

**REGULAR MEETING OF THE HOUSING AUTHORITY  
OF THE COUNTY OF JACKSON, ILLINOIS  
August 23, 2017**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, August 23, 2017 at 6:00 p.m. for the purpose of conducting 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**

Acting Chairwoman Jennie Crawshaw called the meeting to order at 5:53 p.m. with the following members present: Acting Chairwoman Crawshaw, Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell and Commissioner Mickey Korando. Also present were Director Tyler Young, Assistant Director Rosemary Finnegan and Attorney John Clemons.

**Introduction of Visitors**

Property Manager Oueida Mills was present.

**Approval of Minutes**

Minutes of the June 28, 2017 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 Korando. Upon roll call the ayes were four, nays none. Acting Chairwoman Crawshaw declared the motion carried and the minutes of June 28, 2017 were approved as published.

**Approval of Payment of Bills**

Bills for June and July 2017 were presented to the Board for approval of payment. After discussion, a motion was made by Chairwoman Hinton to approve the payment of the bills, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes were four, nays none. Acting Chairwoman Crawshaw declared the motion carried and the payment of bills for June and July 2017 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 Review of Executive Session Minutes. Attorney Clemons stated that the Board reviews the closed Executive Session minutes every six months, usually in January and July, but that no meeting was held last month. Attorney Clemons stated that there are currently two Executive Session minutes that are closed, the first being January 2017 which was regarding a letter from HUD and then June 2017 which was regarding Union negotiations. Attorney Clemons stated that he advised keeping the January 2017 minutes closed at this time and opening the June 2017 minutes. After discussion a motion was made by Chairwoman Hinton that the Executive Session minutes from January 2017 remain closed while the Executive Session minutes from June 2017 be opened, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes were four, nays none. Acting Chairwoman Crawshaw declared the motion carried.

Next on the Agenda was a Resolution to Approve SEMAP. Assistant Director Finnegan stated that it was the last thing in the Board's packets and explained that this was the Section 8 Self-Certification that is required by HUD stating that Section 8 is operating as it should be. After discussion, the following Resolution was introduced.

## RESOLUTION 17-24

## RESOLUTION TO APPROVE SEMAP

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve SEMAP in the form attached hereto.

A motion was made by Vice Chairwoman Campbell to adopt the foregoing Resolution; which motion was seconded by Chairwoman Hinton. Upon roll call the ayes and nays were as follows.

Ayes: Acting Chairwoman Crawshaw, Chairwoman Hinton. Vice Chairwoman Campbell and Commissioner Korando.

Nays: None.

Acting Chairwoman Crawshaw declared the motion carried and Resolution 17-24 was adopted.

Next was a Resolution to Approve Closing of Section 8 Waiting List Effective September 29, 2017. Executive Director Young stated that there was a letter from Section 8 Program Manager Kim Herrin requesting to close the Section 8 waiting list due to the tremendous number of applications on the waiting list. Executive Director Young stated that this was last done approximately three or four years ago. Executive Director Young stated that there are currently around 400 applicants on the waiting list. Assistant Director Finnegan stated that the Section 8 only has 420 vouchers and they are currently full. After discussion, the following Resolution was introduced.

## RESOLUTION 17-25

## RESOLUTION TO APPROVE CLOSING OF SECTION 8 WAITING LIST

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the closing of the Section 8 waiting list.

A motion was made by Chairwoman Hinton to adopt the foregoing Resolution; which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes and nays were as follows.

Ayes: Acting Chairwoman Crawshaw, Chairwoman Hinton. Vice Chairwoman Campbell and Commissioner Korando.

Nays: None.

Acting Chairwoman Crawshaw declared the motion carried and Resolution 17-25 was adopted.

Attorney Clemons brought up the Board's need to discuss setting Executive Director Young's salary. Assistant Director Finnegan handed out a performance review form for the Board to fill out regarding Executive Director Young's job performance. Acting Chairwoman Crawshaw stated that she remembered what Executive Director Young was given last year and that it was more than what he wanted, so she would like to hear from him this year regarding this matter. Acting Chairwoman Crawshaw asked if maintenance personnel received 3%. Assistant Director Finnegan stated that it was 2.78% across the board, administrative staff averaged 2.55%, Section 8 staff averaged 2.37% and upper management averaged 2.38%. Executive Director Young stated that he would not want more than 1.5%. Acting Chairwoman Crawshaw stated that he should get at

least what everyone else is getting. Chairwoman Hinton asked why 1.5% and what about 2%. After discussion, a motion was made by Chairwoman Hinton that the Board set Executive Director Young's salary at a 2% increase retroactive to July 1, 2017, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes were four, nays none. Acting Chairwoman Crawshaw declared the motion carried.

## **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 the Capital Fund Program report for the Board.

### **Attorney**

Attorney Clemons stated that there were 13 new evictions being filed in the last two months. Attorney Clemons stated that sometimes the residents come through with the money owed so the Authority vacates the judgement. Attorney Clemons stated that it was a routine month.

### **Executive Director**

Executive Director Young stated that residents, especially the younger generation, seem to be having more and more problems paying their rent and so there has been an uptick in evictions. Executive Director Young stated that the Authority tries to work with resident first before proceeding with eviction.

Executive Director Young stated that the Union contract has been settled and that wages were set for the next three years.

Executive Director Young informed the Board that REAC inspections were going on and that three AMPS had been completed and three more were to be inspected in the upcoming weeks. Executive Director Young stated that the 1<sup>st</sup> AMP to be inspected received a score of 92 so it will not have to be inspected for three more years; the 2<sup>nd</sup> AMP to be inspected received a 77; and the 3<sup>rd</sup> AMP to be inspected received an 89 so it will not have to be inspected for two more years. There was a discussion regarding how HUD is taking points off if there are tree leaves touching a roof, finding even one piece of glass on the ground, or if a resident has a fan – not owned by the Authority, but their own – and the fan does not have a cover on it, HUD takes points off the Authority's score.

Executive Director Young stated that the Authority had joined with the Senior Food Bank Program last month and updated the Board as to how many Seniors received food boxes the past month.

Executive Director Young stated that Mr. Reinhardt's position on the Board is still open and that if the Board knows of anyone who might be interested in serving, they would just need to fill out a form for the County Board.

Executive Director Young informed the Board that there were approximately 651 occupied units. Executive Director Young stated that REAC slows down maintenance turning around units, but that there are units currently ready and waiting for Property Managers to rent.

### **Executive Session**

At this time there was no need for Executive Session.

### **Adjournment**

After a motion was made, seconded and unanimously carried, Acting Chairwoman Crawshaw declared the meeting adjourned at 6:30 p.m.

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Chairperson

ATTEST:

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Secretary