

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

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, July 20th, 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 4:00 p.m. with no guests in attendance.

Members present:

Chair: Noelle Flesner
Commissioner: Mark Pulliam
Commissioner: Cindy Prentice
Executive Director: Chis Bruns
Executive Assistant: Tonya Kirk

Members absent:

Vice-Chair: Leslie Henry

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

Voice vote was as follows:

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

Old Business

1. Operating Subsidy FY 2023. For July 2023, the PHA is scheduled to receive \$46,910.50 in Operating Subsidy, which was drawn on 7/5/2023. Nothing has been received regarding future funding amounts, however, it is expected they will be similar.
2. Capital Fund Program FY 2020. It has been documented as to the delays from the contractor on this scope of work. Now with the recent storm, this work will be pushed back further. The signs previously installed were not able to withstand the wind from the 6/29/2023 storm. As a result of this, it is planned to lower the signs and also to install additional anchors at the base for rigidity. Trotter anticipated charging for this, but has not issued a credit for the alternative installation method allowed. There has been some back and forth on this and an agreeable price has been negotiated. A time extension shall also need to be given. It is planned to do this through a stop/start letter combination. In addition to this issue, there is one sign that was misprinted. This sign was an extra one and instead of replacing it, the PHA is taking a credit for it. Chris B. has completed the census CPRS report for the month. Once this project is completed, then the PHA will have the 1 year warranty period start. Brief discussion ensued.
3. Capital Fund Program FY 2021 & 2022. Roady began working on the exterior improvements at sites 71-1, 71-2, and 71-3 on 6/19/2023. This work has been progressing smoothly, however, Roady has been discovering rotten wood in several buildings. Some of this was due to exposure to the elements from previous design and this will be fixed by the contractor. They also thought termites were discovered, but that was a false alarm. Invoice EAA2259-5 for \$2,000.00 was received from Eggemeyer and has been drawn and paid. A site visit was conducted by John B. of Eggemeyer on 7/17/2023 and his report is included. Pay Request #2 was received from Roady in the amount of \$79,663.50 and has been drawn but not paid. Brief discussion ensued.
4. Capital Fund Program FY 2023. Previously, this grant was accepted as a draft at the PHA's April 2023 Board Meeting and has been out for public review since 5/3/2023. A public hearing was held on 6/20/2023 on the work items within and

there was no attendance at this meeting. No comments have been received at any point in time for this grant.

Resolution 2023-26

At this time, Cindy P. resolved to accept the CFP 2023 grant draft package as final. Resolution seconded by Mark P.

Voice vote as follows:

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

5. PHA ACOP Revision May 2023. Previously, this policy update was accepted as a draft at the PHA's May 2023 Board Meeting and has been available for public review since 6/7/2023. A public hearing was held on 7/17/2023 on the policy revision and there was no attendance at the meeting. No comments have been received at any point in time for this revision.

Resolution 2023-27

At this time, Cindy P. resolved to accept the PHA ACOP draft revision for May 2023 as final. Resolution seconded by Mark P.

Voice vote as follows:

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

6. Repositioning. Last month, the PHA Board voted to give Chris B. the authority to sign an intergovernmental agreement on behalf of the PHA with Menard County HA. However, no agreement has been received from Menard County yet. Chris B. has reached out to Mayor Mendenhall for a letter of support from Pittsfield and got one, however the wording in the letter revolves more around the sale of the property rather than demolition. Chris B. is seeking an updated letter with the correct language. Chris B. has begun the process of the SAC application in the PIC system. There are several narratives to be generated for this submission and Chris B. is working on these to get this out for HUD review. It was recommended by the consultant Bedrock to separate the SAC applications for the properties being sold and those being demolished.

7. Pam Simpson Audit FY 2022. Last month, Chris B. indicated that Pam S. would be on site beginning 8/7/2023 to perform her annual audit for the PHA. Many items have been sent to her already for her early review. Chris B. has prepared the MD&A for FY 2022 and it is ready for approval. The PHA realized a decrease of \$38,643.00 of expenses over revenue for FY 2022.

Resolution 2023-28

At this time, Cindy P. resolved to accept the MD&A for FY 2022. Resolution seconded by Mark P.

Voice vote as follows:

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

8. PHAS Score Report FY 2022. Last month, the HUD assessment of a 75 point “Substandard Management” PHAS score was discussed and accepted. It was thought that a Corrective Action Plan would be involved, however HUD is well aware of the PHA’s occupancy issues. As a result of that, the HUD Chicago Field Office has issued a “take no action” letter. This means that the measures currently being taken are approved and accepted as a resolution to the issue at hand. Should the PHA fall into non-compliance HUD may call for further recovery actions.

New Business

1. PHA Wide Storm Damage 6/29/2023. There have been multiple properties affected by the storm on 6/29/2023. The PHA is working with AHRMA on as many of the issues as possible. Some of the damage will be at the PHA’s cost and some will be resolved through the ongoing CFP 2021 & 2022 work. Brief discussion ensued.
2. PHA Board Re-Appointment – Mark Pulliam. Mark P.’s term as PHA Commissioner has expired. In speaking with Mark P. he indicated that he would be in favor of another term.

Resolution 2023-29

At this time, Cindy P. resolved to accept Mark Pulliam for another 5 year term on the PHA Board. Resolution seconded by Noelle F.

Voice vote as follows:

Mark P: Abstained
Noelle F: Aye
Cindy P: Aye

3. Capital Fund Program FY 2024. HUD has begun the process of certifying properties for next year's CFP 2024 grant. This step involves reviewing the PHA's portfolio to make sure the PHA's unit count and bedroom counts are accurate. This is a simple process and will be completed by Chris B. soon.
4. System For Award Management Renewal FY 2023. Each year, the PHA must re-certify its status in the SAM system. This renewal ensures the PHA will continue to be allowed to apply for and receive federal grant awards. A simple but critical undertaking. Chris B. plans to have the submission completed soon.

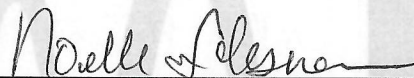
At 4:26 p.m., there were no further topics for discussion and so it was called for a motion to adjourn the Board meeting. Cindy P. motioned to adjourn the meeting at this juncture. Motion seconded by Mark P.

Voice votes as follows:

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



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
8/24/2023



Noelle Flesner
Board Chair
Pike County Housing Authority
8/24/2023