

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

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, April 18, 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.

The meeting was called to order at 4:07 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

Members absent:

Executive Assistant: Tonya Kirk

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the March 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 March 2024 Regular Session Minutes, April 2024 Occupancy Reports, and March 2024 Financial Reports. Motion seconded by Leslie H.

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 partial June 2024 to \$261,426.00, which breaks out to around \$50,000.00 per month. For April 2024, the PHA drew \$52,285.20 on 4/2/2024. The same amount will be drawn for May 2024, but June 2024 will likely be less. To note, the PHA's overall eligibility is \$667,692.00, but due to the 87.44% proration, will only receive \$583,830.00, a cut of 45 days of funding. Just 4 years ago this PHA received roughly \$750,000.00 in funding, but has been cut significantly with costs rising over that same span.
2. Capital Fund Program FY 2020. Last meeting, Eggemeyer Associates was waiting on the as-built drawings from Trotter General Contracting to finish this project, which has now been done. As a result, Eggemeyer was able to issue the final closeout documents for the scope of work. Trotter was due a final payment in the amount of \$17,933.20, which has been paid from low rent funds. On page 97 of this section is the review of Trotter from Eggemeyer, which totals a score of 29/100.
3. Capital Fund Program FY 2021 & 2022. On 3/12/2024, pay request 7 was received from Roady Exteriors in the amount of \$99,189.00, which has been

drawn and paid from CFP 2022 funds. Roady also supplied many closeout documents for the work in addition to completing the items from the substantial completion review. Eggemeyer is reviewing the documents presented currently. Chris B. caught where Roady had failed to reinstall the gutter on the back of the admin building. This has now been done. Gunterman Construction was on site to bury the downspout feed from the end of the building to prevent the pooling of water, however when they were on site no one caught the missing gutter, which could mean they may need to return to bury the downspout in the rear of the admin building.

4. Capital Fund Program FY 2023. In gathering materials for Eggemeyer Associates Environmental Review, Chris B. noticed that the CFP 2023 Budget and 5YAP both noted the old amount of the CFP 2023 grant. As you may remember, the CFP 2023 grant was originally \$586,768.00, but then HUD added \$1,847.00 to the grant bringing it up to its current value of \$588,615.00. Chris B. has prepared a revised 5YAP 2023 – 2027 and also 2023 Annual Statement reflecting the current amount.

Resolution 2024-5

At this time, Leslie H. resolved to approve the revised 5YAP 2023 – 2027 & Annual Statement 2023. Resolution seconded by Cindy.

Voice vote was as follows:

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

5. AHRMA Auto & Property Claim 10/3/2023. Last month, it was discussed that the fence portion of the repair was waiting on parts. Quincy Fence was on site last week and completed the repairs for the fence at the maintenance building, restoring it to good condition. Previously, the PHA had been reimbursed \$2,157.97 by AHRMA for the ½ payment up front required by

Quincy Fence. Quincy Fence has now sent the second portion of the billing for \$2,157.97 to the PHA for the repairs. The PHA will only be reimbursed \$1,157.97 of this amount due to the PHA having a \$1,000.00 deductible. There is also another invoice for \$250.00 for routine fence maintenance that was not part of the reimbursable amounts from AHRMA.

6. RFP Audit Services FYE 12/31/2023 – 12/31/2025. Last month, it was discussed that Pam Simpson’s licensure with the Illinois Department of Financial & Professional Regulation had expired 1/31/2022. From that the PHA has sent several emails, a call, and certified letter in order to try and rectify this. Nothing has been received from Pam Simpson’s office to date. In reviewing the IDFP website it still shows her status as non-renewed. Per the certified letter sent, which was received by her office, Pam has until the end of the month to update her status. In the meantime, we should discuss and approve an alternate course of action if this does not happen. Chris B. heard that Pam is retiring, however we have not been told that through her office.

At this time, Cindy P. made a motion to give Pamela Simpson the time allowed to respond through April 30, 2024, and if she fails the PHA will then seek an agreement with second place proposal which was Barrale Renshaw. Motion seconded by Leslie H.

Voice vote was as follows:

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

7. Environmental Review CFP 2023 – 2027 & Demolition Disposition. Chris B. recently sent Eggemeyer Associates information to assist with the completion of the Environmental Review, which will be used for both purposes just mentioned. This is critical as no work can begin or property disposed of without the Environmental. Once this is complete the PHA will likely move forward with the planned work in the CFP 2023 year and then

quickly submit the demolition disposition application to SAC for its approval. In CFP year 2024, it is budgeted explicitly for the demolition of PHA properties in Pittsfield, which will net a reduction of 20 units.

