

**REGULAR MEETING OF THE HOUSING AUTHORITY  
OF THE COUNTY OF JACKSON, ILLINOIS  
July 22, 2020**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, July 22, 2020 at 5:30 p.m. to conduct regular monthly business. The meeting was held via phone conference and at the Housing Authority offices located at 300 North Seventh Street, Murphysboro, Illinois.

**Call to Order/Roll Call**

Chairwoman Mary Campbell called the meeting to order at 5:32 p.m. with the following members present: Chairwoman Campbell, Commissioner Wileta Brown-Martin, Commissioner Theresa Doerr and Commissioner Julie Erbes was present via phone conference. Also present were Executive Director Brigitta Mac-Rizzo and Attorney John Clemons.

**Introduction of Visitors / Staff / Public Comment**

Present were Accounting Payable Manager (APM) Sheila Wakefield, Property Manager (PM) Oueida Mills and Property Rehabilitation Director (PRD) Michelle Weinhold. Executive Director Mac-Rizzo stated that she was no going to close the Public Comment because she did invite a concerned citizen that wanted to speak at the Board meeting today and if she shows up late I want her to be able to have the opportunity to speak. Executive Director Mac-Rizzo stated she had sent the Board in an email a copy of what the issue surrounding her visit would be about.

**Reading and Approval of the Minutes of the Previous Meeting**

Chairwoman Campbell stated there were two sets of minutes - the draft minutes and the minutes typed up by the court reporter. Chairwoman Campbell stated that she felt everyone should hang on to the draft because it was important information as to who was discussing what, but from her point of view she didn't think that if someone came in to read the minutes that they did not need to know all of that. Chairwoman Campbell stated she suggested a motion to approve the record of the meeting typed up by the court reporter. Attorney Clemons stated those were two different meetings – the regular meeting that Finance Assistant Tonya Wood typed up and then the Executive Session meeting that he had done as requested by the Board because the Open Meetings Act states there has to be minutes. Commissioner Brown-Martin stated she was concerned about the no votes, but there was actually no decline of anyone on the vote. Chairwoman Campbell stated that the Board did not vote on those two motions, they are the two motions Attorney Clemons talked about in his memo and the Board was going to discuss that later. Commissioner Brown-Martin stated she was trying to see if it was in the minutes that she was going to approve. Attorney Clemons stated yes, it is, no vote was taken. Commissioner Brown-Martin stated that she couldn't make a motion to accept the minutes then. Chairwoman Campbell asked if Commissioner Brown-Martin wanted to deal with the two issues now. Commissioner Brown-Martin responded yes. Executive Director Mac-Rizzo indicated that the two motions were listed under Old Business A and B.

There followed discussion regarding the Motion to Approve Amendment to Resolution 20-06-15 for Retroactive Salary for Executive Director. Attorney Clemons pointed out that the Board really did not need an amendment because the previous motion passed and you can't amend a motion that has already passed, that a new motion was needed. Attorney Clemons explains and states that he would be happy to do some training on Robert's Rules of Order for everyone. After additional discussion Attorney Clemons states that essentially the motion passed to go retroactive to May, June and July a monthly salary of \$8500.00 for the Executive Director. Chairwoman Campbell asked so the motion for there being no written contract or employment agreement with Executive Director Mac-Rizzo that it needs to be a new motion and voted on. Attorney Clemons stated yes and that what he was suggesting at the June 24, 2020

meeting was that if the Board did not want a written contract that the Board should say that it was its desire not to have a written contract with the Executive Director.

Commissioner Brown-Martin stated Madame Chairwoman I make a motion that I do not recommend a written contract of employment with the current Executive Director Brigitta Mac-Rizzo. Chairwoman Campbell asked for a second. After a pause Chairwoman Campbell stated she seconded the motion. Upon roll call the ayes and nays were as follows:

Ayes: Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Erbes

Nays: Commissioner Doerr

Chairwoman Campbell declared the motion carried.

