

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
June 24, 2020**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, June 24, 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, and Commissioner Theresa Doerr. Also present were Executive Director Young, Deputy Director Brigitta Mac-Rizzo and Attorney John Clemons.

Introduction of Visitors

Present were Accounting Payable Manager (APM) Sheila Wakefield, Property Manager (PM) Oueida Mills, Section 8 Program Manager (S8PM) Kim Herrin and Property Rehabilitation Director (PRD) Michelle Weinhold.

Approval of Minutes-

Minutes of the May 27, 2020 meeting were presented to the Board for approval. A motion was made by Commissioner Doerr to approve the minutes, which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes were three, nays none. Chairwoman Campbell declared the motion carried and the minutes of May 27, 2020 were approved as published.

Approval of Payment of Bills

Bills for May 2020 were presented to the Board for approval of payment. Commissioner Doerr asked what the \$500 to First Bank and Trust was for. APM Wakefield explained that every 6 months, sometimes annually, they send the Authority a bill for Fiscal Agent Fees – have for the last 34 years. Executive Director Young stated the Authority has CDs and they manage them. Commissioner Doerr asked how it was calculated – is it a percentage. APM Wakefield stated it always \$500. There followed a brief discussion. Commissioner Doerr requested that the Board see the contract/agreement at the next meeting. Deputy Director Mac-Rizzo stated she would email it the following day. Commissioner Doerr asked what NAEIR Members Choice was. Executive Director Young stated that was a membership fee to an organization the Authority belongs to. Executive Director Young stated NAEIR gets a lot of donated stuff and each month NAEIR sends out a catalog and daily emails. Executive Director Young stated that if the Authority orders anything from them it is at a substantially discounted cost. Executive Director Young stated they are located in Galesburg, IL. Commissioner Doerr stated that the breakdown for NAEIR all said telephone. APM Wakefield stated yes that was a data entry error – it should have been a sundry account of 4190.00 instead of 4190.02 and that she would have Finance Assistant Tonya Wood correct in the general ledger. 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 three, nays none. Chairwoman Campbell declared the motion carried and the payment of bills for May 2020 were approved as shown on the attached list.

Old Business

At this time there was no Old Business.

Chairwoman Campbell asked the staff if they had something. PRD Weinhold stated they had something for Executive Director Young and handed him a sign which stated TYLER YOUNG JR ESTATES. Chairwoman Campbell stated that this was for Executive Director to take home – this was the present

from the Board and the staff – that the staff initiated it and the Board said to go for it. Chairwoman Campbell stated that a sign like this is going to up at the Sycamore, Robert A. Stalls, Fisher, Russell and Willow Street area. Executive Director Young thanked everyone. Chairwoman Campbell stated that there was to be an installation party – and that his wife already knew about it – on July 1st in the afternoon. Executive Director Young again thanked everyone.

New Business

First on the Agenda was a Resolution Approving the Write-Off of Former Tenant Accounts Receivable (TAR) For the Low-Income Public Housing (LIPH) Program for the Period Ending 06/24/2020. After the Board reviewed the listing of write offs and a discussion of several people on the list the following Resolution was introduced.

RESOLUTION 20-06-10

RESOLUTION APPROVING THE WRITE-OFF OF FORMER TENANT ACCOUNTS RECEIVABLE (TAR) FOR THE LOW-INCOME PUBLIC HOUSING (LIPH) PROGRAM FOR THE THREE-MONTH PERIOD ENDING JUNE 24, 2020

WHEREAS, JCHA's is responsible for the management and operation of all projects under the Federal Consolidate Program; and

WHEREAS, in the course of such operation, certain tenants of these developments discontinue occupancy leaving outstanding balances for rents and other charges with the Authority; and

WHEREAS, efforts were made to collect all outstanding balances while tenants remain in possession; and

WHEREAS, JCHA is currently carrying \$43,980.95 balance for vacated tenants through June 24, 2020: and

WHEREAS, the obligations of these former tenants will remain in the Low-Income Housing System for possible future collections; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY that the write-off for financial reporting purposes of all former tenant's accounts receivable balances accrued through June 24, 2020 for LIPH program in the amount of \$43,980.95 is approved and the Executive Director is authorized to recapture from any former tenant seeking readmission to Public Housing, all written-off obligation incurred as a former tenant prior to tenant acceptance into any development or program operated by the Jackson County Housing Authority.

