

**Pike County Housing Authority
Board Meeting Minutes
12/21/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, December 21st, 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 4:08 pm with no guests in attendance.

Members present:

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

Members absent:

None

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

At this time, Cindy P. motioned to accept the consent agenda of the November 2021 Regular Session Minutes, December 2021 Occupancy Reports, and November 2021 Financial Reports. Motion seconded by Noelle F.

Voice vote was as follows:

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

Executive Director Report:

Old Business

1. Operating Subsidy FY 2021. For December 2021, PCHA received \$69,256.00, which represents a 96.74% funding level. Total eligibility for FY 2021 was \$780,642.00. The funds have been drawn into the PHA account for December 2021. This will finish out this grant until sometime next year when HUD processes offset distribution.
2. Operating Subsidy FY 2022. For the first 2 months of FY 2022 the PHA will receive \$107,413.00 in subsidy funding. The eligibility for these funds is set to be 95%. The calculation submission period will begin next year and additional data is being provided leading up to that.
3. CFP 2019. All final lien waivers have been sent in to the PHA. As a result of this, Chris B. was able to go in and begin the grant closeout process. He used Budget Revision #2 approved last month as the final Budget for P&E reporting and also completed the Final Cost Certificate HUD 53001. These documents were sent to HUD, which were reviewed and confirmed. HUD has supplied their closeout letter and this grant will be fully closed out upon review during our FY 2021 audit.

At this time, Leslie H. made a motion to accept the CFP 2019 grants closeout. Motion seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye

Noelle F.: Aye
Cindy P.: Aye
Mark P.: Aye

4. CFP 2020. Eggemeyer Associates is working on the water heater, signage, and site improvement work. As a result, EA has supplied an invoice in the amount of \$7,000.00, which has been drawn and paid. At some point, Chris B. will need to break this budget out to reduce the amount for the water heater, signage, and site improvement, and then to add the merge activity at Landess Terrace to fill out the grant. It would be better if the PHA had firm cost numbers to use for each work component.
5. CFP 2021. The cost of the merge of the units at Landess Terrace is estimated to be around \$708,000.00. The PHA does not receive that amount in any single year CFP budget. As a result, it was necessary to move some things around in the PHA's 5 year CFP budget moving the year 2021 work back to 2025 and pulling the year 2025 year work up to 2021. In the 2025 work pulled forward it had funds for parking lot/road repair, which needed to be eliminated to accommodate the high merge cost. The CFP 2021 annual budget was also revised to reflect the new work for the year. The remaining funds for the merge activity will come from CFP 2020 after the water heater, site improvement, and signage activity. Eggemeyer has furnished their cost for the merge portion and it is \$42,500.00 plus reimbursable of \$21,280.00. Chris B. asked regarding the price and they indicated for their site visits, designs, etc. that it just came to be that amount and they were confident with their number. Overall, the PHA will need to come out of pocket for around \$70,000.00, unless favorable bid prices are received.

Resolution 2021-13

At this time, Noelle F. resolved to accept the revised CFP 5 year plan for years 2021-2025 as prepared by Chris B. Resolution seconded by Cindy P.

Voice vote as follows:

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

Resolution 2021-14

At this time, Noelle F. resolved to accept the CFP 2021 annual budget revision as prepared by Chris B. Resolution seconded by Leslie H.

Voice vote as follows:

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

At this time, Noelle F. made a motion to accept the Eggemeyer Associates increased fee quote of \$42,500.00 plus reimbursables of \$21,280.00 due to the merge activity at Landess Terrace. Motion seconded by Cindy P.