Chairwoman Campbell stated the second item was a Resolution to Approve that the Executive Director Adheres to Current Personnel Policy. Chairwoman Campbell stated that it seemed to her this was a moot motion as she is already adhering to the Personnel Policy and if she changes jobs within the organization she is still following the same Policies and Procedures, isn't that correct. Executive Director Mac-Rizzo responded yes. Chairwoman Campbell stated she did not think that one needs to be addressed and we can just let it lie. There followed discussion about the current Personnel Policy. Attorney Clemons stated that he thought he cleared it up with then Executive Director Young after the meeting and I can tell you what he said. Attorney Clemons stated that he asked then Executive Director Young if the Telecommuting Policy the Board passed was not in the booklet and then Executive Director Young responded no it is not in the booklet, but the Board adopted it and we've never gotten around to putting it in a new booklet. There followed more discussion.

Commissioner Brown-Martin stated Madame Chairwoman I would like to make a motion that the JCHA update their Policies and Procedures, which Commissioner Doerr seconded. Commissioner Erbes asks that the motion be repeated. Commissioner Brown-Martin restated the motion. Commissioner Doerr asks if she can add something. Attorney Clemons advises that the motion has not been voted on so she can add a friendly amendment. Commissioner Doerr stated she would like to request for a friendly amendment that the Housing Authority Executive Director review those at least annually. Upon roll call they ayes and nays were as follows:

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

Nays: None.

Chairwoman Campbell declared the motion carried.

At this time a motion was made by Commissioner Brown-Martin to approve the minutes of June 24, 2020, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were four, nays none. Chairwoman Campbell declared the motion carried and the minutes of June 24, 2020 were approved as published.

### **Bills and Communications**

Executive Director Mac-Rizzo stated that this was a report she was used to giving for bills and communication and that she chose to pull out bills that were over \$5,000 that were not utilities and give a brief explanation of those. Executive Director Mac-Rizzo stated there was also a sheet in there that gives the Board the current outstanding invoices that have not been paid and then the bank balances are

at the bottom of the page. Executive Director Mac- Rizzo stated it doesn't negate or mean to not look at the check register and if the Board would like to more in the summary to just let her know. There followed discussion regarding several checks. After the discussion Commissioner Doerr made a motion to approve the payment of bills, which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes were four, nays none. Chairwoman Campbell declared the motion carried and the payment of bills for June 2020 were approved as shown on the attached list.

### **Executive Director's Report**

Executive Director Mac-Rizzo stated that in the Board's packet was an Executive Director's report and that this is the format she will be using going forward. Executive Mac-Rizzo stated it gives the Board a summary of activities that the agency has completed for the prior month to this Board meeting – not the current month – so what you have is a synopsis of June activity and some July activity. Executive Director Mac-Rizzo stated that she could read through the report if the Board liked or if the Board had already reviewed and did not have any question's she was ok with that. There were no questions from the Board.

Next Executive Director Mac-Rizzo stated that the Board needed to conduct a Review of Executive Session Minutes for January through June in accordance with the Open Meetings Act. Executive Director Mac-Rizzo stated that in January there was no meeting, the February 5<sup>th</sup> and February 26<sup>th</sup> meetings there was no Executive Session, for the March, April, May and June meetings there were Executive Sessions and we are recommending that those remain closed. A motion was made by Commissioner Brown-Martin that the Executive Session minutes of the March, April, May and June 2020 meetings remain closed, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were four, nays none. Chairwoman Campbell declared the motion carried.

### **Reports of Committees**

There are no Reports of Committees at this time.

### **Old Business**

Executive Director Mac-Rizzo stated that she would like the Resolution 20-06-11 Resolution to Approve Low Bid for RAD Conversion Consultant remain tabled at this time. There followed a discussion regarding finding a RAD Consultant and HUD's assistance they are offering at this time.

### **New Business**

The first item of New Business under Finance was a Resolution Authorizing the Disposition of Four (4) Housing Authority Vehicles. Commissioner Brown-Martin asked if once these vehicles were disposed of if they were going to be replaced. Executive Director Mac-Rizzo explained which vehicles were being disposed of and which vehicles had already been replaced. Commissioner Brown-Martin asked that once the vehicles were sold where the funds go to. Executive Director Mac-Rizzo stated the funds go back into Operations. The following Resolution was introduced.

