

**Pike County Housing Authority**  
**Board Meeting Minutes**  
**12/21/17**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, December 21<sup>st</sup>, 2017 at the PCHA Barry, IL office.

The meeting was called to order at 3:07p.m. with no guests present.

**Members present:**

Chairman Mark Pulliam  
Vice Chairman Noelle Flesner  
Commissioner John Birch  
Resident Commissioner Pat Patterson  
Executive Director Chris Bruns

**Members absent:**

Commissioner Don Peebles

**Minutes:**

A brief review of the November 2017 Regular Session Minutes occurred. There were no corrections or changes recommended for the minutes.

**Occupancy:**

A brief review of the December 2017 Occupancy Report occurred next. There were no questions or concerns raised.

**Financials:**

A brief review of the November 2017 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 2017 Regular Session Minutes, December 2017 Occupancy Report, and November 2017 Financial Reports. Motion seconded by John B.

Voice vote was as follows:

John B: Aye            Noelle F: Aye            Pat P: Aye

**Executive Director Report:**

**Old Business:**

1. Op Sub 2017. For December 2017 we received \$44,805.00, which completes the 2017 operating subsidy grant and gave us a final grant total of \$529,466.00. We had some questions previously about what we were to receive. The final published proration level was 93.10% and so our final total received was 93.10% of our initial approved calculation of \$568,718.00.
2. CFP 2016. The windows have arrived and we have issued a start work letter to Trotter effective 12/12/17, with a revised completion date of 3/5/17. They were to start in New Canton, but had some mix up with the way their supply trailer is loaded, and so it was revised for them to start in Barry.
3. CFP 2017. In November, we discussed the Part 58 Environmental Review and Pike County's offer to do the Review, but at an unknown cost. We did some research and found a firm (West Central Development Council) that could do this for us at a cost of \$500.00. We will work with them to get this completed and will get it to Pike County for signature.

We received a fee letter from Eggemeyer Associates for the 2017 work, which is the maintenance building addition. Unfortunately, Chris B. doesn't think we'll be able to keep the water heater replacement in the grant due to the cost. The building addition estimate is going to eat up the remaining funds in the grant. Chris B. did speak with John from EAA regarding the fee letter and he thought they might be able to whittle it down some, but nothing has been presented.

At this juncture, John B. motioned to accept the 11/29/17 fee letter from Eggemeyer Associates with a total fee of \$29,080.00, additional services fee of \$850.00, and reimbursable totals of \$3,450.00. Motion seconded by Noelle F.

Voice vote was as follows:

John B: Aye                      Noelle F: Aye                      Pat P: Aye

4. Johnson Controls EPC. Work is still ongoing with this project. Last month Chris B. mentioned that Ameren finished Perry and went to Griggsville instead of Greene St. It was thought they would finish Griggsville, before coming to Barry, but that was wrong. They did half of Griggsville and have now come to Barry to work at Greene St. After they are finished they will return to Griggsville to finish that town.

Marold has been working on assisting Ameren with the switch and also have begun trenching for the new lights as ordered with change order #3.

On that note, last month we approved change order #3 with Johnson Controls in the amount of \$169,859.00. The amount of change order #3 was correct but the total was not. The correct total after the modification is \$2,040,940.00, not \$2,039,430.00.

Also last month, we discussed the mold issue in apartment #3 behind the office. The environmental report was received from Springfield Analytical for our records, and it indicated that the unit was free and clear of mold issues. The mold issue was caused by the client's furnishings in the unit, and not the unit itself or the new HVAC equipment.

5. Waters Concrete Work – Barry Maint. Bldg. On 12/14/17, John B. from EAA was here with the surveyor to begin working on the report for the wall collapse. It was very evident to the surveyor what had happened. He noted poor reinforcement and lack of footing throughout the build. On a good news front they drilled the concrete pad and it was an acceptable thickness for building the new addition upon. The visit also was helpful for determining the amount of good work versus poor work and the estimate for cleanup. We should be receiving this data soon.
6. LGHP Health Insurance. In November, we approved the changeover to LGHP from BCBS. This process has been slow and as of 12/15/17 we still do not have cards. LGHP has assured us that the coverage will be effective 12/1/17 and any bills received would be taken care of. This lag is completely on the State of Illinois end, as anything we have received from them has been returned promptly.

In the meantime, Chris B. has been working with Dan S. to terminate the BCBS and Delta Dental. Chris B. has also alerted BPC about the HRA termination. It was agreed that it was a good idea to run the agreement out 90 days in case people still have claims to turn in. The fee for the extension was only \$100.00 and well within Chris B.'s purchasing limits.