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 and Commissioner Doerr.

Nays: None.

Chairwoman Campbell declared the motion carried and Resolution 20-06-10 was adopted.

Next was a Resolution to Approve Low Bid for RAD Conversion Consultant. Deputy Director Mac-Rizzo requested that this matter be tabled at this time. Chairwoman Campbell stated it was so tabled.

The next item on the Agenda was a Resolution to Approve Maintenance Charge Schedule. Chairwoman Campbell asked that this please be explained and that the way she had read the memo was that when people moved out this is what they would be charged. Deputy Director Mac-Rizzo stated that was correct. Deputy Director Mac-Rizzo stated what happens now is a resident turns in their keys and they have no idea what charges there might be until the Property Manager goes in, looks over the unit and says these are the things that should be charged for. Deputy Director Mac-Rizzo stated that what she would like is for the resident to be walking through the unit with the Property Manager before turning in the keys and that they should be able to know how much they are going to be charged. The following Resolution was introduced.

RESOLUTION 20-06-12

RESOLUTION APPROVING REVISIONS TO THE JACKSON COUNTY HOUSING AUTHORITY ANNUAL PLAN

WHEREAS, the Jackson County Housing Authority (JCHA) is reviewing process that would decrease the downtime of vacating units. In reviewing that process, we found that implementing a schedule of maintenance charges would allow residents to understand charges for repairs upon vacating their unit; and

WHEREAS, the cost for services or repairs due to intentional negligent damage to the dwelling unit, common areas or grounds beyond normal wear and tear, caused by the Resident, household members or by guests; and

WHEREAS, typically, common maintenance charges are listed on a Schedule of Charges in addition to rent; and

WHEREAS, when JCHA determines that needed maintenance is not caused by normal wear and tear, Residents shall be charged for the cost of such service, either in accordance with the Schedule of Maintenance Charges posted by JCHA or based on the actual cost to JCHA for the labor and materials needed to complete the work; and

WHEREAS, if overtime work is required, overtime rates shall be charged. (24CFR 966.4(b)(2)]; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY, approves the Schedule of Maintenance Charges.

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 and Commissioner Doerr.

Nays: None.

Chairwoman Campbell declared the motion carried and Resolution 20-06-12 was adopted.

Next was a Resolution to Approve FY 2021 Budget for AMPs 1-8 and COCC. Deputy Director Mac-Rizzo stated that the revenue number is a hard number, this is what the Authority will be receiving. Deputy Director Mac-Rizzo stated that the expenses are more, but that she would take money out of reserves to cover the shortage, but that this would be the most extreme expenses. Commissioner Brown-Martin stated so this is your projected budget. Deputy Director Mac-Rizzo stated yes. There was discussion regarding numbers in for staff training and how training is being accomplished at this time. After discussion the following Resolution was introduced.

RESOLUTION 20-06-13

RESOLUTION TO APPROVE FY 2021 BUDGET FOR AMPs 1-8 and COCC

WHEREAS, the Jackson County Housing Authority (JCHA) prepared a budget for FY 2021 (July 1, 2020 – June 30, 2021); and

WHEREAS, this budget projects expenditures of \$10,198,511, which includes the project-based Asset Management Projects (AMPs) in the Low-Income Public Housing Program of \$5,130,252; \$2,019,714 in the HCV Program; \$1,984,998 in the CFP Program; and \$1,010,315 in the COCC; and

WHEREAS, this budget includes the use of reserves in the amount of \$111,000 to supplement the development projects and COCC costs; and

WHEREAS, these items balance the FY 2021 annual budget.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY approve the FY 2021 Annual Budget and the Executive Director be and hereby is authorized, empowered and directed to act on behalf of the JCHA to take all such actions as are necessary or appropriate to cause to prepare, execute and finalize, upon such items terms as the Executive Director deems necessary and appropriate in the best interest of the 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 and Commissioner Doerr.

