

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

The re-scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, May 25th, 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.

The meeting was called to order at 4:20 pm with no guests in attendance.

Members present:

Chair: Noelle Flesner
Commissioner: Mark Pulliam
Commissioner: Cindy Prentice
Executive Director: Chis Bruns
Vice-Chair: Leslie Henry (zoom)

Members absent:

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

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

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye

Noelle F.: Aye

Leslie H.: Aye

Old Business

1. Operating Subsidy FY 2023. For May 2023, the PHA was scheduled to receive \$39,640.00 in Operating Subsidy, which was drawn on 5/4/2023. This funding was based off of an interim eligibility estimation and proration level of 92.19%. It is expected that normal monthly funding should be around \$50,000.00 per month.

2. Capital Fund Program FY 2020. Not a lot of progression has been made with this scope of work. Sign templates were sent for the PHA's review on 5/4/2023, which were not what was wanted. Some of the signs at sites were being replaced, while others that were wrong were being left up. This was coordinated with both Eggemeyer Associates and Trotter General Contracting and final designs that were correct were presented. This will require a contract modification and cost/time adjustment at some point. Chris B. has completed the monthly US Census CPRS reporting for the project. Other than that, the holes have been dug for the sites signs and filled with rock, but even this has been done wrong to this point. Brief discussion of penalty was discussed.

3. Capital Fund Program FY 2021 & 2022. Another project getting off to a slow start. Roady Exteriors are behind in getting their paperwork submitted to begin the work. The work had to begin no later than 5/15/2023 so that Roady could lock in their wage rates and to do this, the PHA has to issue a stop/start letter combination. On 5/23/2023, the PHA's tax exempt letter was requested by Roady so that materials could begin being ordered.

4. Capital Fund Program FY 2023. Last month, the CFP 2023 grant draft package was approved and is out for public review and comment. One of the documents was delayed due to awaiting HUD approval, which has now been done. The Annual Statement for CFP 2023 is in this packet and the budget line item amounts on this annual statement match the CFP 5 year action plan 2023 – 2027 amounts for 2023 from last month. This

document has been added to the others previously accepted for public review and comment.

5. AHRMA Property Claim 12/28/2022. The work repairing the broken water pipe damage at units 16 & 17 in Pleasant Hill is nearing completion. This was a casualty loss claim with AHRMA on Christmas 2022. As the unit was being repaired there were additional pipes found broken and lighting, outlets, panel, etc. that were replaced. It is hoped to have this unit ready to rent prior to the end of May 2023.

6. AHRMA Work Comp Audit FY 2022. Each year, AHRMA requests payroll data on wages paid throughout the course of the year. Work comp coverage for the PHA is based off estimated wages for the year. If there is an overage or shortage compared to the estimate then the PHA has to either pay or receives a refund. Wages were slightly over estimate and a bill of \$912.00 was received, and has been paid.

7. ACOP Revision May 2023. As discussed last month, the HOTMA provisions on over income tenants require the PHA to revise its ACOP and either allow for those over income tenants to stay under different terms or be required to move out. A revised ACOP for May 2023 is in the packet as well as the December 2021 revision. There were a few other changes during that time frame also. At the end of the current and revised ACOP policies are a comparison document highlighting the difference. **The May 2023 ACOP revision should be accepted as a draft for public review via resolution.**

Resolution 2023 -20

At this time, Leslie H resolved to accept the May 2023 Draft ACOP Revision as draft for Public Review as final. Resolution seconded by Cindy P.

Voice vote as follows:

Mark P: Aye

Noelle F: Aye

Nicole F: Aye

Cindy P: Aye

8. PHA Benefit Renewal Blue Cross Blue Shield & Met Life 7/1/2023. Last month, the Board voted to accept the renewals 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. Tina Jenkins, of Assured Partners the PHA's employee insurance benefits

broker has supplied updated summaries of the coverages which are included in the packets.

9. Repositioning. Chris B. reports that he is trying to move forward with the SAC demolition/disposition package but there is a debate over how many TPV will be needed. Brief discussion of the topic ensued.

10. PHA Job Opening – Executive Assistant. The advertisement for the Executive Assistant opening has run its course. Four good candidates were interviewed with 2 of the 4 having several years of prior office experience. One candidate has been selected, and Chris B. has made the offer, but is currently negotiating terms to see if a deal can be struck. Brief discussion of the topic ensued.

New Business

1. HRA Plan Amendment 7/1/2023. Due to slight changes in the BCBS coverage some of the terms in the HRA Plan Amendment have also changed slightly. **The revised HRA Plan Amendment effective 7/1/2023 is included in the packet and will need to be accepted via resolution.**

Resolution 2023-21

At this time, Leslie H resolved to accept the HRA Plan Amendment for 7/1/23.
Resolution seconded by Cindy P.

Voice vote as follows:

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

2. Illinois Comptroller Filing FY 2022. Each year, the PHA must report to the Illinois Comptroller's office information on its previous fiscal years officer contact information, overall budget authority, population served, and tax assessment. This has been done for FY 2022 using the unaudited financial data supplied by Hawkins Ash.

3. Illinois Open Meeting & FOIA Training. By the time of the meeting, all Board members should have attended the webinars for the Open Meetings Act & FOIA presented by the Illinois Attorney General's office. Chris B. reports that he is going to

sign up for the full certification of both OMA & FOIA. This will be an annual requirement on both, but as the PHA's representative a requirement. Chris B. reports that he has included the webinar information in the packet for the Board records.

4. Illinois Integrated Eligibility System Renewal FY 2023. Each year, the PHA must update its Security and Privacy Questionnaire in order to continue accessing the IES system. This system allows the PHA to research income, benefits, household members, etc. through the Illinois DHS, and has been very valuable. In addition to the SPCQ all staff have completed their attestations and certification for continued use of the IES system.

5. HUD Income Limits FY 2023. Recently, HUD published its income limits for the PHA's public housing program for FY 2023. These limits are to be advertised for public notice, but are not subject to any public hearing or appeal. On page 7 in the packet you will find not only the data on income thresholds, but also the newest over income limits data. **The HUD income limits for FY 2023 will need to be accepted via resolution and will become effective 7/1/2023.**

Resolution 2023-22

At this time, Cindy P resolved to accept the HUD Income Limits FY 2023 for Public Notice and to be in effect as of 7/1/23. Resolution seconded by Leslie H.

Voice vote as follows:

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

6. Employee COLA FY 2023. This has been a subject on the back burner for a while. Chris B. reports that it has been almost a year since wages were discussed and increases approved. Most of that was based of the current national climate and the PHA's salary study. It is suggested that the Board entertain a cost of living raise for 2023 to be effective on the next PHA payroll. **Any COLA proposals will need to be accepted via resolution.** Brief discussion of the topic ensued.

Resolution 2023 – 23

At this time, a motion was made by Cindy P to approve a 5% Employee Cost of Living Adjustment increase to be effective immediately for all staff, except the Executive Director and new employee. The motion was seconded by Mark P.

Voice vote as follows:

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

At 5:13 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 Mark P.

Voice vote as follows:

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

Chris Bruns

Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
6/15/2023

Noelle Flesner

Noelle Flesner (Jun 21, 2023 14:43 CDT)

Noelle Flesner
Board Chair
Pike County Housing Authority
6/15/2023

Pike County
Housing Authority