

**Pike County Housing Authority
Board Meeting Minutes
10/20/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, October 20th, 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 guests, Doris Koncor and Cindy Prentice, 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 September 2021 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

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

Financial Reports:

A review of the September 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 September 2021 Regular Session Minutes, October 2021 Occupancy Reports, and September 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:

A. Old Business

1. Operating Subsidy FY 2020. Recently, HUD published notice that it was distributing hold-back funds for the FY 2020 Operating Subsidy grant. PCHA's final eligibility total was \$740,396.00, which meant the PHA was due an additional \$804.00 in funding to close out the year. As a result of this, the funds were drawn into the PHA account and the grant is now closed out fully.
2. Operating Subsidy FY 2021. 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. The funds have been drawn into the PHA account for October.
3. CARES Act Operating Subsidy. Last year, PCHA was awarded \$109,566.00 in CARES Act Operating Subsidy funding. Most funds were expended very rapidly, however a small portion was set aside for annual billing on the hosted server through MRI/Lindsey. The PHA has requested multiple times for a billing to the server, but none has been received. The funds must be expended prior to 12/31/2021. As a result of this, Chris B. recommends the PHA expend the funds now on salary reimbursement. The \$2,688.85 remaining has been drawn into the PHA account and can be posted against Chris B.'s wages. It is not additional salary.

At this time, Noelle F. made motion to use the remaining \$2,688.85 that has been drawn into the PHA account from the CARES Act Operating Subsidy funding as an offset against the wages of Chris B. Motion seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

4. CFP 2019. An update in the dispute with Trotter General Contracting over the assessment of liquidated damages. TGC's attorney Bonczyk brought forth an analysis for consideration. In reviewing the analysis, Eggemeyer Associates agreed with Bonczyk's assessment and indicated it was a clerical error on their part, omitting the "c" portion in the contract from the liquidated damages clause. As a result of this, Chris B. spoke with PHA attorney Eric Hanson and he agreed the liquidated damage were no longer valid. Chris B. contacted Eggemeyer and instructed them to proceed with closeout and waived the liquidated damages assessed to TGC in the amount of \$10,650.00. Chris B. also requested Eggemeyer waive any remaining fees on the project as a result of the error. This request was approved, a savings of \$900.00. Final closeout paperwork should be received very soon and final payment will be issued on the project. A motion accepting the final contract modification (#3) and waive of the liquidated damages penalty would be appreciated.

At this time, Leslie H. made a motion to accept the final contract modification (#3) and waive the liquidated damages penalty previously assessed to TGC in the amount of \$10,650.00. Motion seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

5. CFP 2020. Eggemeyer Associates has been working on developing plans for the upcoming water heater, site improvement, and merge scope of work. It is planned to combine the CFP 2020 and CFP 2021 years to maximize funding available for all portions of work. In the near future, the PHA will need to revise its CFP 5 year plan to move up work from year 2025 to year 2021. An invoice has been received from Eggemeyer Associates in the amount of \$5,000.00, which has been drawn, but not yet paid.

6. Repositioning. The units for merge at Landess Terrace have been identified (309 – 315, 357 – 363, 366 – 372) and 1 of the 3 buildings is empty and ready. The PHA will need to transfer one person to accommodate the merge work to one building. There is an outstanding eviction on another occupant, which will clear out the final building.
7. Pam Simpson FYE 12/31/2020 Audit. Pam S. is working on the PHA's FYE 12/31/2020 Audit still. Recently, she supplied her representation letter, which was signed and returned.
8. PCHA Board. Last month, the addition of Cindy Prentice to the PCHA Board was approved internally. Full ratification of Cindy P.'s appointment was requested of the Pike County Board, but has not been done yet. In conducting inspections, Chris B. spoke with Doris Koncor about the Resident Commissioner opening. Doris K. expressed interest in the position and was invited to the 10/20/2021 meeting to see if she would be fully interested. The matter was briefly discussed and Doris K. indicated her interest in joining the PCHA Board. It was noted that this position would initially be for the remainder of Dianna C.'s term. On that note, Chris B. spoke with Dianna C. about the return of the PCHA tablet. The tablet has been returned with no issue.

