

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

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, May 16th, 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 4:26 pm with no guests in attendance.

Members present:

Chair: Noelle Flesner
Commissioner: Mark Pulliam
Commissioner: Cindy Prentice
Executive Director: Chis Bruns
Executive Assistant: Tonya Kirk

Members absent:

Vice Chair: Leslie Henry

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the April 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 April 2024 Regular Session Minutes, May 2024 Occupancy Reports, and April 2024 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye
Cindy P.: Aye
Noelle F.: 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 around \$50,000.00 per month. For May 2024, the PHA drew \$52,285.20 on 5/1/2024. To note, the PHA's overall eligibility is \$667,692.00, but had only been receiving 87.44% of that due to proration. It is expected that with the recently passed Federal Budget this percentage should rise.

2. Capital Fund Program FY 2021 & 2022. Last month, it was discussed that Eggemeyer Associates were reviewing the closeout materials sent to them by Rody Exteriors. On 4/2/2024, the closeout package was received from Eggemeyer that included the final pay request, lien waivers, materials, warranties, form of certificate of completion, contractor review, etc. Pay request #8 in the amount of \$63,729.97 was drawn on 4/23/2024 from CFP 2022 funds and has since been paid. This pay request was supposed to be \$72,629.97, but was reduced by \$8,900.00 for liquidated damages due to Rody going over the allotted time limit. On 5/8/2024, final invoice #EAA2259-11 in the amount of \$700.00 was received from Eggemeyer Associates with the architects release and was drawn from CFP 2022 funds the same day, and has been paid. During the work activity, it was decided that the downspouts at the end of the admin building should be buried to eliminate

dumping on the walking path. Gunterman Construction and Roady both submitted bids for this, and Gunterman's bid of \$4,485.00 was almost \$10,000.00 less than Roady's. As a result, Gunterman did the work and submitted an invoice on 4/22/2024 for \$4,485.00, which was drawn on same day from CFP 2022 funds, and has been paid. To note, this proposal was only for one downspout burial, because Roady had forgotten to install the gutter on the back of the admin building. The PHA will monitor this to see if the burial of the second downspout is warranted. Due to the final invoice receipts being received, Chris B. was able to go in and finalize both the CFP 2021 and CFP 2022 budget amounts. These will have revisions for Board consideration in the June 2024 meeting.

3. Capital Fund Program FY 2024. On 5/6/2024, HUD awarded \$3.17 billion in CFP 2024 funds to 2,756 PHA's in states and other territories. This PHA is slotted to receive \$594,613.00 in CFP 2024 funds. As a result of this, Chris B. was able to go in and generate most of the documents for the CFP 2024 draft which will be used for the public comment period to begin. In the packets are the signed CFP 2024 ACC documents, Disclosure of Lobbying Activities form, Certification of Compliance with a Public Hearing statement, FY 2024 Civil Rights Certification, Statement of a Significant Amendment, and CFP 5YAP 2024 – 2028. The only thing missing is the CFP 2024 Annual Statement, which will be able to be generated upon HUD approval of the above submitted documents in the EPIC system.

Resolution 2024-8

At this time, Cindy P. resolved to approve the CFP FY 2024 document package as a draft version. Resolution seconded by Mark P.

Voice vote was as follows:

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

4. RFP Audit Services FYE 12/31/2023 – 12/31/2025. Last month, the Board approved giving Pam Simpson through the time allotted (4/30/2024) to respond and if she did not, then the PHA could move forward with negotiating with the 2nd place firm Barrale Renshaw for audit services. A retirement letter was received from Pam Simpson's office and so Chris B. moved forward with soliciting Barrale Renshaw and sent Pam Simpson a letter indicating the PHA was voiding the previously signed agreement with her firm. Barrale Renshaw was able to honor their submitted bid and so Chris B. executed all contracts necessary for audit years 12/31/2023, 12/31/2024, and 12/31/2025. Chris B. also signed the engagement letters for the FYE 12/31/2023 audit, and it is thought this process would begin soon. The PHA's audit must be submitted by 9/30/2024.

