

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
April 24, 2019**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, April 24, 2019 at 5:30 p.m. to conduct regular monthly business. The meeting was held at the Housing Authority offices located at 300 North Seventh Street, Murphysboro, Illinois.

Call to Order/Roll Call

Chairwoman Brenda Hinton called the meeting to order at 5:37 p.m. with the following members present: Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell, Commissioner Wileta Brown-Martin and Commissioner Theresa Doerr. Absent was Commissioner Whitney Endres. Also present were Executive Director Young, Assistant Director Brigitta MacRizzo and Attorney John Clemons.

Introduction of Visitors

There were no visitors present, but in attendance were Housing Authority employees Accounting Payable Manager Sheila Rae and Property Manager Oueida Mills.

Approval of Minutes

Minutes of the March 27, 2019 meeting were presented to the Board for approval. A motion was made by Commissioner Brown-Martin to approve the minutes, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried and the minutes of March 27, 2019 were approved as published.

Approval of Payment of Bills

Bills for March 2019 were presented to the Board for approval of payment. Vice Chairwoman Campbell asked if the Ameren bills were the people in the high-rise that have to pay each month for, is that added on to their monthly bill or how do you get that money. Executive Director Young stated they pay an additional \$8.00 a month to use a/c which is added onto their account. Vice Chairwoman Campbell asked if this is how you document that you are getting the money. Accounting Payable Manager stated no, you are looking at the utility allowance checks. Executive Director Young explained that when a resident's rent – once we give them the utility allowance – if they go into what is called negative rent, we send a check to Ameren and the resident so they can pay their utility bill. Executive Director Young stated both the Section 8 and Public Housing programs do this and on average probably issue 25-30 of those a month. Chairwoman Hinton noted that we pay a lot of water to City of Murphysboro in a month, almost \$8,000.00. Executive Director Young stated that we spend a lot of money on local economy. After discussion was completed a motion was then made by Commissioner Brown-Martin to approve the payment of the bills, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried and the payment of bills for March 2019 were approved for payment as shown on the attached lists.

Old Business

Executive Director Young stated there was a Personnel Policy in the Board packets that had a few changes to it. Vice Chairwoman Campbell asked if these were changes since they had received the last Personnel Policy. Executive Director Young stated yes, just a few – changes that were recommended at the last Board meeting. Vice Chairwoman Campbell asked if he could tell them where they are. Executive Director Young stated they were just a few minor word changes and then it was found there was a double reference to something in the Policy. Executive Director Young stated that the Board also had discussed adding – didn't know if they wanted to do this at a later date – but discussed him coming up with a Telecommuting Policy. Executive Director Young stated he had a draft for the Board to take home and look at. Vice Chairwoman Campbell stated on page 13 of the Personnel Policy it talks about a retirement plan and she did not even know what the retirement plan was. Executive Director Young stated that the retirement plan for employees that are non-union is with Principal and that the Authority had been with them for years. Executive Director Young stated that the

Authority contributes 13% of the employee's salary to the retirement plan and the employee has the option of adding additional money on their own. Executive Director Young stated the Union employees have their own plan through the Union, so the Authority pays into that plan for them. Vice Chairwoman Campbell asked about the money that was given to employee's when they left. Executive Director Young stated that is usually done through I.D.C. Vice Chairwoman Campbell stated correct, so that would not be in here, and asked if that would be somewhere else in how they are run. Executive Director Young stated that this would have to wait to be approved at the annual meeting in August. Commissioner Brown-Martin stated she still had a question on the Merit System section, it says, "it shall not be assumed that merit increases will be given" and asked why put that in there. Executive Director Young asked what page that was on and Commissioner Brown-Martin replied page 9. Vice Chairwoman Campbell stated that she didn't know how we did merit system but that it stated in paragraph 4 "please understand that a positive performance evaluation does not guarantee an increase in salary or promotion or continued employment" and asked if employees got a cost of living every year. Executive Director Young replied yes, that the Authority's FY runs from July 1st – June 30th. Commissioner Brown-Martin asked why put in a merit system if not actually doing it on a merit based, because usually a merit system is based on a percentage. Executive Director Young stated that the evaluation forms that were shown to the Board are in the process of being used now. Vice Chairwoman Campbell asked if that wasn't one of the things that HUD said we needed to be doing. Commissioner Doerr asked for clarification that employees get a cost of living but not ever merit increases in addition. Executive Director Young stated yes, we have not been giving merit increases. Commissioner Brown-Martin stated that it needs to be taken out and Commissioner Doerr agreed that it should just have the performance evaluation section. There was a brief discussion on cost of living percentages and price of gas.

