

**Pike County Housing Authority
Board Meeting Minutes
February 2025**

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, February 20, 2025. 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 4:02 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
Vice Chair: Leslie Henry via Zoom

Members absent:

Minutes Review:

A review of the January 2025 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

A review of the February 2025 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

A review of the January 2025 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Noelle F. motioned to accept the consent agenda of the January 2025 Regular Session Minutes, February 2025 Occupancy Reports, and January 2025 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

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

Old Business

1. Operating Subsidy FY 2025. For Op Sub 2025, a payment voucher of \$50,324.00 was requested by Chris B. on 2/3/2025. For the first 3 months and 2 days of the year the PHA is authorized for \$150,971.00 in funding at an initial proration level of 95%. In March 2025, the PHA will draw down \$50,323.00 to close out the interim funding issued by HUD.
2. Capital Fund Program FY 2023. Due to the upcoming obligation deadline of 2/16/2025, Chris B. generated a Revision #2 to the CFP 2023 Annual Statement. This revision allocated 25% of the grant to the 1406 Operations line item, with the remainder to 1480 General Capital Activity. This Revision #2 was submitted and approved by HUD. As previously discussed, the CFP 2023 exterior work for Griggsville was awarded to Laverdiere Construction, the low bidder. To obligate the funds in the CFP 2023 grant for the work a signed agreement had to be in place. On 2/3/2025, the PHA signed off on the form of agreement that had already been signed by the contractor, allowing the obligation of 91% of the CFP 2023 grant by the 2/16/2025 deadline. There was one final step, due to the re-allocation of funds in the Revision #2,

the additional funds moved to Operations had to be drawn down by the PHA. As a result, \$27,953.00 was drawn from the CFP 2023 grant on 2/4/2025. Now that these steps have been completed, paperwork has begun to trickle in from Laverdiere. On 2/21/2025, a pre-construction meeting is scheduled with Laverdiere to establish the next steps and timing.

Resolution 2025-2

At this time Noelle F. resolved to accept CFP 2023 Annual Statement Revision #2. Resolution was seconded by Leslie H.

Voice vote was as follows:

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

3. ACOP Revision FY 2025. Chris B. is working on the PHA's ACOP Revision for FY 2025 and expects to have the draft available for Board review at March's PHA Board meeting. Recently, HUD announced updates to the Violence Against Women Act (VAWA) HUD Forms 5380, 5381, 5382, and 5383 along with a new form 5384 not previously available. There is no indication of when these forms must be used, but it is likely they will be part of the draft ACOP presented.

4. 5-Year PHA Plan Revision #2 Updated. Previously, it has been discussed that the PHA's 5-Year PHA Plan Revision #2 was prepared and submitted using an outdated HUD form. HUD had indicated for the PHA to update the submission using the new HUD 50075-5Y form despite that form also being expired. Chris B. has done this and resent the submission to HUD for their review and approval on 1/29/2025. The information provided on the new form was identical to the old form, as a result of that, the Board did not need to re-approve the updated Revision #2 since it previously approved the submission contents in FY 2024.

5. Waste Management IFB FY 2025 – 2028. As discussed last month, the PHA's waste management services agreement with GFL was set to expire on 3/31/2025. As a result of that, Chris B. has prepared the updated invitation for bid request and submitted it to the local paper for print as well as posting it on the PHA's website. There are some changes to be made to waste management services provided by the successful bidder in addition to the removal of PHA sites in New Canton, Baylis, and Perry from the proposal request, which were discussed. The current provider GFL has been alerted to the invitation for bids and the PHA has also brought the matter to the attention of other local providers who may be interested, Josh H. and Tonya K. assisted Chris B in this activity. All bids are due in by 3/17/2025 at 1:00pm for the waste management services.

New Business

1. REAC Submission FYE 12/31/2024. With the end of the PHA's fiscal year on 12/31/2024, it is time to compile and submit the PHA's unaudited financial submission to the HUD Real Estate Assessment Center (REAC). Nathan K. from Hawkins Ash reached out to the PHA for a variety of information ranging from occupancy, accounts payable, compensated absences, fixed assets, and vendor payments. Josh H. and Tonya K. assisted Chris B. in this activity which yielded the return of the requested information on 2/13/2025. It was omitted as an action item for this meeting, but the removal of items from the Depreciation Schedule those will need to be approved by resolution at a future Board meeting.

2. Quorum Census Request FYE 12/31/2024. On 1/24/2025, Quorum Consulting reached out to the PHA to obtain payroll and other information so that Quorum could audit the PHA's retirement account activity for FY 2024. Chris B. with the help of Tonya K. completed gathering these documents and returned the requested information on 1/28/2025. No issues are expected and the retirement audit should be clean.

3. Pest Control IFB FY 2025 – 2028. As with waste management services, pest control services are also set to expire on 3/31/2025. As a result of that,

Chris B. has prepared the updated invitation for bid request and submitted it to the local paper for print as well as posting it on the PHA's website. The PHA's current provider Big River Pest Control has been alerted to the invitation for bid request, as well as other firms who bid previously for the services. Tonya K. assisted Chris B. with this activity. Interesting to note, a FOIA request was received from a pest control services provider in New York for the PHA's records on previous bidding requests for pest control services. That FOIA has been responded to, with the provider added to the PHA bidder list. All bids for pest control services are due in by 3/17/2025 at 2:00pm.

4. AHRMA Work Comp Audit FYE 12/31/2024. Each year, AHRMA requests the PHA's final payroll information for the previous fiscal year so that AHRMA can determine if the workman's compensation insurance provided was accurate. If too little coverage was issued, then AHRMA will issue the PHA a bill, if too much coverage was issued then AHRMA will issue the PHA a refund. Chris B. has completed the reporting to AHRMA on 2/12/2025 well ahead of the deadline.

