

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

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, July 21st, 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
Vice Chairman Leslie Henry via Zoom
Commissioner Cindy Prentice
Executive Director Chris Bruns

Members absent:

Commissioner Noelle Flesner
Executive Assistant Tonya Ellison

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

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

Voice vote was as follows:

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

Executive Director Report:

Old Business

1. Operating Subsidy FY 2022. For July, August, and September 2022, PCHA is to receive \$161,547.00 in Operating Subsidy funding, which breaks down to \$53,849.00 per month. HUD has forecasted a proration level of 104.33% for the 3 months. For the 9 months of 2022, PCHA has been funded through the Operating Subsidy program a total of \$482,384.00.
2. Capital Fund Program 2020 & 2021. Last month, the Board voted to reject all bids received for the Water Heater Replacement, Site & Building Improvements scope of work due to the costs being excessively high when compared to the A&E estimate and the PHA's affordability. The attention now has turned towards re-bidding the activity but in separate components. Soon Eggemeyer Associates will have an updated cost estimate for the work. In the meantime, invoice # EAA2106-8 has been received from EA in the amount of \$1,285.00, which has been drawn and paid.
3. Capital Fund Program 2022. Last month, the Board voted in favor of accepting the CFP 2022 draft package consisting of the CFP 2022 Annual Statement, 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, and Certification of Compliance with Public Hearing documents. This draft package is out for public review until 8/15/2022 at which time a public hearing will be held to collect any comments and concerns on the material. This will be ready for approval at the 8/18/2022 PHA Board meeting.
4. Repositioning. Last month, the Board voted in favor of selecting Bedrock Housing Consultants proposal to provide consulting assistance for the disposition of the Perry, IL properties. Chris B. has had a kickoff call with BHC and supplied them with some general information they had requested. BHC has sent a general letter for Chris B. to use in meeting with local officials regarding the disposition. Chris B. has also been approached by a couple of Perry clients regarding the disposition, which has been followed up with a letter. At the meeting, Chris B. wants to have a discussion regarding the Baylis, IL properties disposition as well.

Resolution 2022-17

At this time, Cindy P. resolved to approve the disposition of the Baylis, IL properties. Resolution seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

5. Baylis Wastewater System. Previously, an allegation 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. The response to this complaint was required to be received by IEPA within 45 days of 6/6/2022. Chris B. prepared the response to the complaint and it was received on 7/7/2022 by IEPA. This response is in the packet and it is hoped that the response will satisfy the IEPA's request and allegation. If not, a meeting has been requested to discuss the matter further. One bid was received for the Baylis testing from the current wastewater operator, Bainter Environmental. Discussion ensued and some additional terms and conditions were set with respect to the contract.

At this time, Leslie H. made a motion to accept the bid from Bainter Environmental for Baylis wastewater testing and to add an addendum allowing for early termination, penalty responsibility, and NPDES conditions. Motion seconded by Cindy P.

Voice vote as follows:

Leslie H.: Aye

Cindy P.: Aye

Mark P.: Aye

6. Position Opening – Maintenance Technician. The maintenance opening has been advertised for about 2 months now. As it stands currently, there are 3 applications received for this position and interviews will be conducted soon.
7. Maintenance Building Leak. Last month, the water leak at the 2 locations in the PHA's main maintenance facility were discussed. The cheaper quote from Midwest Basement Tech was approved by Chris B. along with the add-on for additional tiling in back of the building to alleviate pressure at the site. Work began on this project 7/18/2022 and has been completed.

