

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

The monthly scheduled Board Meeting of the PCHA Board of Commissioners was held on Thursday, October 16th, 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](http://www.pikehousing.com).

The meeting was called to order at 4:01 pm with no guests in attendance.

**Members present:**

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

**Members absent:**

None

**Minutes Review:**

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

**Occupancy Reports:**

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

**Financial Reports:**

A review of the September 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 September 2025 Regular Session Minutes, October 2025 Occupancy Reports, and September 2025 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H.: Aye

Mark P.: Aye

Cindy P.: Aye

Noelle F.: Aye

Old Business

1. Operating Subsidy FY 2024. On 9/18/2025, HUD notified the PHA of an additional \$798.00 in funding for the Op Sub 2024 grant. As in recent years, HUD has pulled back money obligated to others for non-performance or found additional eligibility for PHA's to receive additional grant funds. Chris B. drew down the additional amount on 10/1/2025. The Final Op Sub FY 2024 eligibility was \$649,271.00.
2. Operating Subsidy FY 2025. On 10/1/2025, Chris B. drew down \$53,044.67 in funding from the Op Sub 2025 grant. As it stands now, there is \$53,044.66 remaining in the grant which will cover the PHA through November 2025. No funding past November is known at this point.
3. Operating Subsidy FY 2026. Last month, it was mentioned that Johnson Controls was working to complete their portion of the data needed for the PHA's Op Sub 2026 grant submission. While JCI was working on that, Chris B. began completing the initial forms for the submission, the SF424 and 50071. With those completed, Chris B. also began compiling the data needed as attachments for the submission and began completing the data fields for the 52722 and 52723 and uploading the corroborating information into the Public Housing Portal. JCI provided their revised RPU information on 10/8/2025 for the submission, which Chris B. input and forwarded the 52722 & 52723 forms to JCI for final review. JCI had no objections and on 10/9/2025 Chris B. completed the submission to HUD for the Op Sub 2026 grant. The Op Sub 2026 grant has a preliminary value of \$666,106.00. It is unknown as to whether HUD will do any processing of the information due to the shutdown, but the PHA has met the submission deadline of 10/21/2025.

At this time, Leslie H. motioned to approve the Op Sub FY 2026 Submission to HUD. Motion was seconded by Mark P.

Voice vote was as follows:

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

4. Capital Fund Program FY 2023. On 9/30/2025, Chris B. submitted a final P&E report for the CFP 2023 grant showing all funds have been expended. In the EPIC system it is not registering that the funds have all been expended for purposes of the closeout. Due to the technical issue, this grant will not be able to be closed out until HUD staff return from the shutdown to provide technical assistance.
5. Capital Fund Program FY 2025. On 10/1/2025, the PHA was alerted by HUD to the addition of \$4,326.00 in funding to the CFP 2025 grant. This funding raises the overall value of the grant to \$564,717.00. Due to this, Chris B. created Annual Statement Revision #1 for the CFP 2025 grant, adding the additional funding to General Capital Activity.

**Resolution 2025-22**

At this time, Noelle F. resolved to approve the CFP 2025 Annual Statement Revision #1. Resolution was seconded by Mark P.

Voice vote was as follows:

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

6. Repositioning. There is not much to present for this topic. With the shutdown Chris B. has been delaying the Baylis/Perry submission due to no one being available at SAC to review and approve it. The PHA's webpage has been updated with new posts regarding the demolition approval at Landess Terrace and next steps for the other properties.
7. IL EPA NPDES Permit Renewal. The NPDES permit for the PHA's Baylis wastewater treatment facility has been finalized. On 10/1/2025, IL EPA issued the

finalized permit that is good for 5 years and expires on 10/31/2030. This will be the PHA's final permit required for the facility.

At this time, Noelle F. motioned to approve the IL EPA NPDES Permit Final Draft. Motion was seconded by Mark P.

