

**Pike County Housing Authority
Board Meeting Minutes
2/2/2022**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, 2/2/2022, rescheduled from 1/19/2022. The meeting was held via Zoom. 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 3:00 pm with no guests in attendance.

Members present:

Chairman Mark Pulliam
Vice Chairman Leslie Henry
Commissioner Noelle Flesner
Executive Director Chris Bruns

Members absent:

Commissioner Cindy Prentice
Executive Assistant Tonya Ellison

Minutes Review:

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

Occupancy Reports:

A review of the January 2022 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

A review of the December 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 December 2021 Regular Session Minutes, January 2022 Occupancy Reports, and December 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:

A. Old Business

1. Operating Subsidy FY 2022. The submission process is underway for the FY 2022 Operating Subsidy. The most recent step was delayed due to erroneous instructions given by HUD to verify the PHA's inventory. HUD noted an extension of the deadline, then gave one day to make the submission, which was done. For January 2022, the PHA received \$53,706.50 in funding, which will be the same for February 2022.
2. CARES Act Operating Subsidy. HUD has noted reporting requirements for the CARES Act funds that PHA's received. While the notice indicates a submission date of April 30th, 2022 no further information on completion of this task is readily available. All of the PHA's CARES funds were expended well before the 12/31/2021 deadline.
3. CFP 2021 & CFP 2021. Previously, a contract modification was approved for A&E services to be provided by Eggemeyer Associates for the CFP 2020 and CFP 2021 years of work. The value of EA's contract rose to \$77,475.00 with reimbursables of \$21,780.00. This contract modification has now been signed by all parties. On 1/5/2022, an invoice was received in the amount of \$15,108.00 from EA, which has been drawn and paid.
4. Energy Audit. Tonya E. has been gathering data for Eggemeyer Associates to use in preparing their Energy Audit for the PHA. EA wanted the information to be specific by project, which made the collection a little cumbersome. Now that EA has this information, they will soon be scheduling a site visit in order to go into units to do the verifications and complete the reporting.

5. Repositioning. HUD has given their approval for the merge of the first building at Landess Terrace. This week, the PHA should have the transfer of one client done and another buildings Undergoing Mod letter ready to be sent in. The third building will be delayed due to litigation in getting the remaining apartment back to PHA custody. Chris B. reports that a discussion needs to transpire regarding the disposition of the units in Perry. Currently 8 of 12 are occupied, but of the empty units, one has been empty for 2 years. It is Chris B.'s recommendation to seek the sale of the 2 properties in Perry.

Resolution 2022-1

At this time, Noelle F. resolved to accept the recommendation by Chris B. to seek the sale of the 2 Perry properties. Resolution seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

6. Policies & Charges Update. Last month, the Board approved the draft revisions of the PHA's Violence Against Women Act Policy, Repayment Agreement Policy & Agreement, Resident Charge List, Admissions & Continued Occupancy Policy, and Dwelling Lease. Chris B. has noted a couple of tweaks here and there and as they've been made, the postings of the copies publicly available on the web and in the Barry Community Building have been updated accordingly. All of these items are to be ready for final ratification next month after the comment and hearing period has closed.
7. Authorized Signers Resolution. Last month, the Board approved the update to who can transact business on behalf of the PHA. The signing of the resolution is final and copies have been sent to both of the PHA's financial institutions so that their records may be updated. Updated signature cards will probably need to be signed at some point.
8. Advertising. There are a couple of items to discuss here. First, Chris B. renewed the billboard in Pittsfield at a cost of \$3,603.00 annually. Secondly, is more of a discussion with the Board regarding the WGEM

advertising. WGEM is proposing an expanded level of advertising to include TV, streaming, and digital pre-roll services the PHA is already using. The cost is estimated at \$5,500.00 per month. After brief discussion, all agreed that this cost is too high and that Chris B. would reach out to WGEM for alternative proposals.

B. New Business

1. Exempt Property FY 2022. Each year, the PHA reports its exempt property to Pike County's Assessment Supervisor. Due to the nature of its business and agreement with Pike County, the PHA is exempt from property taxation, but does pay a PILOT based on its gross rents instead. This has been done for FY 2022.
2. HUD Section 3 Reporting FY 2021. Chris B. is working on this annual HUD submission, however in going into the HUD reporting module it indicates that no reports are currently due. Chris B. will continue to monitor the module to complete this reporting.
3. HUD EPIC Reporting FY 2021. Chris B. is working on this annual HUD submission. It will be done by the February 2022 meeting.
4. Quorum Census Request FYE 12/31/2021. Quorum Consulting, the PHA's third party administrator of its retirement plan has requested information regarding wages, employees, etc. for FY 2021. Chris B. has completed the reporting submission and Quorum will supply the audit report when complete.
5. Pest Control Bids 4/1/2022 – 3/31/2025. The PHA's pest control agreement with Big River Pest Control is set to expire 3/31/2022. As a result, Chris B. has prepared the invitation for bid information which will soon be out for advertisement. It is thought that prices will run similar to the current.
6. Waste Management Bids 4/1/2022 – 3/31/2025. The PHA's waste management agreement with Area Disposal is set to expire 3/31/2022. As a result, Chris B. has prepared the invitation for bid information which will soon be out for advertisement. It is thought that prices will run higher than the current.

7. Hawkins Ash Fee Accounting Contract FY 2022. Hawkins Ash has sent over their contract for FY 2022. In reviewing the agreement, Chris B. noted the monthly pricing is different than what was bid originally. Chris B. is working with Hawkins Ash to get an explanation as to the discrepancy. This is the final year of the agreement with Hawkins Ash and will need rebid prior to FY 2023.
8. Pitney Bowes Postage Meter Renewal 12.30.2021 – 12.29.2024. Pitney Bowes reached out due to their agreement on the postage meter services expiring. They have proposed a new agreement in the amount of \$288.87 per quarter, whereas the previous agreement was \$166.95 per quarter. This new agreement provides updated equipment and additional services and is for the proper term of 3 years, whereas the previous was 5 years. Chris B. has signed off on the agreement for the new 3 year term.
9. Civil Rights Certification FY 2022. For a variety of submissions such as PHA Plans, CFP submissions, etc. the declaration of the PHA's Civil Rights Certification is an important document. Chris B. asks for a resolution certifying the PHA's adherence to all applicable components of the Civil Rights Certification for FY 2022.

Resolution 2022-2

At this time, Noelle F. resolved to certify the PHA's adherence to all applicable components of the Civil Rights Certification for FY 2022. Resolution seconded by Leslie H.

Voice vote as follows:

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

10. Personnel Policy Revision. A revision to the PHA's Personnel Policy is in the works. Prior to finalizing, Chris B. wants to ensure there are no other suggested changes to be made. Further discussion ensued on the topic. Chris B. plans to incorporate most external PHA policies into the revision, which will take some time to complete.

At 3:39 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:

Leslie H.: Aye
Noelle F.: 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
2/23/2022

Mark Pulliam

Mark Pulliam (Feb 24, 2022 18:31 CST)

Mark Pulliam
Board Chairman
Pike County Housing Authority
2/23/2022



Pike County
Housing Authority