

**Pike County Housing Authority
Board Meeting Minutes
December 2024**

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, December 19th, 2024. 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 4:04 pm with no guests in attendance.

Members present:

Commissioner: Noelle Flesner

Commissioner: Mark Pulliam

Executive Director: Chris Bruns

Executive Assistant: Tonya Kirk

Chair: Cindy Prentice

Members absent:

Vice Chair: Leslie Henry

Minutes Review:

A review of the November 2024 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

A review of the December 2024 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

A review of the November 2024 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Noelle F. motioned to accept the consent agenda of the November 2024 Regular Session Minutes, December 2024 Occupancy Reports, and November 2024 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye

Noelle F.: Aye

Cindy P.: Aye

Old Business

1. Operating Subsidy FY 2024. For Op Sub 2024, a payment voucher of \$54,976.00 was requested by Chris B. on 12/1/2024. The PHA's final eligibility for 2024 is \$648,473.00.

2. Capital Fund Program FY 2023. This scope of work is well underway. On 12/4/2024, Chris B. drew down the operations line item for the grant, that draw was \$119,200.00. Then on 12/11/2024, Chris B. drew down \$3,145.00 to cover A&E expenses from Eggemeyer Associates invoice# EAA2429-2, which has been paid. Due to the upcoming obligation due date HUD has sent out a couple of warning notices for the CFP 2023 grant. The PHA is well within the timeline to meet the obligation, there is a pre-bid meeting scheduled for 12/18/2024 to meet with and walk through with interested firms, then on 1/9/2025 the bid opening will take place, and finally the bids will have been tabbed and ready for board approval on 1/16/2025. This will obligate all remaining monies a month ahead of the obligation due date.

3. IL EPA NPDES Permit Renewal. As has been discussed, the PHA has been coordinating with Bainter Environmental to complete the renewal paperwork with Illinois EPA for the PHA's NPDES permit. On 11/26/2024, Bainter reached out to the PHA and requested the PHA complete the 1 and 2E

forms to the best of its ability due to information the PHA may have that Bainter may not. Chris B. completed these forms the same day and got them over to Bainter for their review and completion of the remainder. On 12/5/2024, Bainter alerted the PHA that the 1 & 2E forms had been submitted to the EPA, and the submitted copy is enclosed in the packet.

4. HUD LBP Information Request 11/15/2024. On 11/15/2024, the PHA received a request from HUD asking for information regarding the PHA's lead-based paint sites. These are properties with pre-1978 construction dates, and for this PHA affects the sites in Barry (some), Pittsfield (some), Griggsville, Perry, Baylis, and Pleasant Hill. When renting any of these affected properties the PHA must disclose the LBP hazards therein and sign along with the resident acknowledging these items. In addition each affected property's tenant must receive a copy of the "Protect Your Family From Lead in Your Home" booklet at lease signing, and if they request, a copy of the full inspection report from each property. With the HUD request, HUD wanted a copy of a signed disclosure form for each affected property along with the inspection reports for each property. These were easy to pull together and the request was fulfilled on 12/5/2024 well ahead of the 2/13/2025 deadline. On the PHA's website there are copies of the disclosure forms for each property, inspection reports for each property, and also the booklet. These materials would be supplied to any tenant or applicant any time they would be requested.

5. Utility Allowance FY 2025. At the PHA's October 2024 Board meeting, the Utility Allowances for FY 2025 prepared by Johnson Controls were approved as a draft. These allowances have gone through the public comment and hearing period and no comments have been received at any time. There also was no attendance at the public hearing on the allowances. As a result of that, the allowances are now ready to be finalized. The allowances are one part of the equation for setting flat rents and will be used for all transactions starting 1/1/2025.

Resolution 2024-27

At this time, Noelle F. resolved to approve Johnson Controls prepared Utility Allowances as final for FY 2025. Resolution was seconded by Mark P.

Voice vote was as follows:

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

6. Flat Rents FY 2025. At the PHA's October 2024 Board Meeting, the HUD provided Fair Market Rents were accepted for use in determining the draft version of the PHA's Flat Rents for FY 2025. These flat rents have gone through the public comment and hearing period and no comments have been received at any time. There also was no attendance at the public hearing on the flat rents. As a result of that, the flat rents are now ready to be accepted as final. The final flat rents are the subtraction of the utility allowance from these flat rent figures and will be used for all transactions starting 1/1/2025.

Resolution 2024-28

At this time, Noelle F. resolved to approve HUD Fair Market Rent based Flat Rents as final for FY 2025. Resolution was seconded by Mark P.

Voice vote was as follows:

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

7. Pitney Bowes Postage Meter Renewal FY 2025 – 2028. In the September 2024 Board Meeting, the renewal of the postage meter lease agreement through Pitney Bowes was introduced. The contract had not yet expired, nor was close to it, so the topic had been pushed back. On 11/20/2024, Chris B.

finalized the contract renewal with Pitney Bowes, which is for 3 years at \$108.66 per month. As part of the renewal, Pitney Bowes was to replace the PHA's older equipment, which has been done already.

