

**Pike County Housing Authority
Board Meeting Minutes
February 2022**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, February 23rd, 2022. The meeting was held via a combination of in person and 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
Commissioner Cindy Prentice
Executive Director Chris Bruns
Executive Assistant Tonya Ellison

Members absent:

None

Minutes Review:

A review of the January 2022 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

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

Financial Reports:

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

At this time, Cindy P. motioned to accept the consent agenda of the January 2022 Regular Session Minutes, February 2022 Occupancy Reports, and January 2022 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

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

Executive Director Report:

A. Old Business

1. Operating Subsidy FY 2022. The submission process has been completed for the FY 2022 Operating Subsidy calculation. The PHA's 52722 and 52723 tools were due to HUD no later than 2/14/2022 and were uploaded on 2/10/2022 with all supporting documents. Last year, the PHA was eligible to receive \$780,642.00 and this year's calculation indicates \$616,514.00, a reduction of \$164,128.00. Upon seeing this, Chris B. began reaching out to other PHA's and the fee accountant Hawkins Ash to see if this was common, and found that it is, while perhaps not to this level. It is thought that there has been a change to the overall formula used for calculation in addition to the increased income the PHA experienced. For February 2022, the PHA received \$53,706.50 in operating subsidy for the month. In March and April, the PHA is allotted \$109,022.00 for the two months, a \$54,511.00 per month breakdown. Chris B. wants to point out that while the PHA is slotted to receive \$616,514.00 that figure does not take into account proration, which means less will be received.

At this time, Noelle F. motioned to accept the FY 2022 Operating Subsidy calculation as prepared by Chris B. Motion seconded by Cindy P.

Voice vote was as follows:

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

2. CFP 2020. An invoice was received from Eggemeyer Associates in the amount of \$12,650.00. In the CFP 2020 grant there is only \$4,037.00 remaining in the budget for A&E funding, so the remainder of this bill was drawn from CFP 2021. Previously Chris B. mentioned that he was going to do a budget revision for the CFP 2020 grant, moving some of the funds out of operations and over to the work items, but due to the Op Sub 2022 reduction the budget will now likely be left as is. The work activity will likely be let for bid in the next 3 weeks.
3. CFP 2021. As just mentioned, an invoice was received from Eggemeyer Associates in the amount of \$12,650.00. Of this, \$8,613.00 was paid from the CFP 2021 grant, with the remainder from CFP 2020. The work activity will likely be let for bid in the next 3 weeks.
4. Energy Audit. John B. from Eggemeyer Associates was on site 2/8/2022 and 2/9/2022 to do some measurements and conduct verifications in order to complete the PHA's energy audit. This is still in progress and thought to be completed soon.
5. Repositioning. A 2nd letter has been sent to the HUD Chicago Field Office to receive Undergoing Modernization status, which was approved. The 8 units the PHA has for this status will count as occupied, reducing the PHA's vacancy count. There is one other building remaining to send in the request. Previously, it was approved to seek the disposition of the PHA's properties in Perry. As a result of this, Chris B. is working on a RFP request from consultants to assist with the plan. It is hoped that the units could be removed from the PHA's inventory by the end of the fiscal year.
6. Violence Against Women Act Policy Revision December 2021. Chris B. reports that the process started in December 2021 to revise the VAWA policy is at an end. The VAWA policy revision was out for public comment from 12/22/2021 through 2/11/2021, with a public hearing on that day. No comments regarding the VAWA policy revision were received during the comment period and there was no attendance at the public meeting, resulting in no comments. Chris B. calls for a resolution ratifying the VAWA policy revision as final.

Resolution 2022-3

At this time, Leslie H. resolved to accept the draft VAWA Policy revision as final. Resolution seconded by Noelle F.

Voice vote as follows:

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

7. Repayment Agreement Policy & Repayment Agreement Revision December 2021. Chris B. reports that the process started in December 2021 to revise the Repayment Agreement Policy & Repayment Agreement is at an end. The Repayment Agreement Policy & Repayment Agreement revision was out for public comment from 12/22/2021 through 2/11/2021, with a public hearing on that day. No comments regarding the Repayment Agreement Policy & Repayment Agreement revision were received during the comment period and there was no attendance at the public meeting, resulting in no comments. Chris B. calls for a resolution ratifying the Repayment Agreement Policy & Repayment Agreement revision as final.

Resolution 2022-4

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

Voice vote as follows:

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

8. Resident Charge List Revision December 2021. Chris B. reports that the process started in December 2021 to revise the Resident Charge List is at an end. The Resident Charge List revision was out for public comment from 12/22/2021 through 2/11/2021, with a public hearing on that day. No comments regarding the Resident Charge List revision were received during the comment period and there was no attendance at the public meeting,

resulting in no comments. Chris B. calls for a resolution ratifying the Resident Charge List revision as final.

Resolution 2022-5

At this time, Noelle F. resolved to accept the draft Resident Charge List revision as final. Resolution seconded by Cindy P.

Voice vote as follows:

Noelle F.: Aye

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

9. Admissions & Continued Occupancy Policy Revision December 2021. Chris B. reports that the process started in December 2021 to revise the ACOP is at an end. The ACOP revision was out for public comment from 12/22/2021 through 2/11/2021, with a public hearing on that day. No comments regarding the ACOP revision were received during the comment period and there was no attendance at the public meeting, resulting in no comments. Chris B. calls for a resolution ratifying the ACOP revision as final.