7. Audit Bids FYE 12/31/17 – 12/13/19. In November, we approved Pam Simpson as our auditor for the next 3 fiscal year ends (2017, 2018, and 2019). All interested bidders in the audit services contract were notified regarding their bidding status. Chris B. has signed the agreement with Pam Simpson and returned it to her for her records.
8. Affordable Housing Development. Chris B. had signed off on the task order for Menard County Housing Authority to come up with a proposal for services to assist PCHA with affordable housing development, and he had also signed off on the MOU with the other partners involved in the process. This MOU identified each partner's roles in the development process.

Our LIHTC proposal is due to Illinois Housing Development Authority by 1/2/18, and the short amount of time to get the package in to them has left us in a bind. The property owners we've contacted regarding our interest in their land have been unresponsive. This unfortunately has caused a delay in the submission this time around. IHDA previously had two periods for LIHTC

submissions, but now only have one annually. This means the next submission period will be in 2019. Chris B. will continue to reach out to interested parties regarding their land in the meantime.

9. Baylis Wastewater Facility. As we discussed last month, the new plan at the Baylis site is to get a design plan for a wastewater treatment facility approved, and then let it out for bids to interested parties. The surveyor assisting in writing up the report for the wall collapse has a partner that does exactly this sort of design work. By being able to work through our architect we would not need to let the design work out for bid. Also, by having a certified design firm who is knowledgeable in codes and such, it will help make sure there are no snags getting a plan through the local health department.
10. Flat Rent Policy 12/21/17. In November, at the time of our meeting, notice was coming out from HUD about the revised method of determining flat rents. We've given all impacted client's a 30 day notice for January's rent change, and will need to formally accept the revised flat rent policy.

**Resolution 2017 – 21**

At this juncture, Noelle F. Resolved to accept the new Flat Rent Policy dated 12/21/17 and to implement it immediately. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye                      Noelle F: Aye                      Pat P: Aye

11. HUD Litigation. Coan & Lyons have filed the second complaint regarding the 2012 Operating Subsidy withholding, and the case was assigned to the same judge that heard the first. This bodes very well for receiving a favorable decision in the second suit.
12. PIC Contact Update. The Chicago Field Office reached out to audit PCHA's contacts in PIC recently. Ours were correct, but one thing caught Chris B.'s eye. From the email received, it appears the CFO will circumvent the PCHA office for matters it sees fit, and contact the Board Members directly. This is not exclusive to us by any means, but adding tasks to the plates of volunteer committee members, just doesn't seem right. The CFO has also been asking for individuals personal email addresses, which again doesn't seem right. The recent flap at the federal level about the former Secretary of State using her personal email for government business has been an ongoing hot topic. Chris B. has supplied business addresses only for our Board.
13. Sexual Harassment Policy 12/21/17. Earlier this year we created and implemented our SHP. With all that's transpired recently, and due to State of Illinois legislature, we are required to

revise our policy to include some specific things. We have some of these in our policy already, but according to the SOI we must, at a minimum, include a prohibition on sexual harassment, include details on how an allegation can be reported, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or Department of Human Rights, include a prohibition on retaliation for reporting allegations under the Ethics Act, Whistleblower Act, and Illinois Human Rights Act, and include the consequences for filing a false report.

**Resolution 2017 – 22**

At this juncture, John B. Resolved to accept the revised Sexual Harassment Policy dated 12/21/17 and to implement it immediately. Resolution seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Noelle F: Aye                      Pat P: Aye

**New Business:**

1. PCHA Board Meeting Schedule 2018. Prior to the beginning of the New Year Chris B. states that we should accept the dates for 2018's meetings.

**Resolution 2017 – 23**

At this juncture, Pat P. Resolved to accept the 2018 Board Meeting Schedule as presented. Resolution seconded by Noelle F.

Voice vote was as follows:

John B: Aye                      Noelle F: Aye                      Pat P: Aye

2. PCHA By-Laws Review. Chris B. states that it is semi-annual By-Law review time. Chris B. has gone through the By-Laws and didn't see anything to add/change. The By-Laws had been inspected by counsel awhile back, and it was felt as though they were fine as written.

**Resolution 2017 – 24**

At this juncture, John B. Resolved to leave the By-Laws intact without change. Resolution seconded by Noelle F.

Voice vote was as follows:

John B: Aye                      Noelle F: Aye                      Pat P: Aye

3. FYE 12/31/17 Inventory. Each year we must accept a dollar figure of inventory on hand. Previously, we established an average inventory level that we should once again accept (\$2,870.60 office, \$8,723.81 maintenance).