Voice vote as follows:

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

6. Energy Audit. Chris B. has signed the contract for Eggemeyer Associates to perform the PHA's Energy Audit. EA supplied data collection forms for utility usage and Tonya E. has been working to gather the data for EA. EA is planning a site visit in early FY 2022 to go through units and make their observations for the Energy Audit.
7. CARES Act Waivers. HUD has published guidance on the CARES Act waivers that are expiring 12/31/2021. There are no new waivers being issued and the majority of the waivers expire at the end of December. HUD also published data collection requirements on the waivers PHA's accepted. No later than 12/20/2021, PHA's must report to HUD on the dates accepted and types of waivers accepted. Chris B. reports that he submitted PCHA's information on 12/7/2021.
8. Operating Subsidy Litigation. Coan & Lyons have secured an arrangement with the Federal government to pay all the damages into Coan & Lyons trust account. Prior to payment of the damages, Coan & Lyons must furnish

taxpayer ID numbers for all PHA's involved. No payment will be made until all plaintiffs furnish their TIN.

9. Mold Complaints. Previously, some mold complaints that had been received were discussed. Initially, there were 3 complaints and upon the PHA visiting the units, no mold was observed. To take the matter further the PHA hired Springfield Analytical, an air quality monitoring firm to come in and take some measurements. In one of those units, there was no issue at all, the other two had issues thought to be tenant generated with house plants and area rugs. The PHA coordinated with the tenants in those two units and worked to alleviate the issue. After this, SA was brought back in to test the units. The previous concerns were now addressed and no further remediation was recommended for the units. Another mold complaint case was discussed. This case was the same as the rest previously, with no visible signs of mold in the unit.

New Business

1. Violence Against Women Act (VAWA) Policy Revision December 2021. This revision updates the PHA's VAWA policy to be the collection of pertinent information from the PHA's ACOP, instead of a standalone policy generated by a previous PHA contractor, which has not be updated anytime recently. Both the old and new version of the VAWA policy are in the packets, discussion ensued.

Resolution 2021-15

At this time, Leslie H. resolved to accept the Violence Against Women Act Policy revision draft. Resolution seconded by Noelle F.

Voice vote as follows:

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

2. Repayment Agreement Policy & Repayment Agreement Revision December 2021. This revision updates the RA Policy and RA to incorporate the specific language from the PHA's ACOP. The previous version was similar

but the need to incorporate the specific language from the ACOP was recommended by Chris B.

Resolution 2021-16

At this time, Leslie H. resolved to accept the Repayment Agreement Policy and the Repayment Agreement revision draft. Resolution seconded by Cindy P.

Voice vote as follows:

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

3. Flat Rent Policy Revision 12/21/2021. The HA Board approved the use of the unadjusted rents published by HUD for use in determining HA flat rents effective October 1st. The standalone Flat Rent Policy has not been updated using the changes and is not current. This updates the Flat Rent Policy with the figures in effect 10/1/2021.

Resolution 2021-17

At this time, Cindy P. resolved to accept the Flat Rent Policy revision. Resolution seconded by Leslie H.

Voice vote as follows:

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

4. Maintenance Wage Rate Determination FY 2022. Each year, the PHA must update its maintenance wage rates for use during the fiscal year. These amounts represent the lowest these positions can be paid by the PHA. Chris B. has updated the figures using the most current information.

Resolution 2021-18

At this time, Noelle F. resolved to accept the FY 2022 Maintenance Wage Rate as prepared by Chris B. Resolution seconded by Cindy P.

Voice vote as follows:

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

5. Inventory FYE 12/31/2021. At the end of each fiscal year, the PHA must conduct a physical inventory of maintenance items on hand. For FY 2020 the amount was \$25,177.83, and for FY 2021 the total is \$26,989.63, an increase of \$1,811.80.

Resolution 2021-19

At this time, Noelle F. resolved to accept the FYE 12/31/2021 Inventory figure of \$26,989.63. Resolution seconded by Leslie H.

Voice vote as follows:

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

6. TAR Write-Offs FYE 12/31/2021. At the end of each fiscal year, the PHA must identify accounts to be written off, but still sought after for collection. For FY 2020 the amount was \$69,471.29, and for FY 2021 the amount is \$40,009.43, a decrease of \$29,461.86.

Resolution 2021-20

At this time, Noelle F. resolved to accept the TAR Write-Offs of \$40,009.43 for FYE 12/31/2021. Resolution seconded by Leslie H.