### **RES 20-07-17**

#### **RESOLUTION AUTHORIZING THE DISPOSITION OF FOUR (4) JCHA OWNED VEHICLES.**

**WHEREAS**, The Jackson County Housing Authority (JCHA) has established a Disposition Policy as a set of rules and guidelines to define the sale of excess personal property and real estate owned by the Authority and establish procedural protocols; and

**WHEREAS**, On December 14, 1977 the board adopted the Disposition Policy; and

**WHEREAS**, On May 22, 2019, the agency has added detailed guidelines to be used in the consideration of items that are up for sale; and

**WHEREAS**, this resolution requests Board approval disposition of four (4) JCHA owned vehicles, a 2002 Chevy Cavalier Radio model M43DGC90E2AA; 2002 Ford Taurus; Ford F150 Maxar and 2002 Chevy Van Maxar.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY**, that the disposition of four (4) JCHA owned vehicles, a 2002 Chevy Cavalier Radio model M43DGC90E2AA; 2002 Ford Taurus; Ford F150 Maxar and 2002 Chevy Van Maxar be approved and the Executive Director be and hereby is authorized, empowered and directed to act on behalf of JCHA to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the Executive Director deems necessary and appropriate and in the best interest of JCHA, the agreement contemplated hereby.

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 Campbell, Commissioner Brown-Martin, Commissioner Doerr and Commissioner Erbes.

Nays: None.

Chairwoman Campbell declared the motion carried and Resolution 20-07-17 was adopted.

There followed a discussion regarding the moratorium on evictions being extended until the end of August and of the CARES Act.

The next item of New Business under Services was a Resolution Approving and Authorizing the Executive Director to submit the Section Eight Management Assessment Program Certification (SEMAP) to HUD for Fiscal Year End 2020. Commissioner Erbes asked who reviews the document before it is submitted to HUD and if there was any oversight as to what is being submitted. Executive Director Mac-Rizzo explained that the sheet attached to the Resolution was an actual screenshot of what is in the system to be submitted and after Board approval she will go in and submit. The following Resolution was introduced.

#### **RES 20-07-18**

#### **RESOLUTION APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION TO HUD FOR FISCAL YEAR END 2020**

**WHEREAS**, the Jackson County Housing Authority (JCHA) administers the Section 8 Housing Choice Voucher Program funded by HUD;

**WHEREAS**, fourteen required performance indicators have been established by HUD under the Section Eight Management Assessment Program (SEMAP) to evaluate a housing authority's management over the Housing Choice Voucher Program;

**WHEREAS**, the Authority self-evaluated its performance within the required indicators;

**WHEREAS**, the Authority is evaluated through HUD's Inventory Management System (IMS)/ Public and Indian Housing Information Center (PIC) within the required indicators;

**WHEREAS**, the Authority is required to submit a SEMAP self-certification annually within 60 calendar days of its fiscal year-end; and

**WHEREAS**, the Authority's fiscal year ended June 30, 2020.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY**, that:

1. The above recitals are true and correct, and together with the staff report, form the basis for the Board of Commissioners actions as set forth in this Resolution.
2. The SEMAP certification is hereby approved, and the Executive Director is hereby authorized to submit the SEMAP certification to HUD electronically.
3. This Resolution shall take effect immediately.

A motion was made by Commissioner Doerr 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 Campbell, Commissioner Brown-Martin, Commissioner Doerr and Commissioner Erbes.

Nays: None.

Chairwoman Campbell declared the motion carried and Resolution 20-07-18 was adopted.

Next on the Agenda under New Business was Planning and Development and a Resolution to Approve Miscellaneous Renovations at IL53-02/Carbondale, IL53-04/Elkville (AMP 2) and IL53-10 and IL53-14/Carbondale (AMP 4) under Capital Fund Program IL01P05350120. Commissioner Brown-Martin asked how many apartments this entailed. PRD Weinhold responded five. After discussion, the following Resolution was introduced.

