

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

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, August 25<sup>th</sup>, 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](http://www.pikehousing.com).

The meeting was called to order at 3:02 pm with no guests in attendance.

**Members present:**

Chair: Mark Pulliam  
Vice Chair: Leslie Henry via Zoom  
Commissioner: Noelle Flesner  
Commissioner: Cindy Prentice  
Executive Director: Chris Bruns  
Executive Assistant: Tonya Ellison

**Members absent:**

None

**Minutes Review:**

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

**Occupancy Reports:**

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

**Financial Reports:**

A review of the July 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 July 2022 Regular Session Minutes, August 2022 Occupancy Reports, and July 2022 Financial Reports. Motion seconded by Cindy P.

Voice vote was as follows:

Noelle F.: Aye

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

## **Executive Director Report:**

### **Old Business**

1. Operating Subsidy FY 2022. For July, August, and September 2022, PCHA received \$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. Previously, 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 work has now been re-bid with all of the previous components except for the merge work at Landess Terrace. The work began being advertised 8/3/2022 and will be through the bid opening date of 9/8/2022. A pre-bid meeting was held 8/23/2022. New work estimates, bidder's checklist, project manual, plans, etc. are in the packet for the Board's review.
3. Capital Fund Program 2022. Previously, 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 was out for public review until 8/15/2022 at which time a public hearing was held. There was no attendance at the public hearing and no comments, questions, or concerns were received at any point. This draft package is now ready to be accepted via resolution as final.

### **Resolution 2022-20**

At this time, Noelle F. resolve to accept CFP 2022 draft package consisting 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 as final. Resolution seconded by Cindy P.

Voice vote as follows:

Noelle F.: Aye

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

4. Capital Fund Program 2023. Previously, it was discussed that the annual PIC certification of unit/bedroom counts was underway and had to be completed by 8/25/2022. This data is for use in the determination of CFP 2023 funds for the PHA. Chris B. completed this for the PHA on 8/2/2022.
5. Repositioning. The Board has now approved the disposition of the PHA's Baylis and Perry properties. As a result of last month's Baylis approval, a notice has now been sent to those clients alerting them as to the developments. Previously, a letter was sent to Perry clients. Chris B. has begun the process of getting town and county support for the disposition endeavor and has a letter of support from Baylis. Chris B. is working on Perry and the Pike County Board. Once these are obtained, Bedrock Housing Consultants wants to move forward with appraisals of the properties.
6. Baylis Wastewater System. Last month, it was approved to renew the agreement for Baylis wastewater testing with Bainter Environmental adding additional terms and conditions. Bainter has now had a chance to review the additional terms and conditions and are electing to no longer continue as wastewater operator. The reason put forth by Bainter does not seem to carry much weight, citing no timely direct notice from the State of Illinois regarding NPDES requirements. This is a real problem as this system is required to be tested monthly as per the PHA's NPDES permit. The PHA began seeking out alternate wastewater operators immediately. 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. Chris B. has responded to these allegations in full and the IEPA has agreed with the PHA. As a result, a Compliance Commitment Agreement has been signed by all parties as well as a Compliance Statement by the PHA. The matter is now closed.



7. Position Opening – Maintenance Technician. The maintenance opening has been filled by Brian Lister. Brian L. began working for the PHA on 8/22/2022 and appears to be a good choice.
8. Laundry Services Agreement. Last month, it was discussed that the agreements with RAM would have been finalized, however the terms in the agreements sent were not the same terms as RAM's original proposal. This was pointed out and a corrected agreement was requested. However, upon receipt of those agreements, they too were not correct. RAM has cited that pricing has changed since their original proposal due to the lack of used equipment availability. RAM would not honor their original proposal and so Chris B. has re-opened the bidding process to ensure all parties are given a fair opportunity.
9. Pam Simpson Audit FYE 12/31/2021. Last month, it was discussed that Pam Simpson sent notification to the PHA that she intends to conduct her annual Audit of the PHA starting 8/29/2022. This date was pushed back to 9/6/2022 due to a schedule conflict with Chris B. Despite this, Pam was sent large amounts of information on 8/15/2022 and 8/16/2022 to get started on the Audit prior to arrival. Essentially, Pam S. will just have to review in house files once she gets here. This audit will need to be submitted to HUD and the Federal Audit Clearinghouse prior to the end of September 2022. No issues are expected from this review. Chris B. has prepared the Management Discussion & Analysis for FYE 12/31/2021 which needs to be accepted at the meeting via resolution.