At this time, Leslie H. made a motion to approve Doris K. to fulfill the remainder of Dianna C.'s term and allow Chris B. to furnish her name to the Pike County Board. Motion seconded by Noelle F.

Voice vote as follows:

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

9. Advertising. Chris B. reports that PCHA's advertising continues. Brenda Park of Star Radio reached out regarding radio advertising at a rate that was half of what was previously accepted. Chris B. accepted the rate, running the same ad as before, in the early week and weekend slots. Chris B. also met once again with Doreen James of WGEM and discussed digital advertising to complement PCHA's radio, TV, and billboard. This advertising has an annual requirement at either \$1,500.00 or \$1,800.00 per month (there are other options, but these were the best two). Chris B.

recommends the \$1,800.00 per month commitment. After brief discussion, all PHA Board members agreed. This was not voted on as it is within Chris B.'s purchasing limits.

B. New Business

1. System For Award Management Renewal FY 2021. Each year, PCHA must renew its System For Award Management (SAM) registration. This allows the PHA to obtain grants from the Federal Government. As a result of the expiration coming up on 11/17/2021, Chris B. completed the renewal in full with a new expiration date of 9/22/2022.
2. Illinois Comptroller Reporting FYE 12/31/2020. Each year, PCHA must report to the Illinois Comptroller's Office information regarding its area of operation, PILOT, and annual budget. Chris B. has completed the reporting for FYE 12/31/2020.
3. HUD EIV Semi-Annual Certification Fall 2021. Twice a year, PCHA must certify any users who need access to the Enterprise Income Verification (EIV) system. All users must have a HUD 52676 form on file and complete the annual cyber awareness training. Users who no longer need access to the system are to be removed. The PHA is in process of completing all awareness training and submitting approvals to HUD. All office staff at the PHA require access to the EIV system, with varying levels of authorization.
4. Eviction Filing Process Update. Recently, HUD posted in the Federal Register that all PHA's are to give 30 day eviction notice to all tenants for nonpayment (up from 14 days) and supply that person with information regarding federal emergency rental assistance. Notices in the Federal Register typically come with a 30 day comment period, however, due to the emergency nature of this rule, HUD Secretary Fudge waived the comment period, putting the new requirements into effect immediately. Also, the Illinois Supreme Court decreed that all eviction cases in Illinois must notify the individual as to the availability of funding through the court based rental assistant program. This assistance is only for individuals who have active court cases in process. To be proactive, the PHA has taken the step of supplying the federal rental assistance information to those who are nearly ready for monetary eviction, hoping that it will cut down on turnover.


5. Tenant Bed Bug Compliance. The PHA has a person who has not been compliant with Big River Pest Control's check lists. This topic was discussed without identifying the tenant specifically and Chris B. updated the Board on potential actions should non-compliance continue.
6. Tenant Mold Complaint. The PHA has a person who has alleged break-ins at the property and now mold in their unit. This topic was discussed without identifying the tenant specifically and Chris B. updated the Board on potential actions should non-compliance continue.
7. COVID Vaccination Clinic. Lillian Stelle, a contractor working with the Illinois Emergency Management Agency (IEMA) has reached out to the PHA regarding the possibility of using its facilities to setup a vaccination clinic at one of its properties. This would be of no cost to the PHA other than having a point of contact at the site on the day of the event and to advertise the clinic. Chris B. notes that he would utilize various contacts to spread information regarding the site. After discussion, it was agreed by all for the PHA to participate in the vaccination clinic.

At 5:25 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.

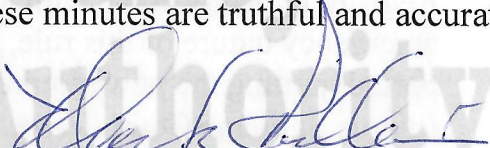
Voice vote was as follows:

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
Executive Director / Secretary
Pike County Housing Authority
11/17/2021



Mark Pulliam
Board Chairman
Pike County Housing Authority
11/17/2021