Voice vote as follows:

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

7. Resident Charge List Revision 12/1/2021. A revision of the tenant charges was began a couple of months ago. It was felt that the list needed to be more thorough. As a result Josh H. updated the maintenance charge list and, Chris B. contributed to both it and the management list.

Resolution 2021-21

At this time, Leslie H. resolved to accept the Maintenance and Management Charge Lists revision drafts prepared by Josh H. and Chris B. Resolution seconded by Noelle F.

Voice vote as follows:

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

8. Admissions & Continued Occupancy Policy (ACOP) Revision December 2021. Nan McKay supplies the PHA a revision service of nationally accepted and updated revisions to the ACOP. Some items are not able to be adjusted due to HUD policy updates, but others are subject to local direction. As a result of this, Chris B. updated the ACOP to incorporate all of the new terms and conditions, while reviewing the local items.

Resolution 2021-22

At this time, Noelle F. resolved to accept the ACOP revision draft prepared by Chris B. Resolution seconded by Cindy P.

Voice vote as follows:

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

Mark P.: Aye

9. Dwelling Lease Revision December 2021. Due to revising the ACOP, Chris B. took a hard look at the dwelling lease the PHA uses. This lease is a hodgepodge of various items going back to 2003, and hasn't had an extensive review in years. As a result, Chris B. sorted through the old document and has a revised lease ready to review.

Resolution 2021-23

At this time, Cindy P. resolved to accept the Dwelling Lease revision draft as prepared by Chris B. Resolution seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

10. Operating Budget Revision FYE 12/31/2021. Each year, prior to the end of the fiscal year, the PHA must conduct a review of its operating budget for any overflows and update it accordingly. Hawkins Ash has prepared the budget revision for FY 2021 and it looks to be accurate.

Resolution 2021-24

At this time, Noelle F. resolved to accept the Operating Budget revision for FYE 12/31/2021 prepared by Hawkins Ash. Resolution seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Cindy P.: Aye

Mark P.: Aye

11. Operating Budget FYE 12/31/2022. Each year, prior to the start of the next fiscal year, the PHA must pass an operating budget. Hawkins Ash compiled the operating budget for FY 2022 and it looks accurate.

Resolution 2021-25

At this time, Cindy P. resolved to accept the Operating Budget for FYE 12/31/2022 as prepared by Hawkins Ash. Resolution seconded by Noelle F.

Voice vote as follows:

Cindy P.: Aye

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

12. Annual Performance Bonus FYE 12/31/2021. Last year, the PHA Board awarded an annual performance bonus in the amount of \$400.00 to each employee. A same amount is recommended for FYE 12/31/2021.

Resolution 2021-26

At this time, Noelle F. resolved to accept the annual performance bonus of \$400.00 for each employee for FYE 12/31/2021. Resolution seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Cindy P.: Aye

Mark P.: Aye

13. Authorized Signers Resolution 12/21/2021. An updated signer's resolution is needed to remove old members and add new members for all financial transactions needed by the PHA.

Resolution 2021-27

At this time, Noelle F. resolved to accept the authorized signers as listed on the Authorized Signers resolution prepared by Chris B. Resolution seconded by Leslie H.

Voice vote as follows:

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

14. Board Meeting Schedule FY 2022. Each year prior to the beginning of the new fiscal year, the PHA must determine the date, time, and location of its Board meetings. Discussion ensued and a change to a 3:00p.m. start time was chosen.

Resolution 2021-28

At this time, Noelle F. resolved to accept the Board meeting schedule for FY 2022 with the changed 3:00p.m. start time. Resolution seconded by Cindy P.

Voice vote as follows:

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

15. By-Laws Review Decembers 2021. Every 6 months, the PHA must review its By-Laws for any recommended changes or updates. This topic was discussed and no changes were recommended at this time.

At 5:02 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:

Leslie H.: Aye
Noelle F.: 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
1/19/2022

Mark Pulliam

Mark Pulliam (Feb 4, 2022 18:19 CST)

Mark Pulliam
Board Chairman
Pike County Housing Authority
1/19/2022



**Pike County
Housing Authority**