

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
August 22, 2018**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, August 22, 2018 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 5:50 p.m. with the following members present: Chairwoman Brenda Hinton, Commissioner Wileta Brown-Martin and Commissioner Teresa Doerr. Also present were Executive Director Young, Assistant Director Rosemary Finnegan and Attorney John Clemons.

Introduction of Visitors

Present were Housing Authority employees Accounting Payable Manger Sheila Rae and Property Manager Oueida Mills. Also present was Mr. Alfonzo King, resident of the 7th Street high-rise.

Approval of Minutes

Minutes of the July 25, 2018 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 Commissioner Doerr. Upon roll call the ayes were three, nays none. Chairwoman Hinton declared the motion carried and the minutes of July 25, 2018 were approved as published.

Approval of Payment of Bills

Bills for July 2018 were presented to the Board for approval of payment. After discussion, a motion was made by Commissioner Doerr 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 July 2018 were approved for payment as shown on the attached lists.

Old Business

A discussion of and/or Resolution to Approve Revised JCHA By-Laws was tabled last month. Assistant Director Finnegan stated that Vice Chairwoman Campbell had sent an email stipulating it was fine with her if the Board passed the By-Laws while she was absent. After a short discussion the following Resolution was introduced.

RESOLUTION 18-35

RESOLUTION TO APPROVE REVISED JCHA BY-LAWS

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the Revised JCHA By-Laws in the form attached hereto.

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, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-35 was adopted.

New Business

First on the Agenda was an Update on Response to HUD Monitoring Review. Executive Director Young passed out to the Board his official response to the HUD Monitoring Review. Executive Director Young informed the Board that all items, except for the Procurement Policy, have been addressed. Executive Director Young stated that the Procurement Policy would be emailed to the Board as soon as it was finished in order that it may be passed at the next Board meeting. There was a discussion regarding written evaluations.

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

Attorney Clemons stated that there was a big change compared to last month. Attorney Clemons stated that last month 12 new cases had been filed compared to only 2 new cases this month. Attorney Clemons stated that they are running into the problem of finding people, and if they aren't able to be served after 3-5 attempts then it must be published, which runs up the cost.

Executive Director

Executive Director Young stated that still advertising for the Assistant Director position and have received a few resumes. Executive Director Young stated that the deadline was September 21st. Assistant Director Finnegan stated that the Authority had advertised in the Southern, the Carbondale Times, IAHA, NAHRO Monitor and with PHADA.

Executive Director Young stated that the new Ford F150 had come in about a week ago. Executive Director Young stated he is also looking to buy some smaller vehicles.

Assistant Director Finnegan stated that Audit will start on September 17th. Assistant Director Finnegan stated that the Year End Submission to HUD is all entered and ready to upload, just has to push the button. Assistant Director Finnegan explained to the Board the instructions she had been given by the auditors in regards to the handling of the non-federal lawsuit money.

Executive Director Young informed the Board that the Authority was currently at 86% occupancy – 685 units occupied. Executive Director Young stated that the Authority pushes hard to rent units, but there are months that we rent the same number as move out.

Executive Session

A motion was made by Commissioner Brown-Martin that the Board go into Executive Session, pursuant to 5 ILCS 120-2(c)(1) for the purpose of discussing personnel matters, which motion was seconded by Commissioner Doerr. Upon roll call the ayes and nays were as follows:

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

Nays: None.

Chairwoman Hinton declared the motion carried and the Board went into Executive Session at 6:40 p.m.

During Executive Session discussion ensued regarding personnel matters.

Upon motion made and seconded, the Board came out of Executive Session at 7:00 p.m.

It was noted that no official action was taken or requested during Executive Session.

Adjournment

After a motion was made by Commissioner Brown-Martin, seconded by Commissioner Doerr and unanimously carried, Chairwoman Hinton declared the meeting adjourned at 7:01 p.m.

Chairperson

ATTEST:

Secretary