

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

The monthly scheduled Board Meeting of the PCHA Board of Commissioners was held on Thursday, November 20th, 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: 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 October 2025 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

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

Financial Reports:

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

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

Voice vote was as follows:

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

Old Business

1. Operating Subsidy FY 2025. On 11/6/2025, Chris B. drew down \$53,044.66 in funding from the Op Sub 2025 grant. This drew down the balance of the grant to zero with December’s eligibility unknown at this juncture.
2. Capital Fund Program FY 2024. On 11/6/2025, Chris B. drew down \$148,653.00 budgeted for operations in the CFP 2024 grant. This draw down took the balance for the line item to zero. This draw should put the PHA on good track to finish the year positively. The remainder of the CFP 2024 grant is budgeted for demolition activity in Pittsfield.
3. Request for Qualifications – Legal Services. Previously, the PHA Board approved the legal services proposal as submitted by Mahoney, Silverman, and Cross, LLC. As a result of that, Chris B. alerted MSC’s Eric Hanson of the selection and furnished him with a Legal Services Agreement to ratify the basic terms for the 3 year period. This agreement has now been ratified by all parties.
4. Request for Qualifications – Architectural & Engineering Services. Last month, the PHA Board approved the selection of Eggemeyer Associates Architects proposal to provide the PHA with A&E services for the next 3 year period. As a result of that, Chris B. alerted both Architechnics and EAA of the selection. There is no agreement to sign with EAA currently, EAA submits job proposals based on the work activity, which means the next project slated is the demolition activity in Pittsfield.
5. AHRMA Insurance FY 2026. In August, AHRMA sent out the pre-renewal packet collecting information from the PHA to determine the FY 2026 rates for its various insurance coverages. AHRMA has completed that calculation and the rate for FY

2026 is \$86,954.00. For comparison the rate for FY 2025 was \$88,908.00. Chris B. recommends accepting the renewal from AHRMA for FY 2026.

At this time, Noelle F. motioned to approve AHRMA Insurance FY 2026 Renewal. Motion seconded by Leslie H.

Voice vote was as follows:

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

6. HUD Fair Market Rents & Flat Rent Policy FY 2026. In August, HUD published the FY 2026 Fair Market Rents for all PHA's nationally. As a result of that, Chris B. crafted the FY 2026 Flat Rent Policy for the PHA based off the FMR and SAFMR data HUD provided. The PHA Board accepted the FY 2026 Flat Rent Policy as a draft at the PHA's 9/18/2025 Board Meeting. The draft policy was available for public review from 9/24/2025 through 11/10/2025 when a public hearing was held to discuss the policy and collect any comments received. The above mentioned public hearing had no attendance by anyone other than PCHA Executive Director, Chris Bruns. During the public review process there were no questions, comments, or concerns relayed to PCHA by anyone at any time. Chris B. recommends the FY 2026 Flat Rent Policy be accepted as final at this time.

Resolution 2025-25

At this time, Leslie H. moved to Approve PCHA FY 2026 Flat Rent Policy as Final. Resolution was seconded by Noelle F.

Voice vote was as follows:

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

7. Repositioning. Chris B. reports that now since the Federal Government shutdown has ended he is able to start the application process for the sale of the Baylis & Perry

properties. He expects to take a day in the next couple of weeks to knock out this submission for HUD's review and approval.

8. IDES Unemployment Insurance Audit. Last month, the unemployment insurance audit with IDES was discussed. The PHA provided IDES with all of the requested information for the audit and it was thought that it went smoothly. To date, no further information regarding the audit has been requested or received. Chris B. reached out on 11/6/2025 to Lisa Garner from IDES about the audit but has not received a response.

New Business

1. Board Meeting Schedule FY 2026. Chris B. has prepared the FY 2026 Board Meeting Schedule based upon the 3rd Thursday of each month. This schedule can be amended in the future should conflicts arise. Chris B. recommends accepting the schedule as prepared.

Resolution 2025-26

At this time, Noelle F. resolved to approve Board Meeting Schedule FY 2026. Resolution was seconded by Mark P.

Voice votes as follows:

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

2. Operating Budget Revision FY 2025. Tonya K. reached out to Hawkins Ash to let them know that the PHA will use their services in preparing the PHA's FY 2025 Budget Revision. This will be available at next month's meeting.
3. Operating Budget FY 2026. Tonya K. reached out to Hawkins Ash to let them know that the PHA will use their services in preparing the PHA's FY 2026 Budget. This will be available at next month's meeting.
4. Staff Annual Performance Bonuses FY 2025. This topic is up for discussion again. Last year, the PHA Board approved a \$500.00 Annual Performance Bonus for all PHA staff. Chris B. asks that the Board consider the matter once again.

