

**REGULAR MEETING OF THE HOUSING AUTHORITY  
OF THE COUNTY OF JACKSON, ILLINOIS  
March 25, 2020**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, March 25, 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**

Vice Chairwoman Mary Campbell called the meeting to order at 5:39 p.m. with the following members present: Vice Chairwoman Campbell (via phone), Commissioner Wileta Brown-Martin (in person) and Commissioner Theresa Doerr (via phone). Absent was Chairwoman Brenda Hinton. Also present were Executive Director Young and Assistant Director Brigitta Mac-Rizzo and Attorney John Clemons (via phone).

**Introduction of Visitors**

Present was Property Manager Oueida Mills and Property Rehabilitation Director (PRD) Michelle Weinhold.

At this time Attorney Clemons noted that this meeting was being held via tele-conferencing based upon Gov. J.B. Pritzker's Executive Order 2020-07 issued on March 16, 2020 in response to the nationwide and worldwide pandemic involving COVID19. Attorney Clemons stated that it appeared that the Governor's Executive Order suspended certain requirements of the Open Meetings Act, in particular the requirement that a quorum of members of a public body must be physically present and has suspended all limitations on conducting meetings by remote participation using telephone or tele-electronic conferencing.

**Approval of Minutes-**

Minutes of the February 26, 2020 meeting were presented to the Board for approval. A motion was made by Commissioner Brown-Martin to approve the minutes, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were three, nays none. Vice Chairwoman Campbell declared the motion carried and the minutes of February 26, 2020 were approved as published.

**Approval of Payment of Bills**

Bills for February 2020 were presented to the Board for approval of payment. There was a question regarding charges for B&J Computers, which Executive Director Young and Assistant Director Mac-Rizzo explained in detail. There was a question regarding a check involving tank rental. Executive Director Young stated it was probably for welding tank-rental but it was decided that while an explanation was being sought meeting would continue and the Board would come back to Approving the Bills.

**Old Business**

At this time there was no Old Business

**New Business**

First on the Agenda was a Resolution Approving the Write-Off of Bad Debts for Three Month Period Ending March 24, 2020. Executive Director Young stated that these monies are always collectible. The following Resolution was introduced.

**RESOLUTION 20-03-05**

**RESOLUTION APPROVING THE WRITE-OFF OF BAD DEBTS FOR  
THREE MONTH PERIOD ENDING MARCH 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 \$25,378.92 balance for vacated tenants through March 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 March 24, 2020 for LIPH program in the amount of \$25,378.92 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: Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Vice Chairwoman Campbell declared the motion carried and Resolution 20-03-05 was adopted.

Next on the Agenda was a Resolution to Approve Low Bid for Mowing Services. Executive Director Young stated that a bid tab was in the Board's packets and that an opening was held on March 13, 2020 at 2:00 p.m. Executive Director Young stated that Kasky Tree Service was the low bid for \$52,000.00. Commissioner Doerr asked what the difference was between paying the contract versus paying maintenance staff to mow. Executive Director Young stated the Authority used to do all the mowing but it became evident approximately 15 years ago that it was not cost effective for the Authority to continue doing it. There followed discussion regarding mowing season and frequency of mowing. After discussion the following Resolution was introduced.

**RESOLUTION 20-03-06**

**RESOLUTION AUTHORIZING CONTRACT AWARD TO  
KASKY TREE SERVICES FOR MOWING AGENCY WIDE**

**WHEREAS**, the Jackson County Housing Authority (JCHA) is coming into the mowing season and seeks to utilize in-house staff and outside contractors; and

**WHEREAS**, JCHA developed a scope of work for mowing services agency wide; and

**WHEREAS**, JCHA advertised for services on March 1<sup>st</sup> with a pre bid held on March 6<sup>th</sup> and bid packages due on March 13, 2020; and

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

**WHEREAS**, Kasky Tree Service submitted the lowest responsive and responsible bid in the amount of \$52,000 and a contract award is recommended; and

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

- 1) The award of the contract Kasky Tree Service in an amount not to exceed \$52,000 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 Commissioner Doerr. Upon roll call the ayes and nays were as follows:

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

Nays: None.

