

**REGULAR MEETING OF THE HOUSING AUTHORITY  
OF THE COUNTY OF JACKSON, ILLINOIS  
July 24, 2019**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, July 24, 2019 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 5:35p.m. with the following members present: Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell, Commissioner Wileta Brown-Martin and Commissioner Theresa Doerr. Also present were Executive Director Young, Assistant Director Brigitta MacRizzo and Attorney John Clemons.

**Introduction of Visitors**

There were no visitors present, but in attendance was Housing Authority employee Property Manager Oueida Mills.

**Approval of Minutes**

Minutes of the June 26, 2019 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 four, nays none. Chairwoman Hinton declared the motion carried and the minutes of June 26, 2019 were approved as published.

**Approval of Payment of Bills**

Bills for June 2019 were presented to the Board for approval of payment. Commissioner Doerr asked what the NAHRO Conference was and Executive Director Young explained that NAHRO was a national Housing organization out of Washington D.C. that holds conferences 3-4 times a year. Executive Director Young explained that there is a lot of good HUD training at these conferences and that this conference was being held in Indianapolis and four employees were attending – Assistant Director MacRizzo, Section 8 Program Manager Kim Herrin, Property Manager Oueida Mills and Property Rehabilitation Director Michelle Weinhold. Chairwoman Hinton asked if Executive Director Young had opened this up to everybody. Executive Director Young stated yes and that he also does that for the Maintenance/Management Clinic. Executive Director Young stated that currently two employees are taking an online course for their PHM Certificate – Property Manager Josh Whittington and Property Manager Latia Hayes. Executive Director Young stated that Tenant Accounts Manager Louise Alexander had recently taken the PHM online course and passed. A motion was then made by Commissioner Doerr to approve the payment of the bills, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried and the payment of bills for June 2019 was approved as shown on the attached list.

**Old Business**

Currently there was no Old Business.

**New Business**

First on the Agenda was Resolution 19-07-19 a Resolution to Approve Revision to Annual Plan. Executive Director Young explained that in conjunction with the Improvement Plan for HUD there were some things that the Authority would like to try to do – like RAD and some grants – which then requires a Revision to the Annual Plan or HUD will not allow you to do it. After a brief discussion the following Resolution was introduced.

**RESOLUTION 19-07-19**

**RESOLUTION APPROVING REVISIONS TO THE JACKSON COUNTY HOUSING AUTHORITY ANNUAL PLAN**

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

**WHEREAS**, HUD requires public housing agencies to develop an Annual Plan and Capital Fund Budget annually for submission prior to the beginning of each year;

**WHEREAS**, the Authority staff met with the Resident Advisory board on June 26, 2019 where the significant changes were introduced and accepted;

**WHEREAS**, the Authority's fiscal year ended June 30, 2019.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY**, approve the Annual Plan revisions and authorize the Board Chairwoman to sign the certification of Compliance with the PHA Plan and related regulations.

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, Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

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

Next on the Agenda was a Resolution to Approve SEMAP. Executive Director Young stated that this was a submission the Section 8 Program has to do every year for HUD. Executive Director Young stated that last year the Authority received a 100 for SEMAP and that Board Approval is needed prior to submission. The following Resolution was introduced.

**RESOLUTION 19-07-20**

**RESOLUTION APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION TO HUD FOR FISCAL YEAR END 2019**

**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, 2019.

**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 Brown-Martin 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, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

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

Next was a Review of Executive Session Minutes. Attorney Clemons stated that all should have the chart, that the Authority does this twice a year and looks back at the last six months. Attorney Clemons stated that in January the Board left two Executive Session meetings closed – October 2018 and November 2018 – and Attorney Clemons gave a brief review of those meetings. Attorney Clemons stated that all the items were over and that it made no sense to keep the meetings closed as the Open Meeting Act encourages not keeping meetings closed. Attorney Clemons then stated that there were two Executive Sessions held in February 2019 and March 2019 and that it was his recommendation that those also be opened. A motion was made by Commissioner Brown-Martin that the Executive Session minutes of October 2018, November 2018, February 2019 and March 2019 be opened, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried.

Next was a Resolution to Approve Low Bid for Roof Replacement at IL53-02/Carbondale under Capital Fund Program IL01P053-501-18. Executive Director Young stated that a bid opening was held at the Housing Authority offices on July 18, 2019 at 2:00 p.m. at which time the following bids were opened.

<b><u>Bidder</u></b>	<b><u>Amount</u></b>
Ron Gobin Enterprises, Inc. Murphysboro, IL	\$29,040.00

DRT Construction, Inc.  
Murphysboro, IL

\$36,500.00

Executive Director Young stated that it was his recommendation that the Board approve the low bid of Ron Gobin. After discussion the following Resolution was introduced.

**RESOLUTION 19-07-21**

**RESOLUTION TO APPROVE LOW BID FOR ROOF REPLACEMENT AT  
IL53-02/CARBONDALE UNDER CAPITAL FUND PROGRAM IL01P053-501-18**

**WHEREAS**, the Housing Authority of the Jackson County (JCHA) identified a need for roofing replacements by utilizing outside contractors; and

**WHEREAS**, JCHA developed a scope of work for roof replacements at IL53-2 in Carbondale; and

**WHEREAS**, bids were due July 18, 2019; and

**WHEREAS**, JCHA received and reviewed responses from 2 firms; and

**WHEREAS**, Ron Gobin Enterprises, submitted the lowest responsive and responsible bid in the amount of \$29,040; 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 \$29,040 per conversion is hereby authorized pending JCHA's receipt and approval of any pending items requested from the contractor; 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 Vice Chairwoman Campbell. Upon roll call the ayes and nays were as follows:

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

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 19-07-21 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 the ongoing projects in the Capital Fund Program for the Board.

