

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

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, December 21<sup>st</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 4:05 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 November 2023 Regular Session Minutes occurred. There were no corrections or changes recommended.

**Occupancy Reports:**

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

**Financial Reports:**

A review of the November 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 November 2023 Regular Session Minutes, December 2023 Occupancy Reports, and November 2023 Financial Reports. Motion seconded by Leslie H.

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 December 2023, the PHA was scheduled to receive \$47,344.00 in Operating Subsidy, which was drawn on 12/1/2023. For 2023, the PHA's total eligibility was \$611,489.00 which was prorated at 93.02%. The 6.98% that was shaved off for other federal programs is roughly represented as 1 full month of funding that was reduced.
2. Operating Subsidy FY 2024. Previously, the PHA's submission for Operating Subsidy FY 2024 was accepted with no changes by HUD. As a result of that, the PHA has been forecast to receive \$70,817.00 to begin FY 2024. This is a prorated amount for January and February 2024, and the PHA is slotted to receive a higher contribution on a monthly basis.
3. Capital Fund Program FY 2020. For this scope of work, Chris B. has completed the CPRS reporting for December 2023. Trotter was supplied a start work letter on 10/23/2023, with work to be completed by 11/7/2023. This deadline was not met. As it is, Trotter is blaming Wilson (tree sub) for the failure, however Trotter has barely had any of its representatives on the job, to which they're required to have 20% of the overall work. Trotter is also blaming the PHA for changing sign locations for the delay, but the signs were moved maybe a few feet at best, and the contract allowed the PHA the discretion for final location.
4. Capital Fund Program FY 2021 & 2022. For this scope of work, it was correct thinking in that Roady would be nowhere close to being done by their estimated completion date before Thanksgiving. This work progresses still. Pay request #6 in the amount of \$35,095.50 was received on 12/7/2023 and has been drawn and paid. For FY 2023, Chris B. has drawn the operation funds from the grant in the amount of \$113,615.00, which has already hit the bank account.



On the agenda it was noted about the approval of Contract Modification #3, however that modification was not for this scope of work. That is for the other ongoing activity and was previously approved. No action necessary here.

5. Repositioning. On the recent HUD call, it was discussed about the need for the Environmental Review but nothing has been heard from Eggemeyer. Chris B. contacted not only our regular architect but also principal partner Mark Dillon regarding the need for the ER. This communication has kick started the ER activity.
6. AHRMA Auto & Property Claim 10/3/2023. Last month, it was discussed about the low quote from Doug's Bump Shop being accepted for the accident at the maintenance building. AHRMA has agreed with this decision and instructed the PHA to get the vehicle in for repair. Regarding the fence, the original company that installed the fence declined to be interested in coming up from St. Louis for the repair. Josh H. reached out to Continental from Quincy and they indicated they would provide a quote but have not. Josh H. is researching other options and companies for the fence repair.
7. Utility Allowance & Flat Rent Final FY 2024. In October 2023, the HUD supplied values were accepted for use in determining the PHA's flat rents and flat rent policy. The other part of the flat rent equation, Utility Allowances, were also approved as a draft at the same time. The Utility Allowances have gone through the public comment and hearing phase, with no comments received at any time. There also was no attendance at the public hearing on the Utility Allowances. As a result, the Utility Allowances for FY 2024 are now ready to be accepted as final.

#### **Resolution 2023-50**

At this time, Cindy P. resolved to accept the Utility Allowance as prepared by Johnson Controls as Final for FY 2024. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye

Noelle F.: Aye

Leslie H.: Aye

Now that the Utility Allowances have been accepted as final, they are ready to be combined with the previous Flat Rent data to establish the new final Flat Rents for FY 2024. In the packets is a comparison of this years versus last year's flat rents. It is important to note that all but a couple are decreasing.

### **Resolution 2023-51**

At this time, Leslie H. resolved to accept the Flat Rents for FY 2024 incorporating the Final Utility Allowance as Final. Resolution seconded by Cindy P.

Voice vote was as follows:

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

8. Executive Director Contract FY 2024 – 2026. Last month, the Board renewed the contract of Chris B. for FY 2024 – 2026. A copy of the signed agreement from all parties is in the packet, as well as a changes review from the previous document.
9. AHRMA Renewal FY 2024. With the recent payment for 1<sup>st</sup> quarter 2024 insurance, the PHA officially accepted the FY 2024 renewal from AHRMA insurance. As a result of that payment, AHRMA has now supplied the PHA with various policy documents for the coverage. These are included in the packets for your records.
10. Hawkins Ash Contract Renewal FY 2024. Previously, the proposal from Hawkins Ash was accepted for fee accounting services for FY 2023 – 2025. Usually most vendors go ahead with a 3 year agreement, however, Hawkins Ash prefers to resign the agreement on an annual basis. Chris B. has signed the renewal for FY 2024 after checking pricing to ensure it matched the accepted proposal. Copy in the packet for your records.

