

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

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, October 19th, 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 4:07 pm with no guests in attendance.

Members present:

Chair: Noelle Flesner
Commissioner: Mark Pulliam
Commissioner: Cindy Prentice
Vice Chair: Leslie Henry (Zoom)
Executive Director: Chis Bruns
Executive Assistant: Tonya Kirk

Members absent:

None

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye

Leslie H.: Aye

Noelle F.: Aye

Old Business

1. Operating Subsidy FY 2023. For October 2023, the PHA was scheduled to receive \$47,563.50 in Operating Subsidy, which was drawn on 10/2/2023. For November 2023, the PHA will receive the same amount. Through November, the PHA has been authorized a total of \$521,490.00.
2. Capital Fund Program FY 2020. Chris B. indicates he has completed the CPRS for the month of October 2023 with the US Census. No activity on the signage and landscaping project currently. On 10/2/2023, it appeared the sign brackets were ready for the powder coater, but that was the last word. On 10/25/2023, it will mark 1 year since this scope of work began, which is unacceptable when HUD terms stipulate projects to be completed within 90 days of the notice to proceed. That means there have been 9 months of delays in this scope.
3. Capital Fund Program FY 2021 & 2022. Eggemeyer Associates, Roady Exteriors, and the PHA have been working through a time extension for replacement of rotten wood and weather days. That's a hard conversation to have when the Roady workers have been absent from the property for extended periods of time. Chris B. believes they've come to an agreement of 13 weather days and 7 days of added work. Barring the unforeseen, no additional time will be allotted. There should be a contract modification #2 to be discussed at next month's meeting with the added time and additional work. Invoice# 2259-8 in the amount of \$2,000.00 has been received from Eggemeyer and has been drawn and paid from CFP 2021 funds. Also received from Eggemeyer was a corrected contract modification #1 with Roady. The only difference from the previously approved contract mod #1 to this one was that the contractor name has been corrected. Pay request #4 was received from Roady in the amount of \$120,226.72 and has been drawn and paid from CFP 2021 and CFP 2022 funds. After this payment CFP 2021 funds will have been

exhausted. Once the project is complete, Chris B. will finalize the CFP 2021 grant details with HUD.

Resolution 2023-39

At this time, Leslie H. resolved to approve the revised Contract Modification #1 with Roady Exteriors. Resolution seconded by Cindy P.

Voice votes as follows:

Mark P.: Aye

Noelle F.: Aye

Cindy P.: Aye

Leslie H.: Aye

4. Capital Fund Program FY 2023. HUD recently notified the PHA that it has increased the amount of its CFP 2023 grant by \$1,847.00. There is no action to take on this currently, but Chris B. will prepare a CFP 2023 grant annual budget revision in the future.
5. Repositioning. Last month, it was discussed regarding the PHA's demo/diso application(s) and the previously prepared Environmental Review by Eggemeyer Associates. In that conversation, the Board discussed the ER in place and the potential expense of a new ER to be done. Chris B. has discovered that is a moot point. The current ER prepared for the PHA by Eggemeyer only covers a 5 year period which ends with the CFP 2022 grant. Due to that, the PHA would have to have a new ER prepared for CFP 2023 – 2027. Chris B. has alerted Eggemeyer to the need for a new ER to not only cover those CFP years, but also include the demo/diso narrative to cover the PHA's intended property sales and demolition.
6. Pam Simpson PHA Audit FY 2022. Last month, it was discussed that the PHA's FYE 2022 audit was due in to HUD no later than 9/30/2023. If not received by that date, the PHA would then be issued a late presumptive failure score of 0. Chris B. coordinated with Pam Simpson and the audit was submitted to HUD on 9/29/2023. The submission was a little precarious due to technical difficulties with HUD systems, but it made it in on time. In the audit there were no issues identified and should be considered clean. This audit has been submitted to HUD and the Federal Audit Clearinghouse. In the HUD systems, it still lists the audit as received, but not approved. Chris B. still needs to send a copy of the audit to Pike County for their records.

Resolution 2023-40

At this time, Cindy P. resolved to approve Pam Simpson PHA FY 2022 Final Audit. Resolution seconded by Mark P.

Voice votes as follows:

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

7. PHA Wide Storm Damage 6/29/2023. Bowen Construction has been working on repairing the storm damage from 6/29/2023 and should be nearing completion. In completing their work, they have also discovered some rotten wood. This is unrelated to the storm damage and will be an additional out of pocket cost for the PHA.
8. HUD Fair Market Rents & Flat Rent Policy Update 10/1/2023 – 9/30/2024. Last month, the Board discussed and approved the new fair market & unadjusted rents as calculated by HUD for Pike County, IL. With the changes to the calculated rents, it directly has an impact on the PHA's Flat Rent Policy. The PHA is required by Congress to set its flat rents at no less than 80% of the fair market or unadjusted figures. This Flat Rent policy revision has been out for public review from 9/13/2023 through 10/19/2023, and a public hearing was held on 10/16/2023 to discuss the policy change. There was no attendance at the public meeting and no comments were received on the policy update otherwise.