Nays: None.

Chairwoman Campbell declared the motion carried and Resolution 20-06-13 was adopted.

Reports

Capital Fund Program

PRD Weinhold reviewed and summarized the ongoing Capital Fund Projects for the Board. There was a brief discussion of mailboxes at Old West Main cottages.

Attorney

Attorney Clemons stated the Board should have his written report along with the materials for tonight that were sent via email. Attorney Clemons informed Commissioner Doerr that the State cannot locate her OMA certification so she will have to take the training again. Attorney Clemons stated that should get the Authority up to speed with the State. Attorney Clemons informed the Board that the Governor's

latest was extending State Court evictions to the end of July, which means Court is not going to get started until August or later. Attorney Clemons stated the Authority operates under the Federal Cares Act which basically goes to the end of July and you can't go to court for thirty more days so the Authority is looking at the end of August. Attorney Clemons stated that he felt the issue regarding the lady who was denied entry into the Section 8 Program has been resolved as there has not been any further contact from Land of Lincoln. Attorney Clemons stated the rest of the month has been spent working on the employment of the Executive Director and he had started to review the new lease.

Chairwoman Campbell stated that the Board was going to go into Executive Session but that first of all she wanted to say something to the staff that is here – thank you for all the stuff you do and things are going to get kind of crazy now that you're going into RAD – I mean there's all kinds of things, people are going to be changing jobs / moving offices – all kinds of things going on and what I want you to remind your staff is that we have to follow the State and Federal guidelines about keeping all the material that pertains to JCHA because when we got into looking at stuff about the retirement plans there was stuff missing so I want you to stress with your staff there are things that can be – stuff that went into storage and stuff you can get rid of and if you have any questions to check with whoever is in charge of the process at that time.

Attorney Clemons reminded Chairwoman Campbell that there was still the Executive Director's Report.

Executive Director

Executive Director Young stated that a young man was hired through the ROSS Grant by the name of Christopher Higdon, and that he will be working under S8PM Herrin's supervision. Executive Director Young stated an Agenda has been planned for him and hopefully he will be able to provide assistance to tenants. S8PM Herrin stated they have already received calls from some tenants. Commissioner Doerr as if he was full time or part time. Deputy Director Mac-Rizzo stated he was part time now until he gets his cliental built up, but that the grant does allow for him to be full time. Executive Director Young stated it was a three-year grant.

Executive Director Young informed the Board that the Authority office was still closed to the public through June 30th and that the situation would be reassessed at that time. Executive Director Young stated the Authority tries to make it as accessible as possible and make the employees as accessible as possible which remaining closed to the public. Executive Director Young stated the employees can still get out into the communities of course wearing the necessary masks and whatever safety equipment they need to do things they need to do. Executive Director Young stated that Deputy Director Mac-Rizzo has come up with an idea for a little renovation to the office which sounds like it might work quite well utilizing the office where I am now. Executive Director Young stated she has gotten the architects involved and they are going to do a little redesigning of the office so that the entrance will be a little different than what we have now. Executive Director Young stated that in the present front office it is hard to keep social distancing as there is not a lot of space. Commissioner Brown-Martin asked if the Authority was going to open up June 30th. Deputy Director Mac-Rizzo stated no. Chairwoman Campbell asked if that meant maintenance was still only doing emergency work orders. Deputy Director Mac-Rizzo responded yes but have also started flipping units and doing some outside work.