### **New Business:**

1. Inventory FYE 12/31/2023. Each year the PHA must conduct a maintenance inventory of stored materials on hand. This has been done for FYE 12/31/2023 and comes at a total value of \$28,161.54, which is a slight decrease from last year's figure of \$28,498.43.

### **Resolution 2023-52**

At this time, Cindy P. resolved to approve the Inventory of \$28,161.54 for FYE 12/31/2023. Resolution seconded by Leslie H.

Voice vote was as follows:

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

2. TAR Write-Offs FYE 12/31/2023. Each year, the PHA must assemble a listing of debtors to write off from its regular books, but still seek to collect through other means. For FYE 12/31/2023, the amount is \$52,000.06, which represents a significant drop from last year's number of \$89,232.12.

### **Resolution 2023-53**

At this time, Cindy P. resolved to approve TAR Write-Offs of \$52,000.06 for FYE 12/31/2023. Resolution seconded by Mark P.

Voice vote was as follows:

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

3. Operating Budget Revision FYE 12/31/2023. Each year, the PHA must review its budget for any overruns and determine whether a budget revision is necessary. In working with Hawkins Ash, the PHA does have an operating budget revision prepared for FYE 12/31/2023. Most important number to review is the cash flow from operations which has gone from \$8,602.00 to (\$61,849.00).

### **Resolution 2023-54**

At this time, Leslie H. resolved to approve Operating Budget Revision for FYE 12/31/2023. Resolution seconded by Mark P.



Voice vote was as follows:

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

4. Operating Budget FYE 12/31/2024. Each year, the PHA must prepare an operating budget for the upcoming fiscal year. In working with Hawkins Ash, the PHA has prepared an operating budget for FYE 12/31/2024. Most important number to review is the cash flow from operations which currently stands at \$3,917.00.

#### **Resolution 2023-55**

At this time, Mark P. resolved to approve Operating Budget for 12/31/2024. Resolution seconded by Leslie H.

Voice vote was as follows:

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

5. By-Laws Reviews December 2023. Each June and December, the PHA is scheduled to review its By-Laws for any changes or updates. Chris B. has reviewed the By-Laws and doesn't see any suggested changes at the current juncture. However, one part of the By-Laws review function is to determine as to whether the PHA should open its closed session minutes to the public or will keep them closed. It is recommended to keep these closed session minutes closed.

#### **Resolution 2023-56**

At this time, Cindy P. resolved to approve the December 2023 By-Laws review and the keeping of the PHA's closed session minutes closed. Resolution seconded by Leslie H.

Voice vote was as follows:

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

6. Maintenance Wage Rate Determination FY 2024. Each year, the PHA must review its maintenance wages for updates. These figures represent the lowest hourly wage and fringe benefits for each position. Due to updating the schedule last year, there is not any variance this year for starting wages/benefits across the maintenance positions.

### **Resolution 2023-57**

At this time, Cindy P. resolved to approve the Maintenance Wage Rate Determination for FY 2024. Resolution seconded by Mark P.

Voice vote was as follows:

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

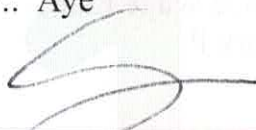
7. RFP Audit Services FY 2023 – 2025. As mentioned last month, the audit services agreement expired with Pam Simpson at the conclusion of the recent PHA audit. As a result of that, Chris B. has placed the advertisement for FY 2023 – 2025 audit services. Tonya K. has reached out to previous bidders and interested parties to make sure they are aware of the RFP. Bids are being accepted through 1/29/2024 and there will be scored proposals at the February 2024 meeting for review.
8. HUD PHA Plan Request. Recently, HUD Chicago notified the PHA it was collecting data on all PHA's 5-year PHA Plans. This data was submitted to HUD by the due date and was easy to comply with. With Revision #2 to its 5-year PHA Plan the PHA must still submit the document to IHDA for certification with the State of Illinois Consolidated Housing Plan. This will be early in 2024. Once this step is done, the PHA will submit the Revision #2 to HUD Chicago for their review and approval.
9. Casscomm Sewer Line Damage. Recently, the PHA had a sewer line break at the E. Adams Pittsfield apartments. This was initially thought to be just a random

break, however upon a deeper dive was apparently caused by Casscomm digging in the yard. As a result of that, this has been turned over to Casscomm's insurance for processing and reimbursement of the repair.

At 4:39 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  
Noelle F.: Aye



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Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
1/18/2024



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Noelle Flesner  
Board Chair  
Pike County Housing Authority  
1/18/2024

Pike County  
Housing Authority