

Pike County Housing Authority
Board Meeting Minutes
November 2023

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, November 16th, 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 4:15 pm with no guests in attendance.

Members present:

Chair: Noelle Flesner

Commissioner: Mark Pulliam

Commissioner: Cindy Prentice

Executive Director: Chis Bruns

Members absent: Leslie Henry

Guest: Jewell Cress

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the October 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 October 2023 Regular Session Minutes, November 2023 Occupancy Reports, and October 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 November 2023, the PHA was scheduled to receive \$47,563.50 in Operating Subsidy, which was drawn on 11/1/2023. For December 2023, it is unknown as to the amount, but will most likely be in the \$45,000.00 - \$50,000.00 range.
2. Capital Fund Program FY 2020. Chris B. signed the start work letter for Trotter General Contracting to continue this scope of work effective 10/23/2023. Chris B. also completed the monthly CPRS with the US Census on 11/1/2023, well ahead of the 11/19/2023 deadline. Eggemeyer Associates was on site 11/9/2023 to perform a substantial completion review, which is included in the packet. Trotter now has 30 days to address these items.
3. Capital Fund Program FY 2021 & 2022. Eggemeyer Associates has reviewed and approved Contract Modification #2 with Roady Exteriors. This modification covers replacement cost for rotten wood and the extra time for that replacement. A progress meeting was held on 11/9/2023 to go over current and future planned progress. That meeting agenda and minutes are in the packet for your review. Also on 11/9/2023, a site visit took place and those notes are also included in the packet. As it stands currently, Roady is over their time to complete the work and are in the penalty. Roady seemed to think they would be done by 11/23/2023, but that seems like a bold statement. Roady has supplied pay request #5 in the amount of \$62,753.76, which has been drawn, but not yet paid.

Resolution 2023-43

At this time, Cindy P. resolved to approve Contract Modification#2 with Roady Exteriors. Resolution seconded by Mark P.

Voice votes as follows:

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

4. Repositioning. While Eggemeyer Associates was on site 11/9/2023, the necessary Environmental Review for the demolition/disposition activity was discussed. Staff from Eggemeyer should be reaching out to the PHA in order to begin gathering materials and also furnish a price for the ER.
5. Pam Simpson PHA Audit FY 2022. Last month, the PHA's FY 2022 Audit was discussed and approved. This audit was submitted to HUD on time on 9/29/2023. Pam Simpson has now supplied hard copies of the audit report and her closeout letter. HUD has reviewed the audit report and found it to be in good order, and the HUD approval letter was received on 10/30/2023. Chris B sent the Pike County government a copy of the audit report for their records. In the next couple of months, Chris B. will be putting the audit services for the next 3 years (2023 – 2025) out for bid.
6. PHA Wide Storm Damage 6/29/2023. Bowen Construction has been working to complete the repairs from the storm damage on 6/29/2023 and now has it completed. Final payment has been issued to Bowen and they came in at about \$400.00 less than their original quote of \$41,229.18.
7. Operating Subsidy FY 2024. Chris B. has been working on the PHA's FY 2024 Operating Subsidy submission, which is due by 11/20/2023. Everything has been ready, but had been waiting on the resident paid utility (RPU) number from Johnson Controls. The RPU figure was received on 11/10/2023 and Chris B. completed the FY 2024 Op Sub submission on 11/13/2023. As it appears, the PHA will be eligible for \$667,692.00 compared to \$611,489.00 this year, an increase of \$56,203.00. While it is not the increase hoped for, it does represent a full other month of funding roughly.

Resolution 2023-44

At this time, Cindy P. resolved to approve the HUD 52722 & 52723 Forms for FY 2024 Op Subsidy submission. Resolution seconded by Mark P.

Voice votes as follows:

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

8. IDES Data Sharing Agreement. As mentioned previously, the IDES is opening their records much in the same way as IDHS has, which will assist in vetting applicants/tenants. This is not ready to access yet, but Chris B. did just receive an email to let the PHA know the forms are being reviewed.
9. AHRMA Auto & Property Claim 10/3/2023. The PHA is working to obtain repair quotes for the accident from 10/3/2023. The auto quotes have been obtained and Doug's Bump Shop (\$2,926.20) is \$1,155.10 cheaper than Western Collision Center (\$4,081.30). The repair quote for the gate is harder to come by. The gate installation firm from St. Louis was contacted and they would not make the trip for the repair. Josh H. has made contact with Consolidated Fencing in Quincy and they have indicated they could do the repair and provide an estimate.
10. HVAC Replacement Landess Terrace Community Building. As mentioned last month, quotes were obtained for the replacement of the HVAC system at the Landess Terrace Community Building. Low bid was accepted from Rocky's HVAC. This work has been done and invoice paid.

New Business

1. Board Meeting Schedule FY 2024. Chris B. has prepared the initial schedule for FY 2024 Board Meetings. All are the 3rd Thursday, with the exception of one where he has a known scheduling conflict. Brief discussion ensued.

Resolution 2023-45

At this time, Cindy P. resolved to approve the PHA Board Meeting Schedule for FY 2024. Resolution seconded by Mark P.

Voice votes as follows:

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

2. Illinois Paid Leave For All. This time off law was passed by the State of Illinois. This topic was discussed further as the PHA does have staff affected by the requirement.

Resolution 2023-46

At this time, Cindy P. resolved to approve 40 Hours Paid Leave for all PHA staff who do not have any leave accrued for FY 2024. Resolution seconded by Mark P.

Voice votes as follows:

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

3. Executive Director Contract FY 2024 – 2026. At the end of December 2023, Chris B.'s contract with the PHA will expire. As a result of this, Chris B. has updated the previous agreement for the next 3 year period. This was discussed further.

Resolution 2023-47

At this time, Cindy P. resolved to approve Executive Director Contract Renewal FY 2024-2026. Resolution seconded by Mark P.

Voice votes as follows:

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

4. PHA Staff COLA FY 2024. With each year, PHA staff typically expect some level of increase to their wages. Chris B. has gathered some data for this discussion, and this topic was discussed further. This section does not include the Executive Director position.

Resolution 2023-48

At this time, Cindy P. resolved to approve PHA Staff COLA for FY 2024 with 3.5% increase for all positions except the Executive Director. Resolution seconded by Mark P.

Voice votes as follows:

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

5. PHA Staff Annual Performance Bonuses FY 2023. Each year, at the end of the year, PHA staff have been awarded an overall performance bonus based on their dedication and hard work for the PHA. This topic was discussed further. This section would also include the Executive Director.

Resolution 2023-49

At this time, Mark P. resolved to approve \$500.00 for PHA Staff Annual Performance Bonuses for FY 2023, including the Executive Director. Resolution seconded by Cindy P.


Voice votes as follows:

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

At 5:06 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
12/21/2023



Noelle Flesner
Board Chair
Pike County Housing Authority
12/21/2023