Executive Director Young stated the Authority is currently at 87.6% with 679 units rented out of 775. Executive Director Young stated that the Authority continues to demo units – have approval to do units in Murphysboro and Grand Tower. PRD Weinhold stated hopefully by Fall this will be completed.

Executive Director Young informed the Board that the Authority was in negotiations for the Maintenance Contract and that it was going pretty well. Executive Director Young stated wages is the last thing and

usually takes a little more time to come to an agreement. Executive Director Young stated another meeting was scheduled for Friday at 9:00 a.m.

Executive Director Young stated that the Authority had received two of the vehicles that had been ordered but was still waiting on a maintenance truck that was ordered in February. Executive Director Young informed the Board that he had ordered a 7-passenger van to replace the 2002 full-size van the Authority currently owns.

Executive Director Young stated that once he no longer works for the Authority that he will no longer be on the AHRMA Board – which AHRMA is the Authority's insurance company. Executive Director Young stated that his last meeting would be tomorrow.

Executive Director Young stated that basically he has just been winding down, cleaning out his desk and throwing stuff away. Chairwoman Campbell asked if he watched what he was he was throwing out. Executive Director stated oh yes – I do not throw away anything important. Executive Director Young stated there was a question about a hard-drive and that he wanted to explain the procedure of how we do computers when we no longer need them – the way it works is we will transfer any and all files, if you have to get a new computer or say if someone leaves and their computer is no longer going to be operational, those files will always be available on that computer. Executive Director Young stated that if in fact we had to get rid of the computer what we do is transfer everything on that computer to another computer or flash drive. Executive Director Young stated at that point what we do is we destroy the hard drive and that's the procedure we utilize for all of them because we have so much sensitive information on our computers regarding people's Social Security numbers and things of that nature that we have to make sure that information is never, never, never seen by anyone other than those that need to have it. Commissioner Brown-Martin expressed her frustration regarding some of the Authority's policies and the follow through. There followed discussion. Executive Director Young stated he understood and then stated that was all he had to report.

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 Campbell, Commissioner Doerr and Commissioner Brown-Martin.

Nays: None.

Chairwoman Campbell declared the motion carried and the Board went into Executive Session at 6:28 p.m.

During Executive Session discussion ensued regarding personnel matters.

Upon motion made by Commissioner Brown-Martin, seconded by Commissioner Doerr and unanimously carried, the Board came out of Executive Session at 8:02 p.m.

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

The Board states that they wanted an outside source to transcribe the Executive Session minutes. Deputy Director Mac-Rizzo stated she would put them on a drive for Attorney Clemons to pick up.

Chairwoman Campbell stated that the first thing we wanted to talk about is the payout agreement with Tyler, who is retiring July 1st – June 30th as Executive Director. Chairwoman Campbell stated that the Board is proposing that Executive Director Young get your payout without most of the other things underneath. Chairwoman Campbell stated they are offering to pay for 3 months of health, dental and life insurance and contribute 3 months of your pension for the next 3 months and then after that you will receive no more of the extra things that were offered. Chairwoman Campbell asked if that was acceptable. Executive Director Young affirmed it was acceptable. Attorney Clemons stated and the pension would be based on your last salary. Chairwoman Campbell stated the Board is suggesting that Executive Director Young take his payout for vacation time and all that that stuff he is owed that he takes it the first six months which would get him to the end of the year and then get your last payment in January of 2021. There followed discussion regarding specific dates/time periods of payout. Commissioner Brown-Martin stated Madam Chairwoman I make a motion that for the retiring Executive Director we continue the practice of paying additional perks for retirement and that those payments begin July 17, 2020 and continue to the first pay period in January, 2021, that the Executive Director will be paid for 3 months of perks.

Executive Director Young interrupted and stated that he had a question – not a question, but a comment. Executive Director Young proceeded to inform the Board that he currently pays \$600 a month into his retirement after taxes and that he would like to continue to have that taken out through January if that is ok. There followed discussion regarding Executive Director Young continuing to contribute his own money to his retirement. After discussion, the following Resolution was introduced.