New Business

1. Inventory & Leased Inventory FYE 12/31/2024. Each year, the PHA must compile a leased inventory of things on hand through lease agreements and also conduct a maintenance inventory of its various items on hand. These have both been done for 2024. The leased inventory is very similar to last year and the maintenance inventory value for 2024 is \$28,596.99 compared to \$28,161.54 for 2023.

Resolution 2024-29

At this time, Noelle F. resolved to approve the Inventory & Leased Inventory for FYE 12/31/2024. Resolution was seconded by Mark P.

Voice vote was as follows:

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

2. TAR Write-Offs FYE 12/31/2024. Each year, the PHA must write off of its books any amounts that it deems uncollectible left by tenants that move out. These amounts will still be sought through the Illinois Debt Recovery Offset Portal and will prevent these individuals from receiving housing assistance elsewhere. For 2024, the figure is \$68,919.32 for 41 tenants, an average of \$1,680.96, compared to 2023 where the figure was \$52,000.06 for 28 tenants an average of \$1,857.15.

Resolution 2024-30

At this time, Noelle F. resolved to Approve TAR Write-Offs for FYE 12/31/2024. Resolution was seconded by Mark P.

Voice vote was as follows:

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

3. Operating Budget Revision FYE 12/31/2024. Each year through the normal course of business, the PHA receives income and incurs expenses, which typically requires some fine tuning to the operating budget prior to the end of the year. For 2024, this was the case as usual. The most important figure from the original budget to the revision is Cash Flow from Operations. On the original budget, the figure for 2024 was \$3,917.00, whereas on the revision was \$56,575.00. The operating budget revision will need to be uploaded to the HUD public housing portal prior to the end of the fiscal year.

Resolution 2024-31

At this time, Noelle F. resolved to Approve the Operating Budget Revision for FYE 12/31/2024. Resolution was seconded by Mark P.

Voice vote was as follows:

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

4. Operating Budget FYE 12/31/2025. Each year, prior to the end of the year, the PHA must pass an operating budget for the following fiscal year. This budget typically incorporates final figures from the previous years' budget revision along with any expected increases in income or expenses. The original budget for FY 2025 shows a Cash Flow from Operations figure of

\$41,876.00 to start the year. The operating budget will need to be uploaded to the HUD public housing portal prior to the end of the fiscal year.

Resolution 2024-32

At this time, Noelle F. resolved to Approve the Operating Budget for FYE 12/31/2025. Resolution was seconded by Mark P.

Voice vote was as follows:

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

5. By-Laws Review December 2024. Each June and December, the PHA must review its By-Laws for any changes and also decide whether to keep its Closed Session minutes closed. At this point, Chris B. does not have any suggested changes to the by-laws, but would recommend to keep the closed session minutes closed as has been done in the past.

Resolution 2024-33

At this time, Noelle F. resolved to keep the By-Laws as is and to keep the Closed Session minutes closed. Resolution was seconded by Mark P.

Voice vote was as follows:

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

6. Bonus Proposal FY 2025. As was discussed last month, with the upcoming year it should be decided whether any increases to staff wages should be given. Previously, a percentage increase was always given, however, there are concerns about that at this time, and so a bonus structure was discussed.

Information regarding public and private sector wage increases are included in the packet. This topic was discussed further at the meeting.

Resolution 2024-34

At this time, Noelle F. resolved to approve the 3.5% employee compensation bonus in January 2025 and the review for another bonus in July 2025. The bonus was to be based on the employee's current rate of pay at 2,080 hours and the bonus did not include the Executive Director. Resolution was seconded by Mark P.

Voice vote was as follows:

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

7. EIV Annual Training FY 2024 – 2025. Each year, all office staff must review the HUD provided EIV training as a refresher for using the EIV system. The training materials have been disbursed to staff for 2024 – 2025 and once they have reviewed it will require them to sign off certifying their completion.

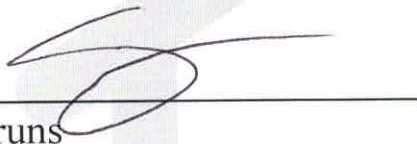
8. IES Annual Training FY 2024 – 2025. Each year, all office staff must review the IES training materials as a refresher for using the IES system. The training materials have been disbursed to staff for 2024 – 2025 and once they have reviewed it will require them to sign off certifying their completion.

9. Cyber Awareness Annual Training FY 2025. Each year, the Department of Defense puts out a Cyber Awareness training to help all government system users be smarter about their online activities and overall security. This is an interactive training and has been sent to all PHA staff who use the PHA's software system through the VPN. Upon successful completion, a certificate is awarded and this is added to the employees' permanent file.

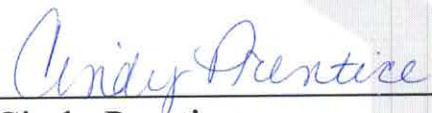
At 4:41 p.m., there were no further topics for discussion and so it was called for a motion by Noelle F. to adjourn the Board Meeting. Motion seconded by Mark P.

Voice votes as follows:

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



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
1/16/2025



Cindy Prentice
Board Chair
Pike County Housing Authority
1/16/2025



Pike County
Housing Authority