

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

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, June 16th, 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 3:07 pm with no guests in attendance.

Members present:

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

Members absent:

Commissioner Noelle Flesner
Executive Assistant Tonya Ellison

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the May 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 May 2022 Regular Session Minutes, June 2022 Occupancy Reports, and May 2022 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

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

Executive Director Report:

A. Old Business

1. Operating Subsidy FY 2022. For June 2022, PCHA received \$52,201.00 in Operating Subsidy funding. HUD has forecasted a proration level of 104.08% for May and June. No information regarding Subsidy amounts going forward.
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 the scope of work. As a result, bidding was extended through June 9th, 2022 at 2pm. At the new bid opening, there ended up being bids received from Trotter General Contracting, Inc., Laverdiere Construction, Inc., and Building Systems of Illinois, Inc. All of the bids received were well beyond Eggemeyer Associates estimates for the base and alternate work. EA has indicated the bid from Trotter as the apparent low bid. EA has also completed a narrative of why pricing was so different from what had been anticipated. At the pricing provided, Chris B. cannot recommend any of the base bids or alternates and asks the Board for a motion to reject all proposals received and approval to re-bid the work in smaller specific portions (i.e. plumbing, landscaping, etc.).

At this time, Leslie H. made a motion to reject all proposals received and to seek the rebid of the work in smaller portions. Motion seconded by Cindy P.

Voice vote as follows:

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

3. Capital Fund Program 2022. Last month, the Board voted in favor of accepting the CFP 2022 grant for the PHA published by HUD. As a result, Chris B. has begun the process of sending in all necessary documents and completing all steps to unlock the funding. Chris B. has prepared and submitted the ACC amendment HUD 52840A, CFP 2022 – 2026 Five Year Action Plan, Lobbying Form SFLLL, 2022 Civil Rights Certification HUD 50077CR, Statement of Significant Amendment, Certification of Payments to Influence Federal Transactions HUD 50071, Certification of Compliance with Public Hearing documents, and CFP Year 2022 Annual Statement. This package of documents will need to be accepted and will be out for public review according to the schedule in the Public Hearing certification. After the August 2022 public hearing on the matter, the documents can be ratified as final. A motion accepting the package and submission of the CFP 2022 draft documents mentioned above is requested.

Resolution 2022-16

At this time, Cindy P. resolved to accept the CFP 2022 draft package and submission of the draft documents to HUD. Resolution seconded by Leslie H.

Voice vote as follows:

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

4. Repositioning. Proposals have been requested for technical assistance to assist the PHA with repositioning. Proposals were originally to be received by May 13th, 2022 at close of business. Unfortunately, no bids were received for the scope of work. As a result, the bidding process was extended through June 9th, 2022 at 2pm. One bid was received by the deadline for this scope of work from Bedrock Housing Consultants. BHC has good references and has worked with the housing authority before with no issues. BHC is planning on billing the housing authority on a time used basis and anticipates 40-50 hours of billable time at the rates of \$45.00 - \$100.00 per hour depending on the staff member involved. Chris B. has scored the proposal at a 100 points. A motion accepting the proposal from BHC to assist with the disposition of the Perry, IL units is requested.

At this time, Leslie H. made a motion to accept the proposal from BHC to assist with the disposition of the Perry, IL units. Motion seconded by Cindy P.

Voice vote as follows:

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

5. Salary Comparability Study. Previously, the PHA solicited the Nelrod Company for a quote in preparing a salary comparability study for the PHA due to recent employee demands. This study was very recently completed and only pertains to salary not benefits. Chris B. states that the wages and benefits issue is a hot topic amongst PHA's across the State and that benefits such as varying shift schedules, working hours, holidays, PTO, etc. should be part of the future discussion as it relates to overall compensation. Brief discussion ensued on the Nelrod Salary Comparability Study and analysis provided by Chris B.