RESOLUTION 20-06-14

RESOLUTION TO APPROVE PAYMENT OF ACCRUED AND ESCROWED TIME TO RETIRING EXECUTIVE DIRECTOR

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois that Executive Director Tyler Young be paid his accrued vacation, sick and escrowed time for the period beginning July 17, 2020 to January 17, 2021. In addition, Executive Director Young shall be paid additional health, dental and life insurance and all pension benefits for a 3 month period as per the agency's past practice and that Executive Director Young continue to be allowed to make personal contributions into his retirement from those funds at a rate of \$600/month.

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 and Commissioner Doerr.

Nays: None.

Chairwoman Campbell declared the motion carried and Resolution 20-06-14 was adopted.

Next Chairwoman Campbell addressed Deputy Director Mac-Rizzo stating that after much discussion this is what we are offering in terms of accepting the Directorship. Chairwoman Campbell stated the Board will increase your Deputy Director salary retroactive to May 1st in the amount of \$8,500 per month for 90 days, in August we will then discuss your performance and how things are going and will discuss an increase in your salary then – May 1st through July 31st you would get the \$8,500 and then we will discuss your progress, performance and salary again in August. Chairwoman Campbell asked if that was acceptable. Deputy Director Mac-Rizzo responded yes. The following Resolution was introduced.

RESOLUTION 06-20-15**RESOLUTION TO APPROVE RETROACTIVE PAYMENT OF SALARY FOR THE DEPUTY DIRECTOR**

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the retroactive payment of salary to the Deputy Director in the amount of Eight Thousand Five-Hundred Dollars (\$8500.00) beginning May 1, 2020 and that this salary amount will be in effect for 90 days at which point the Board of Commissioners will perform a Performance Review of the new Executive Director.

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 and Commissioner Doerr.

Nays: None.

Chairwoman Campbell declared the motion carried and Resolution 20-06-15 was adopted.

Chairwoman Campbell asked Deputy Director Mac-Rizzo if she had to write that in the job description before she signed it. Deputy Director Mac-Rizzo stated you mean you want to write in the amount – we can do that. There was a brief discussion regarding whether to add to the job description at this time. Attorney Clemons stated that the Board could make that clear. Commissioner Brown-Martin stated Madam Chairwoman I would like to make a friendly amendment to the prior motion in offering Deputy Director Brigitta Mac-Rizzo the monthly salary of \$8,500 retroactive to May 1st and that the addition should include that the Board at this time has not recommended that a written contract or employment agreement be signed with her at this time. Chairwoman Campbell asks if there is a second. Commissioner Doerr declines to second. Chairwoman Campbell stated she will second the motion. At this time there is no vote taken on the Motion for Amendment to Resolution 20-06-15 and the meeting continues.

Attorney Clemons states that the Board is forgetting something and asks the Board under what benefits would Deputy Director Mac-Rizzo would work under after July 1, 2020. There follows discussion regarding this matter. After discussion, the following Resolution is introduced.

RESOLUTION 20-06-16**RESOLUTION TO APPROVE EXECUTIVE DIRECTOR'S POSITION ADHERING TO THE CURRENT PERSONNEL POLICY AND PROCEDURES MANUAL**

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois that the Executive Director's position is bound by the Authority Personnel Policy and Procedures Manual in its current form.

Commissioner Doerr makes a motion to adopt the foregoing Resolution. Commissioner Brown-Martin declines to second the motion. Chairwoman Campbell stated she would second the motion. At this time there is no vote taken on the motion and the meeting continues.

There followed discussion regarding Policies and Contracts of the Authority, specifically Attorney Clemons contract.

Adjournment

After a motion was made by Commissioner Brown-Martin, seconded by Commission Doerr, and unanimously carried, Vice Chairwoman Campbell declared the meeting adjourned at 8:24 p.m.

Chairwoman Campbell

ATTEST:

Secretary