

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

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, October 24th, 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 4:03 pm with no guests in attendance.

Members present:

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

Members absent:

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

At this time, Noelle F. motioned to accept the consent agenda of the September 2024 Regular Session Minutes, October 2024 Occupancy Reports, and September 2024 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

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

Old Business

1. Operating Subsidy FY 2021. For the Op Sub 2021 grant, HUD updated the overall amount that the PHA is to receive to \$756,202.00. An additional \$977.00 was put back in the grant through the national recapture/reallocation of unspent funds as has been done before. The \$977.00 was drawn on 10/1/2024, which closes out the grant once again.

2. Operating Subsidy FY 2024. For the Op Sub 2024 grant through November, the PHA is budgeted to receive \$593,497.00, with the October 2024 payment of \$49,409.00 being drawn on 10/1/2024.

For this grant the PHA's total eligibility was \$667,692.00 per its Operating Subsidy calculation submission for 2024 and with the 96.97% proration the PHA currently has means the PHA will likely fall about \$20,000.00 short of the total eligibility amount for the year.

3. Operating Subsidy FY 2025. On October 16th, 2024 Chris B. submitted the HUD 52722 and 52723 calculation forms to HUD for the Op Sub 2025 grant ahead of the deadline. Previously, Chris B. submitted HUD forms SF424 and 50071 to HUD on 10/4/2024, and those two forms were approved on

10/7/2024. HUD is currently reviewing the 52722 and 52723 forms to determine final approval or if any additional materials are needed to support the figures provided. If the calculation forms are correct, then the PHA will be looking at a total eligibility reduction for FY 2025 of \$46,155.00. Chris B. has included with the packet the funding amounts for the most recent 5 year period, which was discussed at the meeting.

Resolution 2024-22

At this time, Noelle F. resolved to approve Op Sub FY 2025 Submission to HUD. Resolution was seconded by Leslie H.

Voice vote was as follows:

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

4. Capital Fund Program FY 2023. In the September 2024 Board Meeting, the A&E agreement for the CFP 2023 scope of work was approved from Eggemeyer Associates. This agreement has now been ratified by all parties. Eggemeyer Associates has been working on planning for the CFP 2023 work activities and submitted invoice #EAA2429-1 in the amount of \$2,500.00, which was drawn on 10/7/2024 and has been paid.

5. AHRMA Insurance FY 2025. In the September 2024 Board Meeting, Chris B. reported that he had submitted the pre-renewal information to AHRMA for its review. AHRMA had some additional questions for follow up and these have been answered. AHRMA reports that it will have FY 2025 insurance billing ready within the first two weeks of November 2024.

New Business

1. IL EPA Asbestos NESHAP. On 9/23/2024, Chris B. received a random email from Illinois EPA regarding reporting on the Asbestos NESHAP regulation. This was a little odd and out of the blue, but it is indeed a real regulation which states that if a structure is being renovated or demolished then the structure must be inspected and if necessary any asbestos containing materials must be abated prior to the renovation or demolition. This is the burden of the renovation/demolition contractor however, not the owner of the property.

2. HUD Semi-Annual Labor Standards Reporting Period 2. Every Spring and Fall, the PHA is required to report on any prime contracts awarded and any violations as a result of those contracts. During the last 6 months, no contracts meeting this definition were awarded and therefore no violations as a result. Chris B. has completed this reporting for the 2nd period of 2024 to HUD ahead of the deadline.

3. HUD Semi-Annual EIV Certification Period 2. Each Spring and Fall, the PHA is required to re-certify its EIV users with HUD. Chris B. has completed the survey specifying the PHA's user administrators, who will be re-certified by HUD, and Amber S. has re-certified the other staff locally who are not user administrators. This activity is now complete for the 2nd period of 2024.

4. Utility Allowances FY 2025. Chris B. has been working with Johnson Controls to provide the information JCI needs to determine the PHA's utility allowances for the next fiscal year. JCI has completed these allowances for the next year and they have gone up, some considerably. Upon discussion with JCI, they are comfortable with the numbers provided. This topic was discussed in more detail at the meeting. The FY 2025 Utility Allowances will need to go out for public review and comment prior to final acceptance.

Resolution 2024-23

At this time, Leslie H. resolved to approve JCI calculated Utility Allowances for FY 2025 as draft pending public comments and hearing. Resolution was seconded by Noelle F.

Voice vote was as follows:

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

5. Flat Rents FY 2025. In the August 2024 Board Meeting, the HUD proposed Fair Market Rent calculations were provided in the occupancy reports. HUD has gone through the comment and review period for those and the FMR's are now final. As a result, the PHA can begin to use them for determining its flat rents for FY 2025. In the past, there were no Small Area Fair Market Rents for Pike County, IL, but now there are. This provided an opportunity to discuss the FMR's with HUD. Upon receiving guidance from HUD, the figures to be used for flat rent determination and updating the flat rent policy for FY 2025 are ready. This topic was discussed in more detail at the meeting. The updated Flat Rent figures and Flat Rent Policy for FY 2025 will need to go out for public review and comment prior to final acceptance.

Resolution 2024-24

At this time, Noelle F. resolved to approve HUD Fair Market Rent based Flat Rents for FY 2025 as draft pending public comments and hearing. Resolution was seconded by Mark P.

Voice vote was as follows:

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

At 4:43 p.m., there were no further topics for discussion and so it was called for a motion by Noelle F. to adjourn the Board Meeting. Motion seconded by Mark P.

Voice votes as follows:

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



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
11/21/2024



Cindy Prentice
Board Chair
Pike County Housing Authority
11/21/2024



Pike County
Housing Authority