

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
April 25, 2018**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, April 25, 2018 at 5:45 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 5:35 p.m. with the following members present: Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell and Commissioner Wileta Brown-Martin. Absent was Commissioner Mickey Korando. Also present was Director Tyler Young and Assistant Director Rosemary Finnegan.

Introduction of Visitors

Present was Housing Authority employee Property Manager Oueida Mills.

Approval of Minutes

Minutes of the March 28, 2018 meeting were presented to the Board for approval. A motion was made by Vice Chairwoman Campbell to approve the minutes; which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes were three, nays none. Chairwoman Hinton declared the motion carried and the minutes of March 28, 2018 were approved as published.

Approval of Payment of Bills

Bills for March 2018 were presented to the Board for approval of payment. After discussion, a motion was made by Vice Chairwoman Campbell to approve the payment of the bills, which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes were three, nays none. Chairwoman Hinton declared the motion carried and the payment of bills for March 2018 were approved for payment as shown on the attached lists.

Old Business

At this time there was no Old Business.

New Business

First on the Agenda was a Resolution to Approve for Floor Replacement under Capital Fund Programs IL06P05350116 and IL06P05350117. Executive Director Young stated that a bid opening was held on March 27, 2018 at the Authority offices at 2:00 p.m. and at that time the following bids were opened:

<u>Bidder</u>	<u>Amount per Sq. Ft.</u>
American Union Flooring Murphysboro, IL	Average \$3.77 not to exceed \$4.49
Modern Tile & Carpet, Inc. Carbondale, IL	No Bid
L & P Carpet, Inc. Anna, IL	VCT - \$99.01 LVP - \$100.81

Executive Director Young stated that the lowest bidder had worked for the Authority and that the Authority saw no reason not to recommend the low bidder. After discussion regarding the bids the following Resolution was introduced.

RESOLUTION 18-11

RESOLUTION TO APPROVE LOW BID FOR FLOORING REPLACEMENT
UNDER CAPITAL FUND PROGRAM IL06P0535116 AND IL06P0535117

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the low bid of American Union Flooring of Murphysboro, Illinois in the amount of \$3.77 per Sq. Ft not to exceed \$4.49 per Sq. Ft. for Flooring Replacement.

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

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

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-11 was adopted.

Next was a Discussion and/or Resolution to Approve Updated Jackson County Housing Authority By-Laws. Executive Director Young stated that he had provided the Board with a copy of updated By-Laws for them to take home and read last month to discuss and/or vote on at them at this meeting. After discussion it was the Board consensus to delay this action until the May meeting to provide more time for them to review and for Executive Director Young to forward to the Board the old By-Laws for comparison.

Executive Director Young informed the Board that HUD had recently sent four people (2 who the Authority reports to regularly, 1 who was a HUD Engineer and 1 who was a Finance Person) to complete a Compliance Review of the Authority and that they were on site for three days. Executive Director Young stated that while they will be sending a written report, a conference call between the team, Assistant Director Finnegan, Tenant Accounts Manager Louise Alexander and himself was held as to any findings of the review. Executive Director Young stated there were no major findings. Executive Director Young stated that HUD is requiring that the Authority go to doing yearly written evaluations of Authority staff, which the Authority's Personnel Policy does not stipulate written reviews, just annual reviews. Assistant Director Finnegan stated that they wanted a lot of policies, which have not changed, updated. Assistant Director Finnegan stated that the Board would probably be having to re-approve the same policies. There followed a brief discussion regarding forms.

Executive Director Young stated that of course the team was interested in occupancy. Executive Director Young stated that the Authority currently has 678 units occupied – 85.3%. Executive Director Young stated in March there were 30 move-ins and 12 move-outs and so far for April the Authority had 15 move-ins and 13 move-outs.

Reports

Capital Fund Program

Executive Director Young stated that the Capital Fund Program report was in the Board packets. Executive Director Young reviewed and summarized ongoing projects in the Capital Fund Program report for the Board.

Attorney

With the absence of Attorney Clemons due to illness, there was no Attorney's Report. Executive Director Young stated that there were no legal issues and just evictions handled in the last month. Executive Director Young stated that he had requested for Attorney Clemons to checking on legalities of what to do with belongings after eviction proceedings have taken place.

Executive Director

Executive Director Young stated that there was a maintenance employee still out on Workman’s Comp. Executive Director Young stated that the Authority still had a person working part-time – the Union had agreed on an additional 90 days, so he would be working through May. Executive Director Young stated he did not know whether the Union would agree to a 3rd 90-day period, so he might have to hire a different person to fill in.

Executive Director Young stated he had been approached by Mantracon regarding participating in the Work Experience Program. Executive Director Young stated he was considering this.

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 6:24 p.m.

Chairperson

ATTEST:

Secretary