**Resolution 2017 – 25**

At this juncture, Noelle F. Resolved to accept the average inventory of \$2,870.60 for the office and \$8,723.81 for the maintenance. Resolution seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Noelle F: Aye                      Pat P: Aye

4. FYE 12/31/17 TAR Write Offs. Each year we must write off the amount of tenant debt we deem uncollectible. Of course we will still pursue the funds through outside means, but they should be removed from our books.

**Resolution 2017 – 26**

At this juncture, Noelle F. Resolved to accept the FYE 12/31/17 TAR Write Offs in the amount of \$53,048.64. Resolution seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Noelle F: Aye                      Pat P: Aye

5. FYE 12/31/17 Budget Revision #1. Previously all operating budget revisions have been done in house. However, with the change in fee accountant this year to Urlaub & Company, this has now become a free service for them to perform. We need to approve the revision prior to the end of the fiscal year.

**Resolution 2017 – 27**

At this juncture, John B. Resolved to accept the FYE 12/31/17 Operating Budget Revision #1 as prepared by Urlaub & Company. Resolution seconded by Pat P.

Voice vote was as follows:

John B: Aye                      Noelle F: Aye                      Pat P: Aye

6. FYE 12/31/18 Budget. Previously all operating budgets have been done in house. However, with the change in fee accountant this year to Urlaub & Company, this has now become a free

service for them to perform. We need to approve the new operating budget prior to the end of the fiscal year.

**Resolution 2017 – 28**

At this juncture, Pat P. Resolved to accept the FYE 12/31/18 Operating Budget as prepared by Urlaub & Company. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye                      Noelle F: Aye                      Pat P: Aye

7. HUD Semi-Annual Labor Reporting 9/30/17. Chris B. states that this report slipped through the cracks. It should have been sent in around the end of September, but was missed. This report identifies all awarded contracts, the wage decision to support it, and any violations that have occurred. There were none to report. This report has been sent to the Chicago Field Office and does not need approval.
8. HUD High Performer List. Recently a notice was posted regarding high performer agencies for 2018. We are still on the list, even though our previous score was an 88. This status means we will receive extra funding in our Capital Fund for the 2018 year. This status amounts to roughly \$30,000.00 in increased funding.
9. HUD Section 3 Reporting 12/31/17. Chris B. has completed our Section 3 Reporting prior to the end of the fiscal year as required. These reports indicate the number of low income people from our jurisdiction that have been hired due to contracts we've entered. We had none to report, as most contractors already have their staff in place, and do not make any additional hires while performing their work.
10. AHRMA Insurance 1/1/18 – 1/1/19. AHRMA has provided us the renewal rate for our 2018 insurance. In total it will be \$65,280.00, because this year Chris B. wants to split out the premium over 4 payments. This option only costs \$40.00 more than payment in full.

At this time, Noelle F. motioned to accept the installment plan of 4 payments for the 2018 AHRMA insurance coverages. Motion seconded by John B.

Voice vote was as follows:

John B: Aye                      Noelle F: Aye                      Pat P: Aye

11. USDOC 2017 Census of Governments. Recently, the Census Bureau sent us a survey regarding local government finances. Chris B. has gone in and completed and returned the survey for their records.
12. SOI Integrated Eligibility System. The State of Illinois is changing how we can access their information to assist us in screening our clients. This new system will need to be applied for first, once approved a new interagency agreement signed, and then annual training taken on the use of the system. It could be a few months before we are able to access this new system.
13. Trustwave Compliance Certificate 11/28/17 – 11/28/18. This is our compliance certificate for accepting credit card payments through Lindsey Software. We are compliant for the upcoming year through 11/28/18.
14. Staff Annual Performance Bonus. Each year we've done an annual performance bonus to the staff. Last year \$250.00 was given to each staff member.

At this time, Noelle F. motioned to accept a \$250.00 annual performance bonus to each staff member. Motion seconded by John B.

Voice vote was as follows:

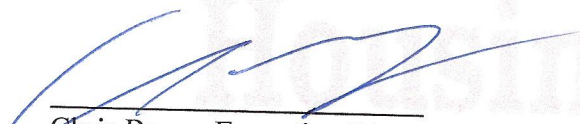
John B: Aye                      Noelle F: Aye                      Pat P: Aye


At 4:50p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Pat P. motioned to adjourn the meeting at this juncture. Motion seconded by Noelle F.

Voice vote was as follows:

John B: Aye                      Noelle F: Aye                      Pat P: Aye

We hereby certify that these minutes are truthful and accurate.

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

  
Mark Pulliam, Chairman  
Pike County Housing Authority  
1/18/18