

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

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, June 15<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 4:04 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)  
Executive Assistant: Tonya Kirk

**Members absent:**

**Minutes Review:**

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

**Occupancy Reports:**

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

**Financial Reports:**

A review of the May 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 May 2023 Regular Session Minutes, June 2023 Occupancy Reports, and May 2023 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

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

### **Old Business**

1. Operating Subsidy FY 2023. For June 2023, the PHA is scheduled to receive \$46,910.50 in Operating Subsidy, which was drawn on 6/2/2023. In reviewing the detailed calculation for June and July funding it shows a proration of 92.15%. If this figure holds true for the remainder of the year, then the PHA will only receive \$563,513.00 in total funding, an average of \$46,959.42 per month.
2. Capital Fund Program FY 2020. Not a lot of progression has been made with this scope of work. An invoice was received from Eggemeyer Associates on 5/3/2023 and has been paid from low rent funds. Chris B. prepared the monthly CPRS census report and submitted it on 6/14/2023 to the US Census, ahead of the 6/19/2023 deadline. As far as the contractor Trotter General Contracting goes, they have been non-responsive, not on site, etc., which has been par for the course. Trotter has poured some of the pads, but not all of them. In overhearing a call Josh H. had with the sub-contractor, they did not even know where they had dug holes for the pads. In reviewing emails from Eggemeyer, no wage reports have been sent in for verification since January 2023. Also, Chris B. is very certain the contractor is going to ask for an extension. This work was to be completed by 5/1/2023. Brief discussion of penalty and extended contract discussed.
3. Capital Fund Program FY 2021 & 2022. Another project getting off to a slow start. Rody Exteriors is gearing up to begin the work on the exteriors of 71-1, 71-2, and 71-3. So far various submittals have been sent and returned and pay request#1 was received on 6/2/2023 from Rody in the amount of \$42,017.40. This pay request has been drawn already from CFP 2021 and is expected to be paid 6/16/2023.



4. AHRMA Property Claim 12/28/2022. The work repairing the water pipe burst from December 2022 at units 16 and 17 in Pleasant Hill has been completed. Of the \$43,510.55 total cost, the PHA will be responsible for \$1,000.00. These units are going to be offered through the waiting list.
5. ACOP Revision May 2023. Last month, the PHA Board voted to accept the draft version of the May 2023 ACOP revision. The document change is being advertised as available for public review and a public hearing will be held on 7/17/2023 to review comments, questions, and concerns regarding the ACOP. At next month's Board Meeting, it is planned to ratify the document as final.
6. Repositioning. On 6/13/2023, Chris B. held a conference call with Menard County HA and Bedrock Consultants regarding the TPV and a speedier timeline on the disposition of the Baylis and Perry units, and the demolition of the 2 buildings at Pittsfield Landess Terrace. Brief discussion ensued. Chris B. does need to reach out to the Pittsfield mayor for a letter of support on the demolition of the 2 buildings. A follow up call is planned for 6/23/2023 to begin the demolition/disposition application with the HUD Special Application Center. During the call this week Menard County HA indicated they would send over an intergovernmental agreement for the TPV.

#### **Resolution 2023-23**

At this time, Cindy P. resolved to accept Chris B. signing the Intergovernmental Agreement on behalf of Pike County HA with Menard County HA. Resolution seconded by Leslie H.

Voice vote as follows:

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

7. PHA Job Opening – Executive Assistant. Chris B. is pleased to report that the Executive Assistant position has been filled by Tonya Kirk. Tonya K. officially joined the PHA on 6/12/2023.
8. HUD Income Limits FY 2023. Last month, the PHA Board voted to accept the FY 2023 Income Limits for Pike County, Illinois as published by HUD. The

notification of the change for the program has been advertised and the Income Limits for FY 2023 will be in effect as of 7/1/2023. The Income Limits affect both new applicant's income eligibility and current tenants continued income eligibility.

9. Employee COLA FY 2023. Last month, the PHA Board voted to give most employees a 5% cost of living raise for FY 2023. This change has been implemented and the affected employees received the increase on their 6/8/2023 payroll.

### **New Business**

1. Air Conditioning. When the PHA installed air conditioning with the EPC work being done, it was thought that it would be a good marketing opportunity, to which it has been. However, the mini splits installed are not lasting as long as was thought they would. In the cases where replacement is required the costs are significant. Should mass replacement be required in an ongoing basis, the PHA would not be able to sustain it. Brief discussion ensued.
2. By-Laws & Closed Session Minutes Review. Each June and December, the PHA must review its By-Laws for any changes and also determine whether to open its closed session minutes to the public. Chris B. recommends no changes to the By-Laws and for the closed session minutes to remain closed. **Any action taken regarding the By-Laws and Closed Session Minutes will need to be documented via resolution.**

### **Resolution 2023-24**

At this time, Leslie H. resolved to accept no change to the By-Laws and that the Closed Session Minutes will remain closed at this time. Resolution seconded by Cindy P.

Voice vote as follows:

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



3. Pam Simpson Audit FY 2022. Pam Simpson has alerted the PHA that she intends to be onsite starting 8/7/2023 to perform the PHA's FY 2022 Audit. As usual, Pam S. will have a majority of the materials available to her prior to her arrival. At next month's Board Meeting, Chris B. will have the Management Discussion & Analysis for FY 2022 ready for Board approval. No issues are anticipated with the FY 2022 Audit.
4. PHAS Score Report FY 2022. HUD has issued the PHA its PHAS Score for FY 2022. Unfortunately the PHA's score has dropped to a 75, which is a "Substandard Management" designation. This result is fully attributable to the vacancy issue the PHA has. Brief discussion ensued.

#### **Resolution 2023-25**

At this time, Cindy P. resolved to accept the PHAS Score Report for FY 2022. Resolution seconded by Leslie H.

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

At 4:52 p.m. 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 votes as follows:

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

*Chris Bruns*

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Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
7/20/2023

*Noelle Flesner*

Noelle Flesner (Jul 21, 2023 08:10 CDT)

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Noelle Flesner  
Board Chair  
Pike County Housing Authority  
7/20/2023