revision dated 9/15/2021 as prepared by Chris B. Resolution seconded by Leslie H.

Voice vote was as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

2. Johnson Controls Utility Allowance Calculation FY 2022. Each year, the PHA gives Johnson Controls authorization to obtain information regarding utility cost and usage. Johnson Controls then takes this information and compiles the Utility Allowance

Schedule for the upcoming fiscal year. JC has done that for FY 2022 and the allowances are ready for approval. Overall, there was very little movement across the Utility Allowances.

Resolution 2021 – 12

At this time, Noelle F. resolved to accept the Utility Allowance Calculation for FY 2022 as prepared by Johnson Controls. Resolution seconded by Leslie H.

Voice vote was as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

3. AHRMA Insurance Renewal FY 2022. Each year, AHRMA reaches out in advance of the upcoming fiscal year to obtain information from the PHA, which is then used to calculate the rate for the PHA's insurances. The insurance coverages provided by AHRMA are auto, personal/property liability, worker compensation, etc. Chris B. has returned all requested information to AHRMA. It is expected to see an increase similar to last years.
4. Getz Fire Equipment Testing – PHA Wide 9/1/2021. Each year, Getz Fire Equipment comes onsite to review PHA fire extinguishers, emergency/exit lighting, etc. Getz did so for 2021, and have completed their assessment at a cost of \$871.45. For the same services in 2022, Getz is estimating a cost of roughly \$1,025.00.
5. PCI Annual Compliance Certification. Each year, the PHA must be assessed and receive passing compliance on its credit card processing system. This particular credit card processing is through the software provider Lindsey/MRI. In the resident portal for the software, clients are able to log in and review and pay their bill, schedule repairs, send correspondence, etc. Chris B. has gone in and completed the PHA's yearly assessment and passed, thus certifying the PHA for credit card acceptance for the upcoming fiscal year.
6. Board Training Opportunity. This is being presented for the Board's consideration only. Chris B. indicates that the training being offered is for not for profit agencies. While there may be some similarities in the entities and good training offered, this training may not be as productive for members of a governmental entity.

At 4:58 pm, 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 was 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

Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
10/20/2021

Mark Pulliam

Mark Pulliam (Oct 21, 2021 22:08 CDT)

Mark Pulliam
Board Chairman
Pike County Housing Authority
10/20/2021

Pike County
Housing Authority