At this time, Leslie H. made a motion to give all employees, except the Executive Director, a \$1.00 per hour raise plus a 5.9% cost of living raise for 2022. Motion seconded by Cindy P.

Voice vote as follows:

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

6. Employee Benefits Renewal 7/1/2022. Chris B. reviewed 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. By switching to this plan, the PHA expects to save roughly \$28,000.00 in the next year. Chris B. recommends a motion accepting the above plan, but also a revision to the HRA amounts to \$1,500.00 per single person (was \$2,140.00), \$3,000.00 per two (was \$4,280.00), and \$4,500.00 per family (was \$6,420.00). These changes to the HRA will reduce employee out of pockets costs. Chris B. indicates that these are the only proposed changes to the various coverage benefits for 7/1/2022, and a separate motion accepting the continuance of all other current coverages "as is" is requested.

At this time, Cindy P. made a motion to accept the proposed change to the Blue Cross Blue Shield "G532BCE" plan and revised HRA plan amounts. Motion seconded by Leslie H.

Voice vote as follows:

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

At this time, Cindy P. made a separate motion to accept the continuance of all other current coverages “as is”. Motion seconded by Leslie H.

Voice vote as follows:

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

7. Board Meeting Schedule FY 2022 Revision 1. Last month, the Board finalized the new dates for the remainder of the 2022 meetings. Meetings were changed from the 3rd Wednesday of the month to the 3rd Thursday of the month. This new schedule has been posted in the local paper and also on the PHA’s website.
8. Website ADA Compliance Remediation. Last month, Chris B. mentioned the need to either make the PHA’s website more accessible or eliminate it altogether. As a result, Chris B. reached out to Vervocity to get a quote for the upgrade. Pricing was indicated to be \$1,250.00 initially and then \$79.00 ongoing for continued support. Chris B. found the pricing to be reasonable and so has authorized the project. The work has begun on the upgrade and is to be completed very soon. In addition to the ADA upgrade, the services will make the site more secure, which was also needed.
9. Baylis Wastewater System. A topic that simply will not go away. On 6/6/2022, a certified letter was received from the Illinois Environmental Protection Agency alleging a violation of Failure to Comply with NPDES Permit. There were two items for this complaint, the first is regarding the submission of a construction permit, work not being complete and compliance not achieved, the second being failure to comply with monitoring, sampling, and reporting requirements. Chris B. emailed Caleb Ruyle of IEPA with pertinent information and to find out more. Ruyle responded and indicated that he would research more, asked for some of the information mentioned, and also brought the reporting problems from the contractor Bainter Environmental to Chris B.’s attention. Chris B. has reached out to the contractor regarding the specifics mentioned by Ruyle on 6/13/2022. An

original email was sent to all parties involved with the Baylis facility regarding the violation on 6/7/2022 and the contractor did not respond to that communication either. Most certainly if these problems continue and this cannot be resolved permanently, Chris B. is going to recommend the sale of the Baylis property. The continuing issues are not worth the 6 units at the site.

10. Position Opening – Maintenance Technician. Mid-May the maintenance staff position opening was published in the local paper and on the PHA’s website. No responses were received to the original ad, and so it was requested to be ran again 6/8/2022, 6/15/2022, and 6/22/2022. It is not looking good for any response the 2nd time.
11. Operating Subsidy FY 2012 Litigation. Great news! The lawsuit against the Federal government for withholding the PHA’s 2012 Operating Subsidy has now been resolved. Coan & Lyons, PHA counsel, disbursed all monies due to plaintiffs on 6/3/2022. This PHA received a lump sum check in the amount of \$378,302.00 for its portion of monies withheld. The funds were immediately deposited and the bank has pledged securities to cover the additional account balance.