Voice vote was as follows:

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

8. Request for Qualifications – Legal Services. Last month, The PHA Board approved the legal services proposal as submitted by Mahoney, Silverman, and Cross, LLC. As a result of that, Chris B. alerted Eric Hanson of the selection and furnished MSC with a Legal Services Agreement for signature to ratify the basic terms for the 3 year period.
9. PHA Audit FYE 12/31/2024. On 8/14/2025, Chris B. submitted the PHA's FYE 12/31/2024 Audit Report to HUD for their review. Prior to that the Audit Report had been uploaded to the Federal Audit Clearinghouse and REAC on 7/15/2025. On 9/18/2025, HUD provided a receipt letter acknowledging the clean audit as prepared by Barrale Renshaw.
10. Quorum Census Request FYE 12/31/2024. On 9/26/2025, the PHA received the 2024 Plan Report as prepared by Quorum Consulting Group. In reviewing the report there were some action items to be addressed. In February 2024, the PHA had a payroll on 2/29/2025 that the employee loan amounts were missed in the remittance contributions. Then later on in the year an employee annual bonus was missed in August 2024. Once these omissions were discovered, a correction payment was made on 8/4/2025 remitting them to Nationwide.

**Resolution 2025-23**

At this time, Leslie H. resolved to approve the Quorum Consulting 2024 Plan Report. Resolution seconded by Noelle F.

Voice vote was as follows:

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

11. Request for Qualifications – Architectural & Engineering Services. On 10/6/2025, all proposals from interested architectural and engineering firms were due in. The PHA received two such proposals, one from current A&E firm Eggemeyer Associates Architects and also Architechnics. In reviewing the proposals, Chris B. had the following observations. EAA shows significantly more experience with HUD/PHA's than Architechnics. Architechnics is located much closer to the PHA's vicinity. EAA has been good with minimal issues, the only two that come to mind are the incorrect language on the time overrun penalty with Trotter, and then when the PHA was doing some remodeling at Landess Terrace community building where the kitchen was missed. Architechnics came recommended as responsive and reasonably priced. The points for and against both firms were considered, but ultimately EAA scored a 97 while Architechnics scored a 95. Chris B. recommends moving forward with EAA for the upcoming 3 year period.

At this time, Noelle F. motioned to accept the A&E Services Proposal from Eggemeyer Associates Architects for the upcoming 3 year period. Motion was seconded by Leslie H.

Voice vote was as follows:

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

### New Business

1. HUD Semi-Annual Labor Reporting 9/30/2025. Each spring and fall, all PHAS's must submit to HUD information on any prime contracts awarded and any violations of those awarded contracts. For this reporting period, the PHA had no information to report. This submission was due to HUD no later than 10/15/2025, but was satisfied on 9/30/2025.
2. IDES Unemployment Insurance Audit. On 10/6/2025, the PHA received notice from the Illinois Department of Employment Security of their selection of the PHA for an

Unemployment Insurance audit. The list of documents requested are significant and in some aspects appear to be overreach. Chris B. has a virtual appointment for 10/20/2025 at 9am to conduct the audit with IDES.

3. PHA Utility Allowances FY 2026. On 10/3/2025, Johnson Controls provided the PHA with an updated Utility Allowance Schedule for FY 2026. In reviewing the allowances most are decreasing from FY 2025. The updated Utility Allowance information is scheduled to be available for public review from 10/22/2025 through 12/8/2025 when a public hearing will be held to discuss. The FY 2026 UAS information is already posted on the PHA's website for public consumption. Once finalized, the FY 2026 utility allowances will apply to all re-examination transactions ran after 1/1/2026.

**Resolution 2025-24**

At this time, Noelle F. resolved to approve the FY 2026 Utility Allowance Schedule Documentation as a Draft. Resolution seconded by Mark P.

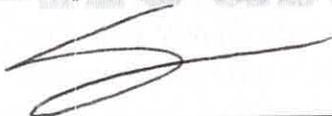
Voice vote was as follows:

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

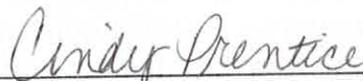
At 4:38 p.m., there were no further topics for discussion and so it was called for a motion by Leslie H. to adjourn the Board Meeting. Motion seconded by Mark P.

Voice votes as follows:

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



Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
11/20/2025



Cindy Prentice  
Board Chair  
Pike County Housing Authority  
11/20/2025