

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

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, May 18th, 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 3:06 pm with no guests in attendance.

Members present:

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

Members absent:

Vice Chairman Leslie Henry

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

At this time, Noelle F. motioned to accept the consent agenda of the April 2022 Regular Session Minutes, May 2022 Occupancy Reports, and April 2022 Financial Reports. Motion seconded by Cindy P.

Voice vote was as follows:

Noelle F.: Aye

Cindy P.: Aye

Mark P.: Aye

Executive Director Report:

A. Old Business

1. Operating Subsidy FY 2022. For May 2022, PCHA received \$52,201.00 in Operating Subsidy funding with the same amount to be received for June 2022. HUD has forecasted a proration level of 104.08%, however due to the reduction in subsidy for the PHA on the year, the monthly amount received still dropped.
2. Capital Fund Program 2020 & 2021. The scope of work identified in both Capital Fund Program grants was out for bid through May 12th, 2022 at 2pm, after which time the bids were to be opened publicly. Unfortunately, no bids were received for this scope of work. As a result, bids are now being accepted through June 9th, 2022 at 2pm. Both the PHA and Eggemeyer Associates are contacting vendors regarding the availability of the work. If this attempt at getting a bid for the work is not successful, then the work may be broken out into specific components. For example, there was a company wanting to bid as a sub-contractor, but only on the plumbing portion. If the above happens again, then a plumbing specific proposal may be requested, which could open up the availability of new bidders for the work.
3. Repositioning. Proposals were also being requested for technical assistance to assist the PHA with repositioning. Proposals were to be received by May 13th, 2022 at close of business. Unfortunately, no bids were received for this scope of work. As a result, bids are now being accepted through June 9th, 2022 at 2pm. One potential bidder has already reached out inquiring about the bidding and if the timing was extended.

4. Waste Management Bids 6/1/2022 – 5/31/2025. As discussed before, GFL/Area has been selected as the PHA's exclusive waste management services provider through 2025. Upon Chris B.'s signing the agreement with them, there was some sort of technical issue on GFL/Area's end with the e-signing, which prevented the new prices from being effective at 4/1/2022. As a result, GFL/Area resent the agreement for e-signing with the new pricing to be effective 6/1/2022. GFL/Area is billing April and May 2022 at the old pricing due to the issue. Due to no agreement being ratified and the contract still being 3 years Chris B. had no issue with the developments, but the contract term is now changed to 6/1/2022 – 5/31/2025.
5. Pam Simpson Audit FYE 12/31/2020. Previously, the FYE 12/31/2021 Audit prepared by Pam Simpson was discussed and approved. At the time, the Late Presumptive Failure notification was discussed and would be followed up upon. Chris B. has been tracking the issue and in reviewing the PHA's unofficial scoring has observed the LPF in the financial portion of the report. Despite the "COVID Waiver" status, Chris B. didn't want to take any chances with the financial score being zeroed out, and has submitted an appeal of the LPF. Nothing further has been noted regarding the issue.
6. AHRMA Fire Claims. Previously, the Board discussed some tenant caused fire issues that had taken place recently. One unit had \$20,382.26 in damage from a tenant fire, which has now been fully repaired and is once again inhabitable. Final payments have been made to ServiceMaster from both AHRMA and the PHA and the client has been billed for the deductible of \$1,000.00 as discussed.
7. Salary Comparability Study. Chris B. solicited the Nelrod Company for a quote in preparing a salary comparability study for the PHA. The cost is estimated to be \$3,427.00 and under the micro purchase threshold for the PHA. The quote was considered reasonable and was accepted. Nelrod was sent all of the materials they requested to get started with the study. Included within the folder is the Nelrod information as well as last year's Wage and Tax Statements for each employee and also an analysis of non-wage benefits provided by a few other PHA's. In reviewing the non-wage benefits they are situated similarly to what is offered by this PHA.
8. Employee Benefits Renewal 7/1/2022. Chris B. is reviewing alternative health insurance plans in order to both save the PHA and employees money. The Blue Cross Blue Shield plan "G532BCE" has been singled out due to its

smaller network, but richer benefits. Also included in the packet is comparable information from other BCBS plans, United Healthcare plans, and the State of Illinois Local Government Health Plan. Chris B. has directed staff to make sure they are covered under the “G532BCE” plan and a staff meeting will take place on the topic 5/23/2022. This is the only proposed change to the non-wage benefits for 7/1/2022.

9. SOEI County Clerk Filing FY 2022. Last month, the Ethics Act passed by Illinois was discussed along with the need for all Board members and Executive Director of the PHA to annually submit the “Statement of Economic Interest Forms” to the local County Clerk. These forms are required for those involved in procurement decision making. All forms have been submitted for FY 2022.

