

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

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, July 18th, 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 4:06 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
Vice Chair: Leslie Henry via Zoom

Members absent: None

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the June 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 June 2024 Regular Session Minutes, July 2024 Occupancy Reports, and June 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 September 2024 to \$494,680.00, which breaks out to \$54,964.44 per month for the 1st 9 months of the fiscal year. For July 2024, the PHA drew down \$54,964.00 on 7/1/2024.
2. Capital Fund Program FY 2024. In May 2024, the Board approved the draft package of documents comprising the CFP 2024 grant such as the CFP 5 Year Action Plan for years 2024 – 2028, CFP Grant 2024 Annual Budget, HUD Form 50077-CR, HUD Form 52840-A, Lobbying Form – SFLLL, Certification of Compliance with Public Hearing, and Written Statement Defining a Significant Amendment. These documents have been available for public review from 5/29/2024 through 7/16/2024, when a public hearing was held at 1:00pm. No questions, comments, or concerns have been raised through 7/12/2024 and there was no attendance at the public meeting.

A recommendation to accept the CFP 2024 Draft package as final was requested.

Resolution 2024-16

At this time, Leslie H. resolved to approve the CFP FY 2024 draft package as final. Resolution seconded by Cindy P.

Voice vote was as follows:

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

3. Environmental Review CFP 2023 – 2027 & Demolition Disposition. As discussed last month, the Environmental Review has been completed by Eggemeyer Associates and approved by the Board for both the CFP 2023 – 2027 intended work and the projected demolition and disposition activity. Chris B. coordinated with the Pike County Board to get the documents approved as they are the Responsible Entity. This has been completed. Chris B. would like to complete the draft submission to SAC for the demolition disposition activity, but due to time constraints may use the consultant Bedrock Consultants.
4. IL EPA Baylis Wastewater Site Inspection. On 5/14/2024, the Illinois EPA was onsite at the PHA’s Baylis Wastewater Treatment facility to review the layout and specs of the system. No issues were noted from this inspection so far, but the IEPA did want a current contract between the PHA and Bainter Environmental in their files. This has been completed by both the PHA and Bainter with all parties having a fully ratified copy.
5. 5-Year PHA Plan 2021 – 2025 Revision #2 Finalization. There is some confusion as to which form needs to be submitted for this revision. Chris B. is

following up with the Chicago Field Office to get this completed. Brief discussion ensued.

6. Barrale Renshaw Audit FYE 12/31/2023. Barrale Renshaw has been gathering materials via the Inflo portal for the PHA's FYE 12/31/2023 Audit. On 7/12/2024, BR was onsite to review a variety of materials for the audit. BR looked at tenant files, invoices, Capital Fund grant information, Capital Fund bidding processes, payroll, etc. The process has gone fairly smoothly thus far.

7. Quorum Census FY 2023. Back in January 2024, Chris B. sent Quorum Consulting the materials needed for completion of the review of the PHA's retirement plan activity for FY 2023. Quorum recently completed their review which went very well. The only items noted were for the distribution of the money from the PHA's forfeiture account and also for the new participants to receive information about the plan.

Resolution 2024-17

At this time, Cindy P. resolved to approve the Quorum FY 2023 Plan Report for the PHA retirement plan. Resolution seconded by Leslie H.

Voice vote was as follows:

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

New Business

1. Sitewide HVAC Replacement. The Board should formally ratify how the PHA intends to replace broken malfunctioning HVAC equipment that the company Brennan HVAC is suggesting to be replaced. These pieces of equipment are \$4,000.00 apiece and each year typically there has been

\$30,000.00 plus of equipment requiring replacement. This is outside what the PHA budget can handle. Chris B. suggested the PHA replace the broken HVAC equipment with less costly window air conditioners. Brief discussion ensued.

A motion was made by Cindy P. to buy and install window air conditioners to replace the broken malfunctioning HVAC equipment on an as needed basis. Motion was seconded by Mark P.

At 4:51 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
Leslie H.: Aye



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
8/22/2024



Noelle Flesner
Board Chair
Pike County Housing Authority
8/22/2024

Pike County
Housing Authority

