

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

The re-scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, December 29th, 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 3:04 pm with no guests in attendance.

Members present:

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

Members absent:

Commissioner: Mark Pulliam

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

Voice vote was as follows:

Leslie H.: Aye

Cindy P.: Aye

Noelle F.: Aye

Executive Director Report:

1. Operating Subsidy FY 2022. For the month of December, the PHA is to receive \$57,568.00 in Operating Subsidy. On 12/1/2022, Chris B. drew down the December amount. For the 2022 fiscal year, the PHA has received \$646,949.00 in Operating Subsidy funding. The December proration figure using final eligibility is 104.93%.
2. Operating Subsidy FY 2023. The HUD Form 50071 Certification of Payments to Influence Federal Transactions and SF-424 Application for Federal Assistance were due in no later than 12/16/2022. Chris B. had these sent in 11/28/2022 and both were approved 11/29/2022. Initial eligibility for January, February, and 2-3 weeks of March is forecasted to be at 95% proration. The PHA is set to receive \$119,295.00 in Operating Subsidy during this time frame.
3. Capital Fund Program 2020. There are a lot of various materials in the packet for this section. Originally, the work planned for the CFP 2020 grant was to be the water heater and site improvements. Then the discussion went to adding the merge of 3 buildings at Landess Terrace into the scope of work. As a result of this, Eggemeyer Associates adjusted their pricing to \$77,475.00, with \$21,780.00 in reimbursable fees. The merge work proved to be unaffordable and was scrapped, and the original plan was pursued and ultimately bids were accepted from Trotter General Contracting and Damon's Plumbing. In the course of this, Eggemeyer Associates has never issued an adjusted figure for their services. Chris B. reached out to Eggemeyer Associates and the matter was discussed. Eggemeyer came up with a credit of \$9,250.00 for their pricing and a credit of \$21,280.00 in reimbursable fees. A contract modification #2 was prepared and the new value of their contract is \$68,225.00 with \$500.00 in reimbursable fees. This contract modification #2 will need to be accepted by resolution.

Resolution 2022-35

At this time, Cindy P. resolved to accept the prepared Eggemeyer Associates contract modification #2 in the amount of \$68,225.00 with \$500.00 in reimbursable fees. Resolution seconded by Leslie H.

Voice vote as follows:

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

Damon's Plumbing began their portion of the work on 12/5/2022. The work has gone pretty well, with the exception of the poor notification regarding the water shut offs being replaced. The water has had to be off at the sites for portions of the day, which was not conveyed to the PHA. In one instance the contractor left the water off to a unit the entire evening. Trotter General Contracting has submitted pay request #2 in the amount of \$93,980.25, which has been drawn and paid. There have been site improvements identified which were unnecessary and site improvements that were necessary. This has resulted in a contract modification #1 with Trotter with a net increase of \$4,033.00. This contract modification #1 will need to be accepted by resolution.

Resolution 2022-36

At this time, Cindy P. resolved to accept Trotter General Contracting contract modification #1 with a net increase of \$4,033.00. Resolution seconded by Leslie H.

Voice vote as follows:

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

Chris B. also completed a US Census Construction Progress Reporting Survey on 12/1/2022, which was due in by 12/19/2022.

4. Capital Fund Program 2021. Eggemeyer Associates has prepared their fee for this scope of work which includes exterior improvements at 71-1 Barry, 71-2 Barry,

71-3 Pleasant Hill, and 71-4 Griggsville. The fee is \$41,100.00 with \$450.00 in reimbursable fees. Chris B. found this acceptable but this will need to be ratified by resolution.

Resolution 2022-37

At this time, Cindy P. resolved to accept the A&E fee of \$41,100.00 with \$450.00 in reimbursable fees from Eggemeyer Associates. Resolution seconded by Leslie H.

Voice vote as follows:

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

Chris B. drew down the Operations funds for the CFP 2021 grant in the amount of \$92,814.00 on 12/8/2022. This amount was drawn in the 2022 fiscal year to help mitigate the loss of Operating Subsidy for the year.

5. Repositioning. On 12/2/2022, Chris B. sent Lindsay Henderson of Henderson Appraisals a large amount of information she had requested on the Baylis and Perry properties. There was information regarding electric bills, water/sewer bills, trash service costs, income generation, and payment in lieu of taxes. It was noted that with income generation, the PHA is only able to charge an income based amount, whereas a new landlord/owner potentially would not be under such constraints. No further information has been requested and it is believed the PHA is waiting on the finished appraisal documents.
6. GovCard. Last month, GovCard was discussed and it was thought that switching from PayPal to GovCard was the right move for the PHA's rent & fee collection. As a result, Chris B. completed all of the steps necessary to get the service activated. A discussion took place internally after the last meeting and office staff (Amber S., LeeAnn L.) thought it may be simpler and easier for the PHA to pay the fees associated with credit card processing and waive the \$3.00 fee previously charged. Chris B. did not think this was an option, but after conferring with Cole Lawrence of GovCard it was found out to be a possibility. In doing the math on this, the \$3.00 processing fee only nets the PHA about \$1,250.00 per year (30-40 transaction per month * \$3.00). Therefore, Chris B. has had GovCard switch the fees to the PHA paying them and the PHA will no longer collect the \$3.00

processing fee in 2023 from clients. A training on the use of the software was held 12/15/2022 and the system is ready to go. Tenants can pay from a link in their email received, scan the QR code, or log on to the PHA website. The text to pay functionality is still being researched.