#### **RES 20-07-19**

#### **RESOLUTION TO APPROVE MISCELLANEOUS RENOVATIONS AT IL53-02/CARBONDALE, IL53-04/ELKVILLE (AMP 2) AND IL53-10 AND IL53-14/CARBONDALE (AMP 4) UNDER CAPITAL FUND PROGRAM IL01PO5350120**

**WHEREAS**, the Jackson County Housing Authority is continuing its ongoing efforts to reduce vacancies and maximize occupancy rates utilizing outside contractors; and

**WHEREAS**, JCHA developed a scope of work for renovations at IL53-02 in Carbondale, IL053-04 in Elkville (AMP 2), and IL53-10 and IL53-14 in Carbondale (AMP4) in an amount not to exceed \$214,000.00; and

**WHEREAS**, bids were due July 21, 2020; and

**WHEREAS**, JCHA received and reviewed responses from 3 firms; and

**WHEREAS**, Ron Gobin Enterprise, Inc., submitted the lowest responsive and responsible bid in the amount of \$214,000; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY THAT:**

- 1) The award of the contract to Ron Gobin Enterprises in an amount not to exceed \$214,000.00 for renovations at IL53-02 in Carbondale, IL053-04 in Elkhville (AMP 2), and IL53-10 and IL53-14 in Carbondale (AMP4) in an amount not to exceed \$214,000.00; and
- 2) The Executive Director be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds; and
- 3) The Executive Director be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing; and
- 4) The resolution shall take effect immediately.

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 Campbell, Commissioner Brown-Martin, Commissioner Doerr and Commissioner Erbes.

Nays: None.

Chairwoman Campbell declared the motion carried and Resolution 20-07-19 was adopted.

The second item was a Resolution to Approve Floor Tile Abatement – all AMPs – One Year Contract under Capital Fund Program IL01P05350120. PRD Weinhold stated she had sent out specs to 7 companies but only received 4 bids. The bids were opened on July 21, 2020 at 2:00 p.m. at the Housing Authority offices at which time the following bids were received.

<b>Bidder</b>	<b>Amount</b>
A & A Abatement Services, Inc. DuQuoin, IL	\$3.86/sq. ft
Owens Abatement, LLC Herrin, IL	\$3.90/sq. ft
Schemel Companies Perryville, MO	\$4.49/sq. ft

Midwest Service Group  
St. Peters, MO

\$4.75/sq. ft

After discussion, the following Resolution was introduced.

**RES 20-07-20**

**RESOLUTION APPROVING A ONE-YEAR CONTRACT FOR FLOORING REPLACEMENT UNDER THE CAPITAL FUND PROGRAMS IL01P05350120**

**WHEREAS**, the Jackson County Housing Authority (JCHA) is continuing its ongoing efforts to reduce vacancies and maximize occupancy rates utilizing in-house staff and outside contractors; and

**WHEREAS**, JCHA developed a scope of work for floor tile abatement under Capital Fund Program IL01P05350120; and

**WHEREAS**, A & A Abatement Services, Inc submitted the lowest responsive and responsible bid in the amount of \$3.86 per square foot. Contract award is recommended; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY THAT:**

- 5) The award of the contract to A & A Abatement Services, Inc. submitted the lowest responsive and responsible bid in the amount of \$3.86 per square foot. Contract award is recommended in a one-year contracted amount not to exceed \$99,000.00; and
- 6) The Executive Director be and hereby is authorized, empowered, and directed to execute and deliver an agreement and expend the authorized funds; and
- 7) The Executive Director be and hereby is authorized, empowered, and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing; and
- 8) The resolution shall take effect immediately.

A motion was made by Commissioner Doerr 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 Campbell, Commissioner Brown-Martin, Commissioner Doerr and Commissioner Erbes.

Nays: None.

Chairwoman Campbell declared the motion carried and Resolution 20-07-20 was adopted.

**Executive Session**

At this time there was no need for Executive Session.

There followed a discussion regarding the details of the citizen who wanted to speak with the Board.

Chairwoman Campbell asked if it had been decided when the meeting would be next month. After discussion it was determined that the Regular meeting would be held on Thursday, August 20, 2020.

**Adjournment**

After a motion was made by Commissioner Doerr, seconded by Commission Brown-Martin, and unanimously carried, Chairwoman Campbell declared the meeting adjourned at 6:36 p.m.

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Chairwoman Campbell

ATTEST:

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Secretary