Executive Director Young stated that the Personnel Policy did not have to be passed that evening, but that the Board should definitely try to pass it at the May Board meeting so it could become effective June 30th or July 1st and then stated that it could be done at the June meeting. Commissioner Brown-Martin stated if you are looking at draft of the Telecommuting Policy and Procedures and if that is incorporated within your Personnel Policy then that is going to change some of your personnel – some of these things here – so I guess we would have to look at that before, and I already know you need to make changes, if this is incorporated with, then you are really going to have to look at some of the issues too. Executive Director Young stated that this was a suggestion at the last Board meeting, it does not have to be part of Personnel Policy it can be a separate policy. Commissioner Brown-Martin stated but it is a personnel issue for eligibility and work scheduling, so I would think it would be part of, but that is my opinion, the Personnel Policy and Procedures. Executive Director Young stated the Board can just table and leave on the Agenda. At this time a motion was made by Commissioner Brown to table Res 19-07 in regard to the Personnel Policy pending modifications and incorporation of the draft Telecommuting Policy and Procedure, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried.

New Business

First on the Agenda was Resolution 19-08 a Resolution to Approve Submission of Operating Fund Calculations for CY 2019. Executive Director Young stated that Assistant Director MacRizzo would explain this to the Board. Assistant Director MacRizzo stated that every year the Authority has to submit the HUD forms so that they can do our calculations. Assistant Director MacRizzo stated that she couldn't even say that this is the funding we will receive as HUD does it based on a certain percentage – so we have to submit the forms, and these are the calculations that came up. Assistant Director MacRizzo stated that she put the previous years' calculation just in case a question came up as to what the calculation was for the previous year. Assistant Director MacRizzo stated that based on the calculations on the submitted forms for the subsidy year of 2019 we should be receiving \$2,036,463.00 but that this is if we were to be fully funded, which it is usually a certain percentage. Assistant Director MacRizzo stated she attended a Budget webinar and they said it is likely HUD will be funding at 90%, and that the previous year it was at 86%, so the funding levels have increased. Chairwoman Hinton stated that it has been awhile since we've been at 90%. Assistant Director MacRizzo

stated that HUD will approve the numbers and then put out the numbers they are actually going to fund us at and those are the numbers I will use to formulate the budget, which the Board will probably see either next month or June. Assistant Director MacRizzo stated she was hoping to put the budget out next month so that the Board can have time to soak it in and then approve it in June. After discussion the following Resolution was introduced.

RESOLUTION 19-08

RESOLUTION APPROVING SUBMISSION OF OPERATING FUND CALCULATIONS FOR AMPS 1-8

WHEREAS, the Housing Authority of Jackson County (JCHA) determined a need for submission of Operating Fund Calculations; and

WHEREAS, JCHA completed HUD forms 52723 and 52722 for AMPS 1-8; and

WHEREAS, JCHA has calculated funding levels for AMPS 1-8 for CY2019 to total \$2,036,463; and

WHEREAS, Submission of Operating Fund Calculations for CY2019 is recommended: and

NOW, THEREFORE, BE IT RESOLVED BY THE. BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY JACKSON COUNTY approved subject to JCHA's receipt and approval of any pending items requested from HUD the Executive Director be and is hereby authorized to take such action and execute such documents as necessary to receive subsidy funding for CY2019.

A motion was made by Commissioner Brown-Martin to adopt the foregoing Resolution, which motion was seconded by Commissioner Doerr. Upon roll call the ayes and nays were as follows:

Ayes: Chairwoman Hinton, Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 19-08 was adopted.

Reports

Capital Fund Program

Executive Director Young stated that the Capital Fund Program report was in the Board packets. Executive Director Young reviewed the ongoing projects in the Capital Fund Program for the Board. Executive Director Young informed the Board that the fire unit at IL53-10/Carbondale, which was being repaired through the insurance company, had been determined to be arson, but that a determination as to who set the fire was not able to be made so there had been no arrest.