New Business

1. Maintenance Wage Rate Determination FY 2023. Each year, the PHA must establish maintenance wage rates for use in the next fiscal year. These rates establish the lowest hourly amount that can be paid for each maintenance position and their fringe benefits. Chris B. has prepared the new MWR HUD Form 4750 for FY 2023 and included the form from FY 2022 as reference. The FY 2023 MWR will need to be approved via resolution.

Resolution 2022-38

At this time, Leslie H. resolved to approve the FY 2023 MWR Determination as prepared by Chris B. Resolution seconded by Cindy P.

Voice vote as follows:

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

2. Personnel Policy Revision. The updated policy revision is not ready as Chris B. hit a few snags in preparing it. This topic was briefly discussed at the meeting, and will likely be re-visited in January 2023. In short, the confidentiality policy is under legal review, and counsel has pointed out a few things regarding PTO time that are of concern and stem from Illinois law.
3. Capitalization Policy Revision 12/29/2022. Recently, Chris B. received a PIH alert on new HUD guidance regarding personal property thresholds. In reviewing PIH Notice 2022-37 it was discovered that the PHA needed to raise its capitalization threshold to \$5,000.00 per item, amongst other things. The new policy was crafted by Chris B. and reviewed by Angie C. of Hawkins Ash. The new capitalization policy will need to be accepted via resolution and both the new and the previous version are included for reference.

Resolution 2022-39

At this time, Cindy P. resolved to accept the new capitalization policy as prepared by Chris B. Resolution seconded by Leslie H.

Voice vote as follows:

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

4. Inventory FYE 12/31/2022. Each year, the PHA must conduct an inventory count of all of its smaller ticket items that are stored for maintenance use. This year's inventory is ready and increased from \$26,989.63 to \$28,498.43, a \$1,508.80 increase. The FY 2022 inventory will need to be accepted via resolution and both the FY 2021 and FY 2022 inventories are included for reference.

Resolution 2022-40

At this time, Cindy P. resolved to accept the FY 2022 inventory of \$28,498.43. Resolution seconded by Leslie H.

Voice vote as follows:

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

5. Operating Budget Revision FYE 12/31/2022. If necessary, the PHA must approve an operating budget revision for the current fiscal year prior to the end of the current fiscal year. Usually, this is always necessary and this year is no different. The main figure to note from the original budget to the revision is a change in net loss from \$447,945.00 to \$399,812.00, a change of \$48,133.00. This figure is intimidating, however be aware that both net loss figures include over \$500,000.00 in depreciation. Both the original FY 2022 operating budget and FY 2022 operating budget revision are included for reference. The FY 2022 operating budget revision will need to be accepted via resolution.

Resolution 2022-41

At this time, Leslie H. resolved to accept the FY 2022 Operating Budget Revision #1 as prepared by Hawkins Ash. Resolution seconded by Cindy P.

Voice vote as follows:

Leslie H.: Aye

Cindy P.: Aye

Noelle F.: Aye

6. Operating Budget FYE 12/31/2023. Each year, the PHA must approve an operating budget for the following fiscal year prior to the end of the current fiscal year. For FY 2023, the PHA is forecasting income of \$1,430,845.00 and expenses of \$1,422,243.00, a net income of \$8,602.00. The FY 2023 operating budget shows a net loss of \$484,613.00 with depreciation factored in. The FY 2023 operating budget is included for reference. The FY 2023 operating budget will need to be accepted via resolution.

Resolution 2022-42

At this time, Cindy P. resolved to accept the FY 2023 Operating Budget as prepared by Hawkins Ash. Resolution seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Noelle F.: Aye

7. TAR Write-Offs FYE 12/31/2022. Each year, the PHA must approve tenant accounts receivable (TAR) write-offs for any amounts not collected and to be removed from the books. For FY 2022, the number is \$89,232.12 and for FY 2021 the figure was \$40,009.43, which represents an increase of \$49,222.69. The amounts for each tenant include any unpaid rents, deposits, damages, etc. It's fairly safe to say that any of the amounts over \$2,000.00 include damages caused by the household. Despite these amounts being removed from the books, they will still be pursued and should prevent any of these households from obtaining rental assistance elsewhere. The TAR write-offs for FY 2019, FY 2020, FY 2021, and FY 2022 are included for reference. The FY 2022 TAR write-offs will need to be accepted via resolution.

Resolution 2022-43

At this time, Cindy P. resolved to accept the FY 2022 TAR write-offs in the amount of \$89,232.12. Resolution seconded by Leslie H.