8. Laundry Services Agreement. Last month, it was discussed regarding the negotiations for laundry services at the PHA's properties. Ultimately, a new provider RAM Laundry Equipment was selected. The PHA sent the required 30 day certified letter to CSC Serviceworks informing them of the decision and this letter has been received, but no further communication from CSC has been noted. According to RAM, CSC is known to just leave their equipment behind if it's over 5 years old, as with the case here. If this ends up being the situation, RAM will remove their equipment and store it at their facility. An agreement with RAM would have been finalized, however the terms in the agreement sent were not the same terms as their original proposal. This has been pointed out and a corrected agreement requested.
9. Pam Simpson Audit FYE 12/31/2020. Previously discussed was the issuance of a Late Presumptive Failure for the PHA's FYE 12/31/2020 Audit. This notice was thought to be in error by the PHA. As a result, Chris B. filed an appeal and furnished documentation to HUD as to the submission of the PHA's Audit report. HUD reviewed these documents and agreed with the PHA's submission timeline and that the LPF was issued in error, which has now been removed. The assessment was a moot point due to the waiver accepted by the PHA, but Chris B. didn't want any issues to arise out of it either.

New Business

1. Semi-Annual By-Laws Review June 2022. Every 6 months, the PHA must review its By-Laws for any changes or updates. Chris B. has reviewed the By-Laws and added a couple of items for recommended approval. These items pertain to remote meeting attendance, Board members being held to the same policies as employees, etc. No other changes were suggested.

Resolution 2022-18

At this time, Cindy P. resolved to accept the additions to the PHA By-Laws. Resolution seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

2. State of Illinois Sexual Harassment Prevention Training. Every employer in the State of Illinois is required to provide Sexual Harassment Prevention Training to their employees. As a result, the PHA utilizes the training slides as prepared by the Illinois Department of Human Rights. These slides are reviewed by all staff annually and the signature page is

incorporated into the employees file. As the commission of the authority, all Board members should review the documents as well. Chris B. requests the Board complete the signature page at the end of the slides and return it to him for his records.

3. Juneteenth Holiday. Last month, it was discussed prior to the Juneteenth holiday whether the PHA should afford its employees the day off. An unofficial vote was conducted with each Board member separately over email indicating acceptance of the holiday. Chris B. has compiled listings of the state and federal holidays for 2022 for the Board's review. It is to be noted that the days afforded by those entities are similar to the PHA. A formal vote accepting the Juneteenth holiday is requested.

Resolution 2022-19

At this time, Cindy P. resolved to accept the Juneteenth holiday for the PHA. Resolution seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

4. MRI Recurring Software & Services Contract. The PHA was contacted by MRI regarding the signing of a formal agreement with the company. The PHA's software agreement was signed originally with Lindsey Software, who was bought out by MRI. As discussed with MRI, the PHA would not have been able to continue using the software without a current agreement in place. In the agreement prepared by MRI it was noted that it is a 3 year agreement at initially \$9,254.00 per year and includes the various subscriptions utilized by the PHA. With the signing, it is thought that a roughly \$1,500.00 savings will be realized. Chris B. signed the agreement with MRI covering the next 3 years.
5. Capital Fund Program 2023. HUD recently sent notification that certification of PIC data for the CFP 2023 grant award will run from 7/5/2022 through 8/25/2022. Chris B. will have the certification done soon, but will wait until the current roster of HUD Market Conditions requests are approved.
6. Pam Simpson Audit FYE 12/31/2021. Pam Simpson has sent notification to the PHA that she intends to conduct her annual audit starting 8/29/2022. As a result of this she has requested a variety of documents prior to her arrival as usual. Chris B. intends on getting

these out end of July/early August. This is Pam's last audit under her current agreement with the PHA. Prior to the 2022 Audit the service will need to be re-bid.

7. CDS Watchguard Firewall Quote. CDS reached out to Chris B. regarding the PHA's Watchguard firewall. The service expires 9/12/2022 and needs to be renewed. CDS has prepared a quote in the amount of \$2,929.00 which covers the next 3 years. Chris B. intends on signing the agreement to renew the firewall service for the PHA's network.

At 4:07 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

Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
8/25/2022

Mark Pulliam

Mark Pulliam (Aug 29, 2022 14:25 CDT)

Mark Pulliam
Board Chairman
Pike County Housing Authority
8/25/2022

**Pike County
Housing Authority**