

**Pike County Housing Authority  
Board Meeting Minutes  
April 2023**

The re-scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, April 27<sup>th</sup>, 2023. 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 3:07pm with no guests in attendance.

**Members present:**

Chair: Noelle Flesner  
Commissioner: Mark Pulliam  
Commissioner: Cindy Prentice  
Executive Director: Chris Bruns

**Members absent:**

Vice-Chair: Leslie Henry

**Minutes Review:**

A review of the March 2023 Regular & Closed Session Minutes occurred. There were no corrections or changes recommended.

**Occupancy Reports:**

A review of the April 2023 Occupancy Reports occurred next. There were no questions or concerns raised.

**Financial Reports:**

A review of the March 2023 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Mark P. motioned to accept the consent agenda of the March 2023 Regular & Closed Session Minutes, April 2023 Occupancy Reports, and March 2023 Financial Reports. Motion seconded by Cindy P.

Voice vote was as follows:

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

## **Old Business**

1. Operating Subsidy 2023. For April 2023, the PHA was scheduled to receive \$48,813.75 in Operating Subsidy, which was drawn on 4/3/2023. As discussed last month, the PHA subsidy calculation is subject to HUD and federal adjustments. HUD has reviewed the calculation and adjusted it from \$611,642.00 to \$611,489.00, a \$153.00 decrease. The operating subsidy is also subject to federal proration, which may adjust the amount further.

2. Capital Fund Program 2020. On 4/10/2023, Chris B. issued a start work letter to Trotter General Contracting for 4/12/2023, with a revised completion date of 5/1/2023. There is virtually no chance for Trotter to make this completion date. There have been long periods of inactivity on Trotter's part for no apparent reason. It is likely the Board will be discussing the liquidated damages once again.

3. Capital Fund Program 2021 & 2022. A preconstruction meeting was held with Roady Exteriors on 3/27/2023. A litany of topics were discussed and the minutes from that pre-con meeting were distributed in the Board packets. Everything appears to be moving forward smoothly. Invoice# 2259-4 in the amount of \$1,750.00 was received from Eggemeyer Associates and has been drawn and paid with CFP 2021 funds.

4. Capital Fund Program 2023. Last month, the CFP 2023 grant was briefly discussed and its ACC amendment was approved. This month, there is the full allotment of documents required for the approval of the grant. This package will need to be approved as a draft via resolution at this meeting and the Board will revisit the grant draft package in July 2023 to finalize it after the public comment and hearing period. In compiling documents for the draft package, Chris B. noticed the PHA is once again listed on the HUD High Performer list through 6/30/2022. A resolution accepting the CFP 2023 draft document package would be appreciated.

### **Resolution 2023 – 15**

At this time, Cindy P. resolved to accept the full 2023 Capital Fund Program draft document package as prepared by Chris B. Resolution seconded by Mark P.

Voice vote was as follows:

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



5. Mowing Services 4/1/2023 – 3/31/2026. Last month, JKelley, LLC was selected to perform mowing services for the PHA from 4/1/2023 – 3/31/2026. JKelley, LLC was informed of their selection and Premier Pressure Washing & Lawn Care was informed of their unsuccessful bid. The agreement with JKelley, LLC has been signed and they are finishing up their first month. Chris B. reports that the service appears to be good and no complaints have been received.

6. Repositioning. Previously, it was discussed about greater repositioning efforts which pulled in a larger number of units under consideration. Due to that, the Board approved a Draft Revision #2 of the PHA's 5-Year PHA Plan for fiscal years 2021 – 2025 in February 2023. The Draft Revision #2 has gone through the public comment and hearing phase with no comments as to the PHA's disposition plans. There was no attendance at the public meeting on the matter. As a result of this, the 5-Year PHA Plan Revision #2 is ready for final acceptance via resolution. There are more steps once this part has been completed. It will need to go to IHDA for review, then to HUD once IHDA has issued their consistency approval.

### **Resolution 2023 – 16**

At this time, Cindy P. resolved to accept the Draft Revision #2 of the PHA's 5-Year PHA Plan for fiscal years 2021 – 2025 as final. Resolution seconded by Mark P.

Voice vote was as follows:

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

7. HUD REAC Inspection 2023. On 1/30/2023 through 2/1/2023, Humble Beginnings, LLC was scheduled to perform the PHA's REAC Physical Inspection. The inspection went well, but there was a significant delay in getting the score posted. The score has finally been issued and the PHA scored a 38/40, which is the same score as last time. It should be noted that this is a tie for the best score the PHA has ever received.