B. New Business

1. Dwelling Unit HVAC Equipment Replacement. In Barry Unit# 23, there have been repeated issues with the HVAC equipment since it was installed by Peter’s Heating and Air as part of the energy efficiency upgrades through Johnson Controls. Now that the equipment has been in place for 5 years the warranty no longer is valid. As a result of the continued issues, a quote was sought from Keck (\$5,423.00) and Brennan Heating & Air (\$4,237.00) for replacement of the bad unit. Brennan also gave a repair estimate (2,765.00). Due to the issues with repair from before, a new unit was thought to be the best route. Chris B. authorized the Brennan proposal. FYI, this will not be the last one of these to need to be replaced.
2. Dwelling Unit Roof Replacement. In Barry Unit 25/26, there was a report about a roof leak. Per maintenance, the source was unable to be found for patching and the roof was in poor shape. Josh H. obtained quotes for replacing the roof from JDS Construction (\$13,500.00) and Be Dry Roofing (\$13,700.00). Due to JDS being the lower quote and having done satisfactory work with the PHA before, Chris B. accepted their quote. The work has now been completed without issue.
3. Maintenance Building Leak. Recently, Josh H. sent Chris B. videos of 2 separate spots in the maintenance building that were leaking. Chris B. had these videos in

the board folder, but was unable to include them in the .pdf for the section. There are 2 cutouts spots in the original construction that have cracked and when it rains significantly will now leak water from the back side of the building. Chris B. immediately became concerned about this due to the issue with the previous attempted construction of the addition to the maintenance building that collapsed. One of the leaking areas is by the work bench area and if this were to collapse with someone there could kill or injure them. As a result, Josh H. received quotes for the repair of the cracked surfaces from King Waterproofing (\$3,600.00) and Midwest Basement Tech (\$2,987.35). Midwest also prepared a quote to alleviate some of the pressure from behind the building at a cost of \$25.50 per foot, which was optional. As a result of the lesser price, Chris B. accepted the quote from Midwest and also the optional quote. The planned steps to alleviate pressure were ran through the architect Eggemeyer Associates, who found no issues with the proposed measures.

4. IDHS Annual Security & Privacy Questionnaire. Each year, the PHA must complete a security and privacy questionnaire in order to use the Integrated Eligibility System through the Illinois Department of Human Services. This has been done for 2022, as well as each individual user of the system completing new HIPAA and Certificate of Understanding forms.
5. Laundry Services Agreement. Previously, the PHA entered into a 5 year agreement with CSC to provide and maintain the machines at the PHA's 3 different laundry facilities. That agreement is now up and it was time to collect offers from different providers. Josh H. reached out to CSC and RAM to ask them to submit their best offers. There have been issues with CSC, Chris B. reached out to CSC nearly a year ago and never received a response regarding a contract discussion, also there have been issues getting the machines fixed and money removed. On that note, there have been no commission checks received for the last 2 years from CSC. When asked about this, CSC claims no money was being made at the properties, including Landess Terrace. Without transparency from CSC to know the actual collections, it is impossible to know if the PHA was shorted revenue. Chris B. has compiled a comparison for Board review. The expected revenue to be generated from both companies is similar, but with the CSC issues, Chris B. recommends a fresh start with RAM.

At this time, Cindy P. made a motion to accept RAM as the new Laundry Service. Motion seconded by Leslie H.

Voice vote as follows:

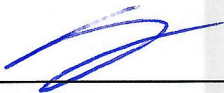
Cindy P.: Aye
Leslie H.: Aye
Mark P.: Aye

At 4:57 pm, there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Cindy P. motioned to adjourn the meeting at this juncture. Motion seconded by Leslie H.

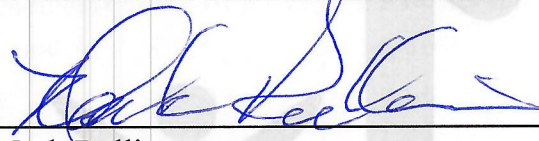
Voice vote was as follows:

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

It is certified by the below signatures that these minutes are truthful and accurate.



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
7/21/2022



Mark Pulliam
Board Chairman
Pike County Housing Authority
7/21/2022

Pike County
Housing Authority