

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
December 20, 2017**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, December 20, 2017 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 5:32 p.m. with the following members present: Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell and Commissioner Jennie Crawshaw. Absent were Commissioner Mickey Korando and Commissioner Wileta Brown-Martin. Also present were Director Tyler Young, Assistant Director Rosemary Finnegan and Attorney John Clemons.

Introduction of Visitors

At this time there were no visitors.

Approval of Minutes

Minutes of the November 29, 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 Crawshaw. Upon roll call the ayes were three, nays none. Chairwoman Hinton declared the motion carried and the minutes of November 29, 2017 were approved as published.

Approval of Payment of Bills

Bills for November 2017 were presented to the Board for approval of payment. After discussion, a motion was made by Commissioner Crawshaw to approve the payment of the bills, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes were three, nays none. Chairwoman Hinton declared the motion carried and the payment of bills for November 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 Resolution to Approve the Jackson County Housing Authority Smoke Free Policy in Accordance with HUD Regulations as Stipulated in 24CFR (Code of Federal Regulations) 965.65.1, 965.65.3 and 965.65.5. Executive Director Young stated that the Authority has been talking about this for the last year and that HUD has published the final rule in the Federal Register. Executive Director Young stated that the Authority has been notifying the residents each month in the newsletter that this policy was coming. Executive Director Young stated that the Authority's policy is to become effective January 1, 2018. After a brief discussion the following Resolution was introduced.

RESOLUTION 17-33

**RESOLUTION TO APPROVE THE JACKSON COUNTY HOUSING AUTHORITY SMOKE FREE
POLICY IN ACCORDANCE WITH HUD REGULATIONS AS STIPULATED IN 24CFR (CODE OF
FEDERAL REGULATIONS) 965.65.1, 965.65.3 AND 965.65.5**

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the adoption of the Smoke Free Policy in the form attached hereto.

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

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

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 17-33 was adopted.

Next was a Resolution to Approve Write Off of Bad Debts for Three Month Period Ending December 19, 2017. After discussion the following Resolution was introduced.

RESOLUTION 17-34

RESOLUTION TO APPROVE WRITE OFF OF BAD DEBTS FOR THREE MONTH PERIOD ENDING DECEMBER 19, 2017

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the Write Off of Bad Debts for Period Ending December 19, 2017 in the amount of Eleven Thousand Three Hundred Thirty-Nine Dollars and Twenty-Nine Cents (\$11,339.29).

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

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

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 17-34 was adopted.

Next was a Resolution to Approve Sexual Harassment Policy as required under Illinois Public Act 100-0554. Executive Director Young stated that the State of Illinois passed a law that all public entities must pass a Sexual Harassment Policy. Executive Director Young stated that the JCHA has a policy in place in its personnel policy, which it's had for years, and that it already mirrors the new State law. After discussion the following Resolution was introduced.

RESOLUTION 17-35

RESOLUTION TO APPROVE SEXUAL HARASSMENT POLICY AS REQUIRED UNDER ILLINOIS PUBLIC ACT 100-0554

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the Sexual Harassment Policy as required under Illinois Public Act 100-0554 in the form attached hereto.

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

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

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 17-35 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 and summarized the Capital Fund Program report for the Board.

Attorney

Attorney Clemons stated that there was nothing out of the ordinary this month, just evictions.

Executive Director

Executive Director Young informed the Board that of the 3 maintenance personnel off work – 2 had returned to work. Executive Director Young stated that an employee had been attacked by a resident – she was out serving notices and the resident physically pushed her down. Executive Director Young stated that the Authority was issuing a 14-day eviction notice to the resident tomorrow. Attorney Clemons stated that the Authority should do a 10 day as that was criminal conduct. Assistant Director Finnegan stated that the employee went to the doctor and is going to have her knee x-rayed as it was hurting by the end of the day. Executive Director Young stated that he would be delivering the eviction notice himself.

Executive Director Young updated the Board on the Walker Hill Apartments in Grand Tower. Executive Director Young stated that Property Manager Mills had rented a unit, but then a long-time resident had notified her that they would be moving. Executive Director Young stated that of the 12 units only 4 were rented.

Executive Director Young updated the Board on the Authority’s vacancy status. Executive Director Young stated that the Authority currently has 650 occupied, which puts the Authority at approximately 82%. Executive Director Young stated that occupancy is a continual battle, but that the Authority is trying to rent units as quickly as possible. Executive Director Young stated that the Authority would be applying to demolish 8 apartments in Carbondale in the area that used to have the nickname “Crack Alley”. Executive Director Young stated that it is an issue of density and vandalism in that area and that he feels opening up the area by demolishing units will help with this. Executive Director Young stated that it would be a Resolution on next months Agenda. Executive Director Young stated that the Authority is still looking at demolishing units in Grand Tower.

Executive Session

At this time there was no need for Executive Session.

Adjournment

After a motion was made by Commissioner Crawshaw, seconded by Vice Chairwoman Campbell and unanimously carried, Chairwoman Hinton declared the meeting adjourned at 6:02 p.m.

Chairperson

ATTEST:

Secretary