Resolution 2023-41

At this time, Leslie H. resolved to approve Flat Rent Policy 10/1/2023 – 9/30/2024 as final. Resolution seconded by Cindy P.

Voice votes as follows:

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

9. Johnson Controls EPC Year 7 Report & Utility Allowance. As mentioned previously, Johnson Controls have been given permission to access PHA utility data in order to prepare the PHA's Year 7 EPC report and also Utility Allowances for FY 2024. Johnson Controls has supplied the allowances, which all are increasing. Chris B. noted the previous allowances on the report did not match what Johnson provided last year. That has been asked, but no response has been received. Also, there is a matter of a tax deduction for Johnson that should be discussed.

Resolution 2023-42

At this time, Cindy P. resolved to approve Johnson Controls FY 2024 Utility Allowances as draft. Resolution seconded by Mark P.

Voice votes as follows:

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

New Business

1. Operating Subsidy FY 2024. HUD is beginning the process of FY 2024 Operating Subsidy calculations. HUD requires PHA's SF-424, HUD 50071, and if necessary SF-LLL forms be submitted via the Operating Subsidy portal no later than 10/20/2023. This PHA does not conduct any lobbying activities or pay for lobbying activities so the SF-LLL was not required. Chris B. submitted the other forms on 10/5/2023, well ahead of the deadline.
2. HUD Semi-Annual EIV Reporting October 2023. Each spring and fall, HUD Chicago has each PHA submit data on their registered user of the EIV system. The PHA's user administrators approves the local users at each PHA, whereas HUD will certify the user administrators at field office level. Chris B. intends to have this submission complete by 10/20/2023.
3. HUD Semi-Annual Labor Reporting 9/30/2023. At the end of March and September, the PHA must report to HUD on any prime contracts awarded and any enforcement activity arising from those awards. There was no activity on either

account and Chris B. submitted the form to HUD on 10/5/2023 just ahead of the 10/6/2023 due date.

4. IDES Data Agreement. Illinois Department of Employment Security is opening their records to PHA's for use in verification of clients, just as Illinois DHS has. Chris B. is working on the initial submission to begin the process.
5. AHRMA Auto & Property Claim 10/3/2023. On 10/3/2023, the PHA had more claim(s) to file with AHRMA. John L. was leaving the maintenance facility and hit the gate with his truck damaging both the truck and the gate. One quote for the truck has come it at around \$4,000.00 after removing the tax, we are waiting for other quotes on the truck and fence repair. There are both auto and property claims in play here.
6. HVAC Replacement Landess Terrace Community Building. Josh H. indicated recently that the HVAC system at the Landess Terrace Community Building had not been operating well. This system appears to be from around 1989, has been repaired a few different times. Due to this, Josh H. reached out and obtained quotes from Brennan (\$10,694.96) and Rocky's (\$7,950.00). Due to the lesser quote, bid has been accepted from Rocky's.
7. Small & Large Copier Replacement October 2023. For the last 3 years the PHA has leased its large copier and small copiers from CDS Office Technologies. Previously, on a HUD Chicago field review they indicated that it was preferred to lease copier equipment instead of the PHA owning it outright. While the idea is good in that the PHA didn't have to pay for repairs or ink, it also is more expensive. Not only did the PHA have a lease price for the equipment, there was a maintenance agreement for ink/toner, and then overages for number of copies exceeding the mono/color limits. Seeking to reduce costs, Chris B. has asked for a proposal from CDS to buy new equipment, with only a maintenance agreement on the large machine. The small machines have been costing about \$3,006.51 per year via lease and are forecast to be \$3,272.00 in the first year of the purchase, dropping to roughly \$476.00 per year thereafter. The large machine doesn't save as much on purchase. It is forecast to cost \$14,261.61 lease/maintenance agreement over 3 years versus \$13,857.61 purchase/maintenance agreement in same time frame. Every year the PHA keeps the new machines after the 1st 3 years will utilize greater savings. As a result of this analysis, Chris B. authorized the purchase of the 4 small copiers and 1 large copier and corresponding maintenance

agreement from CDS. Only one quote was received, due to CDS being a State of Illinois accepted provider.

At 4:32 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 H.: Aye

Chris Bruns

Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
11/16/2023

Noelle Flesner

Noelle Flesner (Nov 17, 2023 09:08 CST)

Noelle Flesner
Board Chair
Pike County Housing Authority
11/16/2023

Pike County
Housing Authority