B. New Business

1. JCI EPC Year 5 M&V Report. Each year through the life of the Energy Performance Contract, Johnson Controls will prepare a measurement and verification report for the PHA to send to HUD. This report identifies that conservation and savings goals are being met. JCI has prepared the Year 5 report, which needs to be accepted, it has already been sent to HUD.

At this time, Cindy P. made a motion to accept the Year 5 Measurement & Verification report prepared by JCI. Motion seconded by Noelle F.

Voice vote as follows:

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

2. HUD FY 2022 Income Limits. HUD recently published the income limits for the PHA’s program for FY 2022. The income limits will determine eligibility and over income limits for the program. The new income limits will need to be formally accepted. Last year’s income limits are included in the packet for comparison.

Resolution 2022-13

At this time, Noelle F. resolved to accept the FY 2022 income limits provided by HUD for the PHA's program use. Resolution seconded by Cindy P.

Voice vote as follows:

Noelle F.: Aye

Cindy P.: Aye

Mark P.: Aye

3. Capital Fund Program 2022. HUD recently published the award of the 2022 Capital Fund Program Grants. For 2022, the PHA has been awarded \$568,079.00 which represents an increase of \$104,007.00 from 2021. The initial step in accepting the award is through board approval and signing of the amendment, which will need to be done.

Resolution 2022-14

At this time, Cindy P. resolved to accept the Capital Fund Program Grant award of \$568,079.00 provided by HUD. Resolution seconded by Noelle F.

Voice vote as follows:

Cindy P.: Aye

Noelle F.: Aye

Mark P.: Aye

4. Board Meeting Schedule FY 2022 Revision 1. Recently, a scheduling conflict was identified from a Board Member which resulted in discussion of alternative times for the monthly meeting. The 3rd Thursday of each month at the same time worked out fine for all and so the schedule has been revised and will need to be accepted. Once accepted, Chris B. will post the schedule and note the meeting time change with the local paper. The new schedule starts with the June 2022 Board Meeting.

Resolution 2022-15

At this time, Noelle F. resolved to accept Revision 1 of the FY 2022 Board Meeting Schedule as prepared by Chris B. Resolution seconded by Cindy P.

Voice vote as follows:

Noelle F.: Aye

Cindy P.: Aye

Mark P.: Aye

5. Website ADA Compliance Remediation. Chris B. has been gathering information regarding the need for ADA accessibility of the PHA's website. It's very much a matter of either eliminate the site or update and get it to compliance. Elimination, while simpler in some respects also seems to be a move backwards. As a result, Chris B. solicited a quote from the firm that initially put the site together, Vervocity (formerly ETC Computerland). They have proposed a one-time fee of \$1,250.00 and a monthly ongoing review of \$79.00. The price is under the micro purchase threshold and seems reasonable. Chris B. plans on entering into the agreement with Vervocity.
6. Illinois Comptroller Annual Registry Report FY 2021. Each year, the Illinois Comptroller's office collects data on budget authority, tax basis, management, etc. for all local governmental entities. As a PHA, this information is collected from PCHA as well. Chris B. submitted the information for FY 2021 on 5/6/2022.
7. Baylis Wastewater System Testing 7/1/2022 – 6/30/2025. The Baylis Wastewater System testing agreement is expiring soon. As a result, it is time to seek proposals from prospective bidders. The IFB will run through 6/24/2022 at 2pm, after which a service provider will be selected. The bidder must be a certified class 4 operator. Due to time constraints, the provider will be selected prior to July 1st, however all information will be furnished at the July 2022 Board Meeting for review.
8. Commissioner Training Opportunity. Bedrock Housing Consultants and Mahoney, Silverman, and Cross are offering a local training opportunity for PHA Board Members. This is an opportunity for anyone who wishes to get further training than what has previously been covered during the meetings.

If anyone wishes to participate please let Chris B. know. Costs associated with the training will be covered by the PHA, with a few exceptions.

9. Position Opening – Maintenance Technician. The PHA is losing a maintenance staff member. Rusty Gallagher is leaving the PHA effective 5/20/2022 for another position. As a result, the position has begun to be advertised starting 5/11/2022. As of writing this report, Chris B. has not heard of anyone applying or interested in the opening.

At 3:50 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 Cindy P.

Voice vote was as follows:

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
6/16/2022

Mark Pulliam

Mark Pulliam (Jun 18, 2022 12:00 CDT)

Mark Pulliam
Board Chairman
Pike County Housing Authority
6/16/2022.

Pike County
Housing Authority