Resolution 2025-27

At this time, Noelle F. resolved to approve Staff Annual Performance Bonuses of \$500 for FY 2025. Resolution seconded by Leslie H.

Voice votes as follows:

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

5. Personnel Policy Revision 11/20/2025. Chris B. has prepared a Personnel Policy revision with some updated language regarding the PHA’s time clock app that is being adopted for use from Connecteam, as well as cleaning up some areas and expanding other areas. The previous Personnel Policy, new Personnel Policy, and a Compare Report of the two is in the folder for your review. This topic was discussed at the meeting.

Resolution 2025-28

At this time, Noelle F. resolved to approve Personnel Policy Revision 11/20/2025. Resolution seconded by Mark P.

Voice votes as follows:

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

6. Internal Controls Policy Revision 11/20/2025. Chris B. has prepared an Internal Controls Policy Revision with some updated language regarding the PHA’s time clock app that is being adopted for use from Connecteam, as well as cleaning up some language regarding ways things had been done in the past but are no longer. The previous Internal Controls Policy, new Internal Controls Policy, and a Compare Report of the two is in the folder for your review. This was discussed further at the meeting.

Resolution 2025-29

At this time, Noelle F. resolved to approve Internal Controls Policy Revision 11/20/2025. Resolution seconded by Leslie H.

Voice votes as follows:

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

At 4:54 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 Noelle F.

Voice votes as follows:

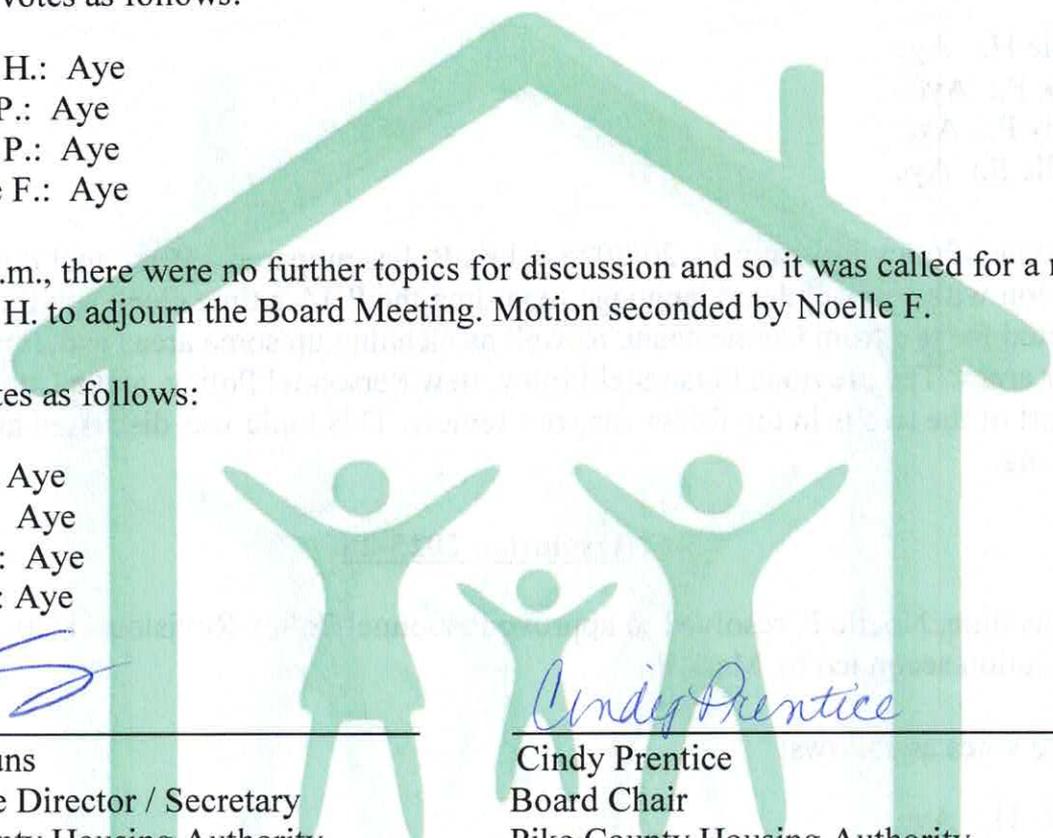
Mark P.: Aye
Cindy P.: Aye
Noelle F.: Aye
Leslie H.: Aye



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
12/18/2025



Cindy Prentice
Board Chair
Pike County Housing Authority
12/18/2025



**Pike County
Housing Authority**