Attorney

Attorney Clemons stated that it was a light month, only 7 new cases. Attorney Clemons stated that they were in court for evictions about every other week. Attorney Clemons stated that the only special project he worked on was after the last Board meeting he did a little internet research and found, to his surprise, page after page of sites with information on work from home, telecommuting, telework – seems like it is a popular personnel situation in the human resources area. Attorney Clemons stated he sent the information on to Executive Director Young and Assistant Director MacRizzo and hoped that it helped. Executive Director Young

indicated that it did. Commissioner Doerr asked if Attorney Clemons read through a lot of it and what the consensus was in terms of the research. Attorney Clemons indicated that there are all different varieties – that it is just massive.

There followed a discussion regarding the possibility of drug dealing at IL53-12 and 16/Carbondale and a concern Vice Chairwoman Campbell had regarding this matter.

There then was discussion regarding a woman sitting outside of IL53-12/Carbondale every day. Executive Director Young indicated that this woman was a resident of 53-12 and that he had informed her she had to smoke out by the bench and not up by the building.

A discussion followed regarding the recent passing away of several residents and what accommodations the Authority had for hearing impaired individuals.

Executive Director

Executive Director Young stated that Mr. David Rambeau had gotten his driver's license the day after the last Board meeting. Executive Director stated that he had given Mr. Rambeau a memo that if he did not have his driver's license by April 1st his employment with the Authority would be terminated – but the very next day after the Board meeting his license came. Executive Director Young stated that he had also checked with AHRMA, the insurance company, and they said all they were concerned with was that Mr. Rambeau had a valid driver's license.

Executive Director Young stated he had sent five (5) people to the Maintenance Clinic – there were a variety of topics they had such as finance, Section 8 and that one maintenance person that went got some HVAC training.

Executive Director Young informed the Board that the Authority will have a visit from HUD personnel May 6th – 10th. Executive Director Young stated they would not be here all of those days as they are also going down to Pulaski County. Executive Director Young explained the new program HUD has called Repositioning. Executive Director Young stated the HUD personnel would also be talking about items from previous visits.

Executive Director Young informed the Board of a discrimination complaint that had been filed against the Authority by a resident who felt we did not give her an apartment that she wanted. Executive Director Young stated he had been working with Fair Housing on this situation. Executive Director Young stated the basis for the complaint is that the Authority did not give her a four (4) bedroom apartment that she wanted – but she only has two (2) children. Executive Director Young stated there was a lot of information he had given to Fair Housing and that they indicated they don't see how she has a basis for a discrimination complaint.

Executive Director Young informed the Board that he will be selling a 1998 Ford Focus with approximately 88,000 miles. Executive Director Young stated the Authority will advertise as it normally does and take sealed bids on it.

Executive Director Young updated the Board on the vacancy issue. Executive Director Young stated there were 680 units occupied as of today, which put the Authority at 85.6% occupied. Executive Director Young stated that so far this month there had been 19 move out and 18 move ins. Commissioner Brown-Martin asked what Executive Director Young's projected goal was for occupancy, that she knew HUD wants it at 92%. Executive Director Young stated he would like to get to at least 90% and then go from there. Executive Director Young stated that the turnover rate is fairly consistent. Executive Director Young stated that families don't seem to be as stable as they used to be, that there is more movement than there used to be. There was a discussion regarding the units in Grand Tower. Commissioner Brown-Martin asked if the rate was down from

last time. Executive Director Young indicated that yes it was a little down. Commissioner Brown-Martin asked if the Authority had looked at all the factors such as intake or is it a delay in processing applications. Vice Chairwoman Campbell interjected that where she lives is a popular place, but it has taken the maintenance department forever to get one of the apartments cleaned up because it was such a mess. Executive Director Young stated that was also one of the ten (10) apartments that were getting new flooring. Commissioner Brown-Martin questioned that some of the renovations is the cause for the percentage to decline. Executive Director Young indicated yes, and the fact that you have so many people that move on a consistent basis. There followed a discussion regarding the waiting list, offering of apartments and renting handicap accessible units to non-handicap persons.

Executive Session

At this time there was no need for Executive Session

Adjournment

After a motion was made by Vice Chairwoman Campbell, seconded by Commissioner Brown-Martin and unanimously carried, Chairwoman Hinton declared the meeting adjourned at 6:57 p.m.

Chairperson

ATTEST:

Secretary