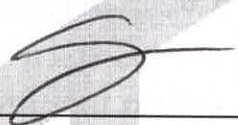
5. Maintenance Vehicle Accident 2/6/2025. On 2/6/2025, Brian L. was returning to Barry when he hit a deer in one of the PHA's maintenance trucks. The incident was reported to both AHRMA and the Pike County Sheriff's Department. AHRMA requested the PHA get quotes for the repair and Josh H. obtained them from Rennecker's Collision & Restoration (\$5,386.92) and Western Collision Center (\$5,548.13). As a result of the low bid, AHRMA requested the repairs be done at Rennecker's Collision & Restoration. This will be scheduled, but due to the availability of an extra maintenance truck, this accident has not disrupted the PHA's maintenance activity.

6. IAHA Maintenance Management Clinic 2025. Each year, the Illinois Association of Housing Authorities (IAHA) puts together a significant education and networking conference. This year's conference is back in Springfield at the Crowne Plaza. Chris B. has offered for staff to be able to partake in this local event, with Chris B. for sure going with others considering the offer.

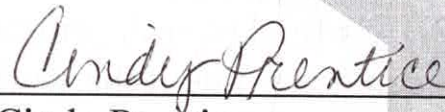
At 4:45 p.m., there were no further topics for discussion and so it was called for a motion by Noelle F. to adjourn the Board Meeting. Motion seconded by Leslie H.

Voice votes as follows:

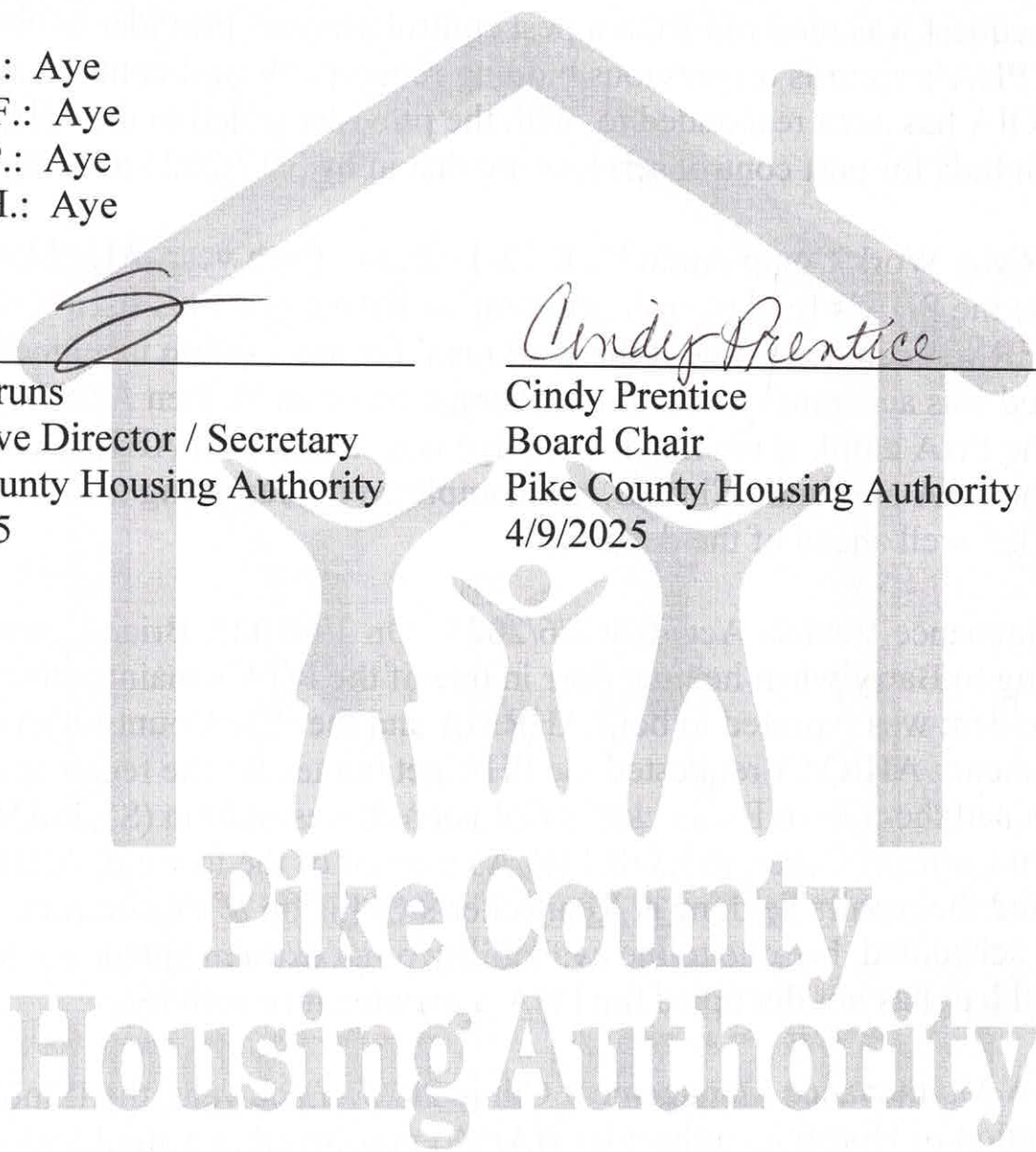
Mark P.: Aye
Noelle F.: Aye
Cindy P.: Aye
Leslie H.: Aye



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
4/9/2025



Cindy Prentice
Board Chair
Pike County Housing Authority
4/9/2025



Pike County
Housing Authority