Voice vote as follows:

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

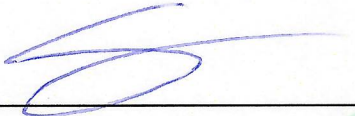
8. By-Laws Review December 2022. Each June and December, the PHA must review its By-Laws for any suggested changes. Chris B. has none at this juncture, but we will still discuss to see if there are any changes suggested by others. The current By-Laws are included for reference. Any changes made to the By-Laws would require a resolution. No changes were suggested at this time to the By-Laws.
9. US Census Local Government Finances 2022. On 11/15/2022, a notice was received from the US Census Bureau requesting information to assist with their 2022 Census of Governments, Survey of Local Government Finances. The notice indicated a due date of 12/20/2022, however Chris B. had responded by 12/1/2022, well ahead of the deadline. The submission is included for reference.
10. Quorum Census FYE 12/31/2022. Each year, Quorum Consulting requests information about the PHA's wages, retirement loan amounts withheld, and retirement contributions made, in order to conduct an audit to ensure everything was remitted and withheld properly. The reporting is yet to be completed and should be sent in early next week.
11. US Wage Information. This information is just provided for initial discussion regarding potential FY 2023 raises.

At 3:51 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
Noelle F.: Aye

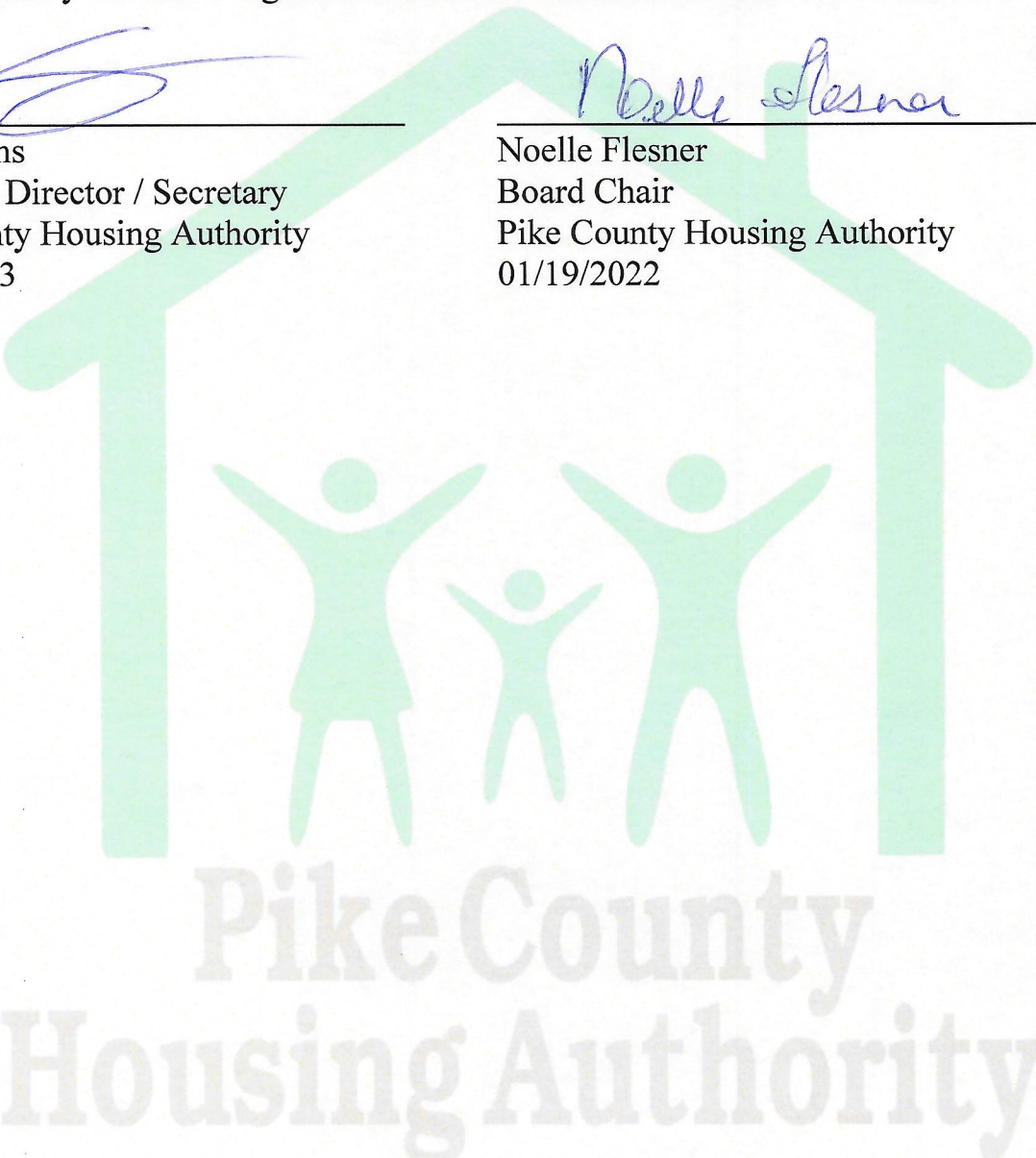
It is certified by the below signatures that these minutes are truthful and accurate.



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
01/19/2023



Noelle Flesner
Board Chair
Pike County Housing Authority
01/19/2022



Pike County
Housing Authority