

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

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, March 14<sup>th</sup>, 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](http://www.pikehousing.com).

The meeting was called to order at 4:04 pm with no guests in attendance.

Members present:

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

Members absent:

N/A

**Minutes Review:**

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

**Occupancy Reports:**

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

**Financial Reports:**

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

At this time, Cindy P. motioned to accept the consent agenda of the February 2024 Regular Session Minutes, March 2024 Occupancy Reports, and February 2024 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

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

**Old Business:**

1. Operating Subsidy FY 2024. HUD updated the overall amount that the PHA is to receive through May 2024 to \$261,426.00, which breaks out to \$52,285.20 per month. Due to a slight overdraw for February 2024, the PHA needed to draw \$44,650.85 for March 2024 to get back on track. This was done on 3/5/2024 and the eligibility amount funded nationally is prorated at 87.44%.
2. Capital Fund Program FY 2020. Not much to update on this scope of work. Last meeting, Eggemeyer Associates was waiting on the As-Built drawings from Trotter General Contracting. This is still the case now. The monthly CPRS survey was submitted on 3/5/2024 to the US Census. An invoice was received from Eggemeyer Associates on 3/5/2024 in the amount of \$2,410.00 and will be paid from low rent funds.
3. Capital Fund Program FY 2021 & 2022. On 2/21/2024, a substantial completion review was held with Rody Exteriors for the Exterior Improvement work. There were several items identified by Eggemeyer Associates in that report which must be completed within 30 days. On 2/28/2024, a liquidated damages letter was sent to Rody Exteriors in the amount of \$8,900.00. This letter provided Rody Exteriors credit for 14 days of bad weather days. Contract modification #3 was received from Eggemeyer Associates which revises the completion date of the PHA's contract with Rody Exteriors only. An invoice was received from Eggemeyer Associates

on 3/5/2024 in the amount of \$1,600.00 which will be paid from CFP 2022 funds.

**Resolution 2024-4**

At this time, Leslie H. resolved to approve Contract Modification #3 with Rody Exteriors. Motion seconded by Cindy P.

Voice vote was as follows:

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

4. AHRMA Auto & Property Claim 10/3/2023. An invoice was received from Doug's Bump Shop in the amount of \$2,204.60 for the repair of the damage to the maintenance truck from this accident. This damage was reimbursed to the PHA in the amount of \$1,954.60 from AHRMA. Original estimate for the truck repair was \$2,926.20 from Doug's Bump Shop. This concludes the auto portion of the claim with the PHA paying its \$250.00 auto deductible in the payment to Doug's Bump Shop.

The fence portion of the repair is waiting on parts. Previously, the PHA had been reimbursed \$2,157.97 by AHRMA for the ½ payment up front required by Quincy Fence. It is thought that Quincy Fence would be on site in the next couple of weeks for the repair.

5. REAC Submission FYE 2023. The PHA's unaudited FDS report was due to HUD by 2/28/2024. HUD allows 15 days as a grace period with this, and the PHA's fee accountant Hawkins Ash was taking advantage of the extra time. On 3/12/2024, Chris B. received preliminary data from Hawkins Ash for review. Chris B. responded with some questions and answers along with a final approval after receiving some explanation. Barring the unknown a score

around 88 is expected for the PHA's PHAS Score Report for FYE 12/31/2023.

6. HUD PHAS Score Report FYE 12/31/2022. Last month, the Board discussed the re-issuance of the PHA's PHAS score from FYE 12/31/2022. It was noted that this was the previous year's score and that the new score would be issued soon. It was thought that a conference call would take place on the subject with HUD, but it never did. Instead, the PHA received another "Take No Action" letter from HUD due to the PHA's repositioning efforts.

7. RFP Audit Services FYE 12/31/2023 – 12/31/2025. Last month, the PHA's Board voted to accept the proposal from Pam Simpson for audit services for fiscal years 2023 – 2025. Due to the previous relationship in working with Pam and the price it was thought to be an easy decision. Upon alerting the firms that they were successful and unsuccessful, one of the firms brought to the PHA's attention that Pam Simpson's licensure with the Illinois Department of Financial and Professional Regulation expired on 1/31/2022. This is a problem and has been brought to Pam Simpson's attention twice without any sort of response. Discussion ensued.

### **New Business**

1. HUD PHP Budget Resolution FY 2023 & 2024. HUD has begun to require PHA's to submit their signed Budget Resolutions to HUD through the Public Housing Portal for HUD's final approval. Upon receiving a reminder email from HUD, Chris B. went in to the PHP and submitted the resolution for the 2024 Operating Budget along with the resolution for the 2023 Operating Budget Revision. These submissions have been accepted.

2. Getz Fire Test E. Adams 2/13/2024. Getz was on site to test the internal fire system at the E. Adams 12 unit building. This test went well without any issues. Invoice for this service was received on 2/20/2024 in the amount of \$334.00 and has been paid. Separately, Getz will test the PHA's fire extinguishers and emergency exit lighting PHA wide later in the year.

3. AHRMA Work Comp Audit FY 2023. Each year, AHRMA collects data on the PHA's wages paid during the previous calendar year to determine if the amount of work comp coverage AHRMA provided was accurate. Chris B. supplied the data to AHRMA on 2/28/2024 well ahead of the 3/12/2024 deadline.

At 4:35 p.m., there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Cindy P. motioned to adjourn the meeting at this juncture. Motion seconded by Leslie H.

Voice votes as follows:

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



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Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
4/18/2024



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Noelle Flesner  
Board Chair  
Pike County Housing Authority  
4/18/2024