8. AHRMA Work Comp Audit FY 2023. Last month, it was discussed that Chris B. had completed the reporting on 2023 payroll to AHRMA for their use in determining if the PHA had enough Work Comp coverage. It was a little short and so AHRMA has billed the PHA \$364.00 to make up for the difference. This invoice was paid on 4/12/2024.

9. REAC Submission FYE 2023. Last month, Chris B. reported that the PHA's unaudited submission was sent in to REAC by Hawkins Ash prior to the end of the 15 day grace period. REAC has now sent out an email as a reminder of the audited submission due date. If the PHA does not have its audited submission in by 9/30/2024, then the PHA will be assessed a Late Presumptive Failure score of 0 for its financials. While there has been an issue with the selected audit vendor, this is not seriously considered to be a problem for the completion of the submission.

New Business

1. HUD Semi-Annual Labor Enforcement Report 3/31/2024. Each spring and fall, the PHA must report to HUD on its prime contracts awarded during the previous 6 month period and also any violations as a result of those contracts. This particular reporting period did not have any of these contracts awarded and so no potential violations either. This report to HUD was completed 3/11/2024 well ahead of the 4/12/2024 deadline.

2. HUD EIV Semi-Annual Certification April 2024. Each spring and fall, the PHA must report and confirm to HUD its authorized users of the EIV system. This has partially been completed, but not fully. On a local level, the PHA's User Administrator must certify the PHA's non-User Administrators. The Chicago Field Office will then certify the PHA's User Administrators upon completion of the required survey. Chris B. reports that the survey was completed by the time of our meeting.

3. HUD FY 2024 Income Limits. On 4/1/2024, HUD issued Notice PDR-2024-02, which set forth notification to PHAs that the updated FY 2024 Income Limits were available for their respective jurisdictions and the effective date of 4/1/2024. Chris B. went to the reporting site and pulled the data, which has now been posted in the main office, community building, and website. In addition to serving as income limits for potential participants of the PHA's program, these figures also provide the basis for the calculation of the over-income limits for current participants of the PHA's program.

Resolution 2024-6

At this time, Cindy P. resolved to approve the HUD provided FY 2024 Income Limits for Pike, County, Illinois. Resolution seconded by Leslie H.

Voice vote was as follows:

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

4. Capital Fund Program FY 2025. On 3/1/2024, the certification period opened for reporting on the PHA's information in the PIC system, which will be used in determining Capital Fund Program FY 2025 grants. Essentially, each PHA goes in and reviews the PIC data to make sure the unit count and bedroom count of their properties is accurate and certify this information. Deadline for the certification is 4/30/2024, but Chris B. had completed this prior to the end of March 2024.

5. Johnson Controls EPC Year 7 Reporting. Each year, Johnson Controls is required to complete a measurement and verification report for the Energy Performance Contract to analyze the data and make sure the PHA is receiving the benchmarks of the energy savings agreement. If the PHA does not meet these benchmarks, then Johnson Controls would be required to make up the difference. Johnson Controls noted no deficiencies in their report to the PHA.

This report is annually required to be submitted to HUD no later than 5/1 and was sent to the Chicago Field Office 4/9/2024.

Resolution 2024-7

At this time, Leslie H. resolved to approve the EPC Year 7 Report as prepared by Johnson Controls. Resolution seconded by Cindy P.

Voice vote was as follows:

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

6. Pleasant Hill Sewer Issue Building 1-4. Recently, a tenant called from this building indicating that their plumbing was acting up. This was researched and it was discovered that the pipe in the slab had collapsed. This particular unit was the most affected, however another one showed some effects from this. The tenant in the main unit affected was relocated to another PHA unit and the other tenant was offered same but refused. Final cost of the repair was \$2,959.20 from Twaddle Plumbing.

7. FOIA & Open Meeting Training 2024. The Illinois Attorney General is offering no charge FOIA and Open Meeting trainings. As a result of this, both Chris B. and Tonya K. are taking these courses to make sure the PHA is up to date with any changes that have transpired.

At 5:01 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



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
5/16/2024



Noelle Flesner
Board Chair
Pike County Housing Authority
5/16/2024