Resolution 2022-6

At this time, Cindy P. resolved to accept the draft ACOP revision as final. Resolution seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

10. Dwelling Lease Revision December 2021. Chris B. reports that the process started in December 2021 to revise the Dwelling Lease is at an end. The Dwelling Lease revision was out for public comment from 12/22/2021 through 2/11/2021, with a public hearing on that day. No comments

regarding the Dwelling Lease revision were received during the comment period and there was no attendance at the public meeting, resulting in no comments. Chris B. calls for a resolution ratifying the Dwelling Lease revision as final.

Resolution 2022-7

At this time, Leslie H. resolved to accept the draft Dwelling Lease revision as final. Resolution seconded by Noelle F.

Voice vote as follows:

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

11. Advertising. Last month, the Board discussed the package being presented by WGEM for advertising at the cost of \$5,500.00 per month. It was agreed by all that the amount was more than the PHA could handle and so Chris B. requested alternatives. Initially, Doreen J. of WGEM came back with a reduced amount of TV spots at a lesser amount. Before this could be considered fully, Doreen J. indicated she had a different package to present. The new package is \$3,300.00 per month and includes display, pre-roll, streaming, broadcast TV and Facebook. This topic was discussed and tabled for more information on the Facebook component.
12. HUD EPIC Reporting FY 2021. Previously, it was mentioned that EPIC reporting on energy efficiency work for FY 2021 was underway. These reports have now been submitted to HUD by Chris B.
13. Pest Control Bids 4/1/2022 – 3/31/2025. Previously, it was mentioned that the PHA's current agreement for pest control services with Big River Pest Control was set to expire 3/31/2022. As a result, the bid invitation has been published and will be advertised through 3/11/2022 when a bid opening will take place at 2:00pm.
14. Waste Management Bids 4/1/2022 – 3/31/2025. Previously, it was mentioned that the PHA's current agreement for waste management services with Area Disposal was set to expire 3/31/2022. As a result, the bid

invitation has been published and will be advertised through 3/11/2022 when a bid opening will take place at 3:00pm.

15. Personnel Policy Revision. A revision to the PHA's personnel policy has been discussed and is planned for completion later in the year. In doing research for the revision Chris B. was sent something by Jean Jumper of WCMTD. Illinois has on the books the Equal Pay Act Salary History Ban which covers several scenarios. One of those is a prohibition by an employer to prevent salary discussion amongst employees. Per the Act, an employer cannot prohibit salary discussion amongst employees. As a result of this finding, a prohibition on salary discussion will not be part of the upcoming Personnel Policy revision.

B. New Business

1. AHRMA Fire Claims. On 1/17/2022, a tenant in Barry had a grease fire in their unit. This incident was reported to the insurer AHRMA and 3 quotes were received for the repair, ServPro (\$32,730.66), ServiceMaster (\$17,364.72), and Clean Restoration (\$28,491.41), with ServiceMaster being the cheapest their quote was accepted. As per the other fire incident in Pleasant Hill a couple of years ago, the tenant will be billed for the \$1,000.00 deductible paid by the PHA. The tenant did not have renters insurance. Since this incident there have been 2 more reported fires in PHA units.
2. Satellite Cable Internet Policy & Authorization Revision February 2022. Chris B. has revised the Satellite Cable Internet Policy & Authorization to be very specific that the policy covers installations for all 3 services. It is recommended that the policy be accepted via resolution.

Resolution 2022-8

At this time, Noelle F. resolved to accept the revised Satellite Cable Internet Policy & Authorization 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

3. Hawkins Ash REAC Financial Submission FY 2021. Hawkins Ash is working on the REAC financial submission for the PHA's FY 2021. Hawkins Ash has been provided all of the information they need for the submission, but the PHA has one item of business. On the Depreciation Schedule it was noted that a few items were junked or disposed of during the course of the last year. A resolution accepting the removal of these items from the Depreciation Schedule is recommended.

Resolution 2022-9

At this time, Noelle F. resolved to accept removing the items disposed of during the course of last year from the Depreciation Schedule. Resolution seconded by Leslie H.

Voice vote as follows:

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

4. HUD Semi-Annual Labor Reporting 9/30/2021. This report is just for information. It had been sent to HUD but not discussed during the course of the PHA's meetings. There was no activity for the PHA to report during the 6 month period and is kind of a moot point, but a requirement nonetheless.
5. HUD PHAS Scoring Returns. HUD has issued notice that it intends to resume scoring PHA's under PHAS starting with PHA's that have a fiscal year end of 3/31/2022. This topic was discussed briefly and a waiver may be sought. Chris B. reports that unless the PHA can improve vacancies, a severe reduction in scoring can be expected.
6. 911 Mapping Project. One day, Megan Landes called from the GIS Center at WIU in Macomb about getting the addresses to PHA units. From time to time, calls are received from solicitors seeking this information and so it was requested for further verification regarding the purposes for the information. This was confirmed to be a legitimate request and so Chris B. supplied them

with all necessary information needed to update the 911 project for the PHA's units.

At 3:55 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
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
3/16/2022

Mark Pulliam

Mark Pulliam (Mar 15, 2022 22:21 CDT)

Mark Pulliam
Board Chairman
Pike County Housing Authority
3/16/2022.

Pike County
Housing Authority