### **New Business**

1. HUD Executive Compensation Reporting 2022. In 2016, HUD published guidance to PHA's regarding data collection on compensation for PHA staff. Later, this data collection was codified by Congress in the Annual Appropriations Act. Compliance with the collection is required due to the PHA's ACC. Chris B. has submitted the compensation data for FY 2022, which consists of amounts listed on the Chief Executive and Chief Financial officers W-2's.

2. HUD Semi Annual EIV Recertification Spring 2023. Each Spring and Fall, the PHA must recertify all required regular users of the EIV system, with the Chicago Field Office certifying



all user administrators. Along with this, a survey form is required to be completed on the PHA's staffing who must use the EIV system. Chris B. has completed this recertification for Spring 2023.

3. HUD Semi Annual Labor Standards Reporting 3/31/2023. Another semi-annual reporting function to HUD, however this reporting consists of data regarding all prime contracts (and violations from those contracts) subject to Davis-Bacon and related acts. Chris B. has completed this reporting for the period ending 3/31/2023.

4. PHA ACOP Revision. Chris B. has begun working on a revision to the PHA's ACOP due to the recent HOTMA rulemaking. Most of the effects of HOTMA are not in effect until 1/1/2024, however Section# 103 on over income tenants is due to become effective in July 2023. Due to the mismatched roll out, all PHA's will have two fairly close ACOP revisions to put through the approval process. This topic was discussed and the Board and Chris B. felt that over-income tenants should move out of the PHA if they've been over income for the 24 month period. No vote was taken on the matter due to the full ACOP draft being presented next month with this same data therein. Chris B. notes that no one currently qualifies as over-income at the PHA.

5. AHRMA Loss Control Inspection 4/11/2023. AHRMA field representative, Maurice Mitchell, was on site 4/11/2023 to gather data and visit PHA sites in order to look for red flag items that could be liability issues. Only one issue was identified, a tenant-owned small trampoline, which was quickly resolved.

6. PHA Benefit Renewal Blue Cross Blue Shield & Met Life 7/1/2023. Recently, Tina Jenkins of Assured Partners, the PHA's employee insurance benefit broker reached out regarding renewal rates for the Blue Cross Blue Shield health insurance coverage and Met Life basic life/AD&D, voluntary life/AD&D, S/T & L/T disability coverages. The Blue Cross Blue Shield coverage has a 7.3% increase, while the Met Life coverage on STD has an increase of 2.4%, with no changes to the other coverages. These plans have been affordable and no one Chris B. has spoken with has had any significant complaints. As a result of this, Chris B. calls for a resolution to accept the renewals for both coverages.

#### **Resolution 2023 – 17**

At this time, Cindy P. resolved to accept the renewal rates for the Blue Cross Blue Shield health insurance coverage and Met Life basic life/AD&D, voluntary life/AD&D, S/T & L/T disability coverages. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye



Noelle F.: Aye

7. Johnson Controls EPC Year 6 M&V Report. Each year, Johnson Controls must prepare a measurement and verification report for the PHA's energy performance contract (EPC). JCI has prepared the report for this year and it is included in the Board packets. Chris B. does not see anything out of the unusual versus previous reporting and asks for a resolution accepting the Year 6 M&V as prepared.

**Resolution 2023 – 18**

At this time, Cindy P. resolved to accept the EPC Year 6 M&V Report as prepared by Johnson Controls. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye

Noelle F.: Aye

8. PHA Board Meeting Schedule Revision 2. Recently, a scheduling conflict was identified and discussed regarding the PHA's Board Meeting times. After some clarification and discussion it was decided that moving the meeting to an hour later (4pm) on the same day (3<sup>rd</sup> monthly Thursday) would work for all. As a result of this, Chris B. has prepared a revised schedule, which should be accepted via resolution.

**Resolution 2023 – 19**

At this time, Cindy P. resolved to accept the Board Meeting Schedule Revision #2 as prepared by Chris B. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye

Noelle F.: Aye

9. PHA Job Opening – Executive Assistant. The advertisement for the Executive Assistant opening in the Pike County Express has run its course, but the job is still posted in LinkedIn. No new applicants have come forth in the last week and so what has been received is it. In all, 6 applicants have expressed interest in the opening. Next week, staff will schedule interviews for the best candidates and look to have the position filled by the middle of May. In filling this

position, Chris B. states that he is looking for someone attention to detail oriented, able to multi-task, and looking to potentially advance in the future.

At 3:49pm, 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 Mark P.

Voice vote was as follows:

Cindy P.: Aye

Mark P.: Aye

Noelle F.: 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  
5/25/2023

Noelle Flesner

Noelle Flesner (May 26, 2023 07:59 CDT)

Noelle Flesner  
Board Chair  
Pike County Housing Authority  
5/25/2023

Pike County  
Housing Authority