

**Pike County Housing Authority
Board Meeting Minutes
11/17/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, November 17th, 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 4:24 pm with no guests in attendance.

Members present:

Chairman Mark Pulliam
Vice Chairman Leslie Henry
Commissioner Cindy Prentice
Executive Director Chris Bruns
Executive Assistant Tonya Ellison

Members absent:

Commissioner Noelle Flesner

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the October 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 October 2021 Regular Session Minutes, November 2021 Occupancy Reports, and October 2021 Financial Reports. Motion seconded by Cindy P.

Voice vote was as follows:

Leslie H.: Aye

Cindy P.: Aye

Mark P.: Aye

Executive Director Report:

Old Business

1. Operating Subsidy FY 2021. For November 2021, PCHA received \$62,316.50 in Operating Subsidy funding, a 95.86% funding level. The funds have been drawn into the PHA account for November. No information on future amounts to report yet.
2. CFP 2019. At last month's Board meeting, it was approved to accept contract modification #3 with Eggemeyer Associates and also to waive the liquidated damages assessed to Trotter General Contracting. This information was alerted to Eggemeyer, who began to process all close out paperwork for the CFP 2019 work. Final pay request #6 was received from Trotter in the amount of \$54,577.85, which has been drawn and paid. Chris B. revised the final budget for CFP 2019 in order to zero out the line items. As a result, \$24,298.45 was moved from General Capital Activity to Operations. Due to the move of budget amounts, Chris B. was able to draw the remaining \$24,298.45 into the PHA account for operations. The CFP 2019 now has a zero balance. Closeout paperwork has been received from Eggemeyer Associates. Final lien waivers have not been received yet. Chris B. requested a motion accepting CFP 2019 Budget Revision #2.

At this time, Leslie H. made a motion to accept CFP 2019 Budget Revision #2. Motion seconded by Cindy P.

Voice vote as follows:

Leslie H.: Aye

Cindy P.: Aye

Mark P.: Aye

3. CFP 2020. Eggemeyer Associates is working to begin this work. Chris B. has been working with them to develop signage specs, landscaping details, etc. This work will not begin until next year.
4. Repositioning. Chris B. has been working with Eggemeyer Associates and the Chicago HUD office to get this work off the ground. So far he has identified the building to merge, sent in a merge request letter for an empty building, developed plans for the new units, etc. There are 2 buildings still to empty, with one individual under eviction and the other slotted to be moved through administrative transfer.
5. 5-Year PHA Plan Revision #1 FY 2021 – 2025. Earlier this year, PCHA approved an original 5-year PHA Plan, which was IHDA & HUD approved. After that, it was stated that there should be explicit details regarding the PHA's plan to either merge, demolish, or disposition units. As a result, a revision was put in motion to indicate these items clearly. On 6/16/2021, PCHA ratified that draft as final. The document was then sent to IHDA and HUD for their approval of the revision. This revision has now been fully completed and accepted by all parties.
6. PCHA Board. Last month, it was voted by the Board to approve Doris Koncor for appointment to the HA Board. Doris K.'s name was furnished to Pike County for addition to their agenda to approve. However, on 11/15/2021, Doris K. called and asked that her name be removed from consideration due to health concerns. Chris B. immediately let the Pike County Clerk and Pike County Board Chair know of the issue and was able to get the appointment removed from the Pike County Board agenda. Chris B. will continue the search for a replacement. The appointment of Cindy Prentice was fully approved by the Pike County Board and she now is a full voting member of the PCHA Board. Chris B. requested a motion rescinding the approval of Doris K. to the HA Board.

At this time, Cindy P. made a motion to rescind the approval of Doris K. to the HA Board. Motion seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

7. HUD EIV Semi-Annual Certification Fall 2021. Last month, Chris B. reported that the HA was in the process of certifying all necessary users to the EIV system. All users already had HUD 52676 forms on file, but had not completed the annual Cyber Awareness Training. The training was completed by all and so Tonya E. was able to go in and certify the lesser access users, while HUD approved the rest. This re-certification process is now complete for Fall 2021.
8. Advertising. Last month, it was discussed and approved to go with the \$1,800.00 per month digital pre-roll advertising. This advertising, in combination with the billboard, radio, and TV spots make up the current advertising package. At the end of December, Chris B. is going to evaluate where some of the ads are, it is likely the radio ads will be cut down. Chris B. hopes to have reporting data on the pre-roll service for Board review soon.
 - a. This is the digital pre-roll ad linked for viewing only
9. AHRMA Insurance Renewal FY 2022. Earlier in the year, Chris B. sent in the renewal packet to AHRMA for use in calculating FY 2022 insurance rates. That is now done and AHRMA is charging \$74,607.00 for FY 2022, whereas the rate for FY 2021 was \$71,032.00. This represents an increase of \$3,575.00. Due to the amount, Chris B. requests a motion accepting the FY 2022 rate from AHRMA.

At this time, Cindy P made a motion to accept the FY 2022 rate from AHRMA. Motion seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

- 10.COVID Vaccination Clinic. On 11/15/2021, in conjunction with the Illinois Emergency Management Agency & Illinois Department of Public Health, PCHA's COVID Clinic was held. There were a total of 4 people show up to

the event, with 2 being HA residents. They had plans to accommodate up to 100, but were well short. Regardless, Chris B. is still happy with the chance to partner on this issue.

New Business

1. Operating Subsidy FY 2022. Chris B. reports that steps are beginning for the FY 2022 Operating Subsidy calculation. Thus far, Chris B. has sent in the PHA's SF-424 & HUD 50071 forms. These were due to be submitted no later than 11/5/2021, but were in to HUD on 10/25/2021. More submission steps will come later in the year for processing.
2. Energy Audit. Every 5 years, the PHA is required to have an Energy Audit done. The most recent EA was completed by Johnson Controls in 2016 as part of their energy efficiency upgrades with the PHA's Energy Performance Contract. It is time for another and Chris B. has reached out to Eggemeyer Associates for a quote. In the PHA's last solicitation for A&E services it was requested that firms be able to perform a multitude of services. As a result of that, the PHA can move forward with EA without the need for comparison quotes, insofar as the quote seems reasonable. This particular quote falls under the PHA's micro purchase threshold and seems reasonable. Therefore, Chris B. reports he has accepted the quote from EA in the amount of \$7,600.00. Due to the quote being for additional A&E services, Chris B. requests a motion accepting the quote.

At this time, Leslie H. made a motion to accept the Energy Audit quote from Eggemeyer Associates. Motion seconded by Cindy P.

Voice vote as follows:

Leslie H.: Aye
Cindy P.: Aye
Mark P.: Aye

At 4:55 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 Cindy P.

Voice vote was as follows:

Leslie H.: Aye
Cindy P.: 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
12/21/2021

Mark Pulliam

Mark Pulliam (Dec 21, 2021 18:47 CST)

Mark Pulliam
Board Chairman
Pike County Housing Authority
12/21/2021



Pike County
Housing Authority