5. 5-Year PHA Plan Revision #2 Finalization. This has been on the back burner. The PHA completed all of the steps to revise its 2021 – 2025 5-Year Annual Plan for the 2nd time last year by having the items available for the comment period, going through the public hearing, and final ratification at the PHA's April 2023 Board Meeting. Chris B. still needed to send the documents to IHDA, and once approved by IHDA, to HUD. Chris B. was playing catch up and finally submitted the documents to IHDA, received approval, and has forwarded the approved package to HUD for their review and approval.

6. FOIA & Open Meeting Training 2024. Both Chris B. and Tonya K. have completed the FOIA & Open Meeting training recently put on by the Illinois Attorney General's Office. Both will follow through with this and complete the courses on the IL AG's website to receive their certifications. Training materials from the IL AG's office are included in the packets for the Board's review.

New Business

1. Employee Benefit Insurance Coverage Renewals 7/1/2024. On 4/11/2024, Tina Jenkins of Assured Partners reached out with information regarding the PHA's sponsored employee benefit insurance coverage. The medical plan

will have an increase of 9.2%, dental and vision will remain the same, basic AD&D, voluntary life/AD&D, and LTD will remain the same, and there will be a 5% increase on basic life and 2.1% increase on the STD. There is no issue with the upcoming employee reduction affecting any of these coverages. All renewal information is included in the Board packet.

Resolution 2024-9

At this time, Cindy P. resolved to approve the renewal of medical insurance, dental insurance, vision insurance, life insurance, STD and LTD at the rates provided by Assured Partners. Resolution seconded by Mark P.

Voice vote was as follows:

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

2. Civil Rights Certification FY 2025. Each year, no less than 75 days from the start of the PHA's next fiscal year the PHA must send to HUD a copy of its Annual Plan or Civil Rights Certification. This PHA is a small Qualified PHA and so it is only required to submit a full Annual Plan once every 5 years. It is however required to submit an annual Civil Rights Certification for the other 4 years in between. Chris B. has prepared the Civil Rights Certification for FY 2025.

Resolution 2024-10

At this time, Cindy P. resolved to approve Civil Rights Certification for Qualified PHA's for FY 2025. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye
Cindy P.: Aye

Noelle F.: Aye

3. IL DHS Annual Security Privacy Questionnaire FY 2024. Each year, the PHA must complete the security and privacy questionnaire for IL DHS so that the PHA may continue to use the State IES system for determining program income, eligibility, etc. of its public housing applicants and residents. Chris B. completed this questionnaire on 5/9/2024 for FY 2024, which was in turn approved by IL DHS.

4. IL Comptroller Annual Registry Filing FY 2023. Each year, within 6 months after the close of the PHA's fiscal year, the PHA must report to the IL Comptroller's office information on the PHA's contacts, budget authority, tax assessment, and population served. Chris B. completed this reporting on 5/6/2024 for FY 2023.

5. IL EPA Baylis Wastewater Site Inspection. The IL EPA reached out to Chris B. on 5/6/2024 wanting to do a site inspection of the PHA's wastewater treatment facility in Baylis, IL on 5/14/2024. Chris B. coordinated this and David Ginder of the Illinois EPA, Bill Bainter of Bainter Environmental, and Josh H. from the PHA reviewed the site on 5/14/2024. Prior to the site visit, David G. had some general questions about the system, responsibility matters, contract status, testing, etc. There are no known issues with the site visit at this point, but it is expected that the PHA will need to send some follow up information to the IL EPA for their review. IL EPA had not been out since 2013 to review the facility.

At 4:46 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 Mark P.

Voice votes as follows:

Mark P.: Aye

Noelle F.: Aye

Cindy P.: Aye



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
6/20/2024



Noelle Flesner
Board Chair
Pike County Housing Authority
6/20/2024