### **Attorney**

Attorney Clemons stated that evictions were about the same this month. Attorney Clemons stated there was a question due to getting the security cameras in – whether we can do remote call in conference meetings. Attorney Clemons stated the By-Laws don't have anything in them, but he thought he better check the Open Meetings Act. Attorney Clemons stated that he read through the Open Meetings Act and what he found that felt covered the situation – and what he had sent to the Board members which is Section 7 and that the key problem with Section 7 and doing remote meetings is that it requires physically present members. Attorney Clemons stated that he thought there has got to be some way as this is the modern age, so he picked up the phone and called the Attorney Generals office. Attorney Clemons stated he talked to one of the staff attorneys and she was very nice but she stated “no way John are you going to be able to have a meeting of a public body unless you have a quorum in the room.” Commissioner Brown-Martin stated but there is another that the General Assembly has passed that says you can hold meeting. Attorney Clemons stated that only defines what a meeting is – it doesn't say how the meeting is held. Commissioner Brown-Martin stated yes it does to which Attorney Clemons replied that it was a definition section that almost every statute has at the beginning. Attorney Clemons stated that if you look at the full Open Meetings Act that is the second Section – 102 – and all it is defining what a meeting is. Attorney Clemons state the Open Meetings Act only applies to meetings so you have to have a definition of what a meeting is and that it has no bearing on how you have to conduct a meeting, that you have to go to Section 7 and when you read 7 it tell you that you can have people ... Commissioner Brown-Martin interjected that she would still challenge that because why would you have a redundant paragraph that initially says you do not have to be physically present it can be done by telephone or whatever but then jump to 7 and say oh you got to be present – that doesn't make sense. Attorney Clemons continues to explain and there follows more discussion regarding the Open Meetings Act.

Vice Chairwoman Campbell asked what was going on with the cameras. Executive Director Young stated that at the AHRMA Board meeting he was told that the cameras would fall under the Authority's policy where there is a deductible the Authority would have to pay. Executive Director Young stated he had been moving forward on this issue – the actual hold up is trying to get permission to put the cameras on poles. Executive Director Young stated he had contacted the two companies – Frontier and Ameren. Executive Director Young stated he had submitted a written request to Ameren 3-1/2 weeks ago and hadn't heard a word until that morning. Executive Director Young stated they had received his request, but that the guy who needs to come look at the poles is on vacation until next week. Executive Director Young stated he got an almost immediate response from Frontier – they wanted me to name them as an additional insured and pay a \$10,000 bond. Executive Director Young stated that he called Frontier and pleaded with them stating the bond was going to be a hardship and would they be able to find a way to eliminate that requirement. Executive Director Young stated he had received an email and Frontier stated they had gone back to legal and they stated it would not be a requirement to do the bond. Executive Director Young stated that if for some reason Ameren says no to putting the cameras on the poles that he had a backup plan. After more discussion regarding the camera installation Vice Chairwoman Campbell made a motion that the Executive Director continue on with the plan to put surveillance cameras in the East Chestnut are of IL53-02/Carbondale, with the option to add other sites per the Executive Director's decision, which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried.

### **Executive Director**

Executive Director Young stated that the Chestnut Street area has calmed down some recently. Executive Director Young stated that the police have increased their presence and that he had also been driving through the area quite a bit.

Executive Director Young updated the Board on the vacancy issue. Executive Director Young stated there were 673 units occupied as of today, which put the Authority at approximately 85.1% occupied. Executive Director Young stated the Authority continues to have a high turnover rate.

Vice Chairwoman Campbell questioned when Property Manager Cathy King was coming back. Executive Director Young stated that for those who might not know Property Manager King was Property Manager for IL53-12 and 16 in Carbondale behind Turley Park. Executive Director Young stated that Property Manager King had suffered a stroke about 4-5 weeks ago and was in rehab in Herrin but got home last Wednesday. Executive Director Young stated he was not sure when she will be back – that she is now doing outpatient rehab – but that he thought it was her intention to come back. Executive Director Young stated that Property Manager Josh Whittington and Property Manager Tracy King have been filling in renting her units and checking on things.

Executive Director Young informed the Board that he was getting ready to sell a 1998 Ford Taurus with 86-87,000 miles. Executive Director Young stated that the minimum bid was \$1,000.00 and that bids would be due by August 1<sup>st</sup> at 12:00 p.m.

### **Executive Session**

A motion was made by Vice Chairwoman Campbell 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 Brown-Martin. Upon roll call the ayes and nays were as follows:

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

Nays: None.

Chairwoman Hinton declared the motion carried and the Board went into Executive Session at 6:35 p.m.

During Executive Session discussion ensued regarding personnel matters.

Upon motion made by Vice Chairwoman Campbell, seconded by Commissioner Brown-Martin and unanimously carried, the Board came out of Executive Session at 6:50 p.m.

Chairwoman Hinton stated that no official action was taken or requested during Executive Session.

A motion was made by Chairwoman Hinton that Executive Director Young be given the same cost of living increase raise of 2-1/2% as other Authority personnel, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried.

Commissioner Brown-Martin asked if the Board needed to make a motion to relook at the Vacation Policy. Attorney Clemons stated no motion was needed as it was the Board consensus for Executive Director Young to look into this.

### **Adjournment**

After a motion was made by Commissioner Brown- Martin, seconded by Vice Chairwoman Campbell and unanimously carried, Chairwoman Hinton declared the meeting adjourned at 6:53 p.m.

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Chairperson

ATTEST:

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Secretary