#### **Resolution 2022-21**

At this time, Cindy P. resolved to accept the Management Discussion & Analysis as prepared by Chris B. for FYE 12/31/2021. Resolution seconded by Noelle F.

Voice vote as follows:

Cindy P.: Aye

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

10. Website ADA Compliance Remediation. Previously, Chris B. discussed the need to make the PHA's website [www.pikehousing.com](http://www.pikehousing.com) more ADA compliant. Chris B. enlisted the services of Vervocity to make the upgrades, which now appear to be complete. A final bill has not been received.
11. CDS Watchguard Firewall Quote. Last month, Chris B. discussed the need to upgrade the PHA's firewall due to the current versions upcoming expiration. Chris B. approved

the quote of \$2,929.00 prepared by CDS. CDS will be onsite 9/2/2022 to make the installation.

### **New Business**

1. Pension Plan Restatement. Quorum Consulting reached out to Chris B. to indicate it was time to make the 6 year update the PHA's pension plan documents. As mentioned by Quorum's Amy Todd this update allows for the inclusion of legislative changes and amendments. The only change made by the PHA is to update the trustee's to be current staff members. Trustees are now Chris B. Amber S., and Tonya E. This restatement will need to be accepted via resolution.

### **Resolution 2022-22**

At this time, Leslie H. resolved to accept the 6 year Pension Plan Restatement update. Resolution seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye

Noelle F.: Aye

Cindy P.: Aye

Mark P.: Aye

2. Cindy Prentice Board Term. Upon reviewing his files, Chris B. noted that Cindy P.'s term was up as Commissioner of the PHA. Chris B. asked Cindy P. if she would be willing to serve an additional 5 year term, and Cindy P. agreed. Therefore, Chris B. furnished this recommendation to the Pike County Board for their ratification. A resolution re-appointing Cindy P. to the PHA Board is needed.

### **Resolution 2022-23**

At this time, Noelle F. resolved to re-appoint Cindy P. to the PHA Board. Resolution seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

Cindy P.: Abstain



3. Utility Allowance Revision FY 2023. Johnson Controls has recalculated the PHA's Utility Allowances to be used in Federal FY 2023. It is to be noted that all Utility Allowances went up due to rising utility costs. The Utility Allowances were initially posted for public notice on 8/17/2022 and will be available for public review and comment through 10/17/2022 at which time a public hearing will be held. At the PHA's 10/20/2022 Board meeting the Utility Allowances can be ratified as final. A resolution accepting the draft Utility Allowance is needed.

**Resolution 2022-24**

At this time, Cindy P. resolved to accept the draft Utility Allowance. Resolution seconded by Noelle F.

Voice vote as follows:

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

4. RFP Legal Services 10/1/2022 – 9/30/2025. Chris B. has prepared a Request For Proposals for Legal Services for the period of 10/1/2022 through 9/30/2025. This RFP began being advertised 8/10/2022 and will be through 9/12/2022. At the PHA's 9/15/2022 Board Meeting a selection will be made from the scored proposals received.
5. Huntington Bank Insurance Update. Huntington Bank acquired the PHA's Energy Performance Contract loan held through PNC Equipment Finance in 2020. Previously, the PHA had listed PNC as an additional insured on its ACORD certificate, but had not had a formal request from Huntington for the same. This has now been requested and has been completed.
6. US Census Construction Update. The PHA received a Census request on 7/22/2022 for the upcoming CFP 2020 work mentioned earlier. This request was answered on 8/2/2022 and will be updated monthly until the work has been completed.
7. Board Chair/Vice Chair Election. It is time again for the PHA to hold a leadership election. The Chair and Vice-Chair sports are open after this month and new candidates are needed for the period of 9/1/2022 through 8/31/2024. This election will need to be ratified through resolution. Brief discussion ensued.

**Resolution 2022-25**

At this time, Cindy P. resolved to accept Noelle F. as Chair for the PHA Board and Leslie H. as Vice Chair for the PHA Board for the term of 9/1/2022 through 8/31/2024.  
Resolution seconded by Noelle F.

Voice vote as follows:

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

At 3:45 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:

Noelle F.: Aye  
Leslie H.: 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  
9/15/2022

noelle flesner

noelle flesner (Sep 30, 2022 10:18 CDT)

Noelle Flesner  
Board Chair  
Pike County Housing Authority  
9/15/2022