Vice Chairwoman Campbell declared the motion carried and Resolution 20-03-06 was adopted.

At this time Executive Director Young stated that he had received information that the check was for welding tank rentals. Commissioner Brown-Martin made a motion to approve the payment of bills, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were three, nays none. Vice Chairwoman Campbell declared the motion carried and the payment of bills for January 2020 were approved as shown on the attached list.

Next was a Resolution to Approve Agency 5 Year Action Plan for FY 2020 – 2024 including Annual Plan for FY 2020. As this had been previously reviewed, the following Resolution was introduced.

**RESOLUTION 20-03-07****RESOLUTION TO APPROVE AGENCY 5 YEAR ACTION PLAN FOR FY 2020 – 2024 TO INCLUDE THE AGENCY ANNUAL PLAN FOR FY 2020**

**RESOLVED** by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to Approve the Agency 5 Year Action Plan for FY 2020 – 2024 to include the Agency Annual Plan for FY 2020.

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

Nays: None.

Vice Chairwoman Campbell declared the motion carried and Resolution 20-03-07 was adopted.

**Reports****Capital Fund Program**

PRD Weinhold reviewed and summarized the ongoing Capital Fund Projects for the Board.

**Attorney**

Vice Chairwoman Campbell asked for the Attorney's Report. Assistant Director Mac-Rizzo stated Attorney Clemons must have stepped away from the phone. Executive Director Young explained to the Board that all court cases/evictions have been suspended and at this point do not know when will be rescheduled. Vice Chairwoman Campbell asked if that meant that people not paying their bills get to stay longer. Executive Director Young stated most likely and explained that HUD has not told Public Housing that it cannot evict but are saying to be reasonable and understanding. Executive Director Young stated that since the Authority can not file any evictions at this time we are going to try to work with residents. Assistant Director Mac-Rizzo stated that even if court were to reopen in April, because the backlog of cases will supersede eviction cases, by the time our cases get to court we are looking at possibly June or July.

**Executive Director**

Executive Director Young stated he hoped all the Board members had received the information regarding what the Authority is doing to deal with the COVID19 situation – having reduced staff so the number of people coming in on a daily basis is limited. Executive Director Young stated the Authority is doing this until April 7<sup>th</sup> and then at that time will reevaluate. Executive Director Young stated that he is trying to limit contact the staff has with the public. Executive Director Young stated the staff are getting paid as if they were at the office 8 hours a day.

Executive Director Young stated that some dates have been set with the Union Representative in order for Union negotiations to begin but will depend on the COVID19 situation. Executive Director Young informed the Board that the contract expires June 30<sup>th</sup>.

Executive Director Young stated the cameras are up and working on Chestnut Street and helped the police in a situation last Monday which involved non-residents and a shooting. Executive Director Young informed the Board as to the details on what had occurred.

Executive Director Young stated the Authority was at approximately 86% occupied. Executive Director Young stated that the Authority continues to try to improve.

Executive Director Young informed the Board that he had recently found a resident, who he had known a long time, deceased in their apartment.

Executive Director Young informed the Board that most of the AMPs have done really well, scoring close to or above 90, on their REAC inspections.

Executive Director Young informed the Board that the Authority and the Board had received a letter from HUD regarding its occupancy. Executive Director Young stated that the Authority has to put together an Action Plan and submit it by the end of the month. Executive Director Young stated that demoing units and merging apartments in the high-rise will all help with the occupancy numbers.

Executive Director Young stated that there have been no applications for the vacant Board seat, so that if anyone knew someone who would be interested, they just have to fill out an application online.

There followed a discussion regarding the new phone system, which was allowing the Board to meet remotely, and whether the staff were working remotely. Executive Director Young stated they were not working remotely as there was not the capability at this time.

### **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 and that Executive Director Young and Assistant Director Mac-Rizzo leave the meeting, which motion was seconded by Commissioner Doerr. Upon roll call the ayes and nays were as follows:

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

Nays: None.

Vice Chairwoman Campbell declared the motion carried and the Board went into Executive Session at 6:32 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 6:54 p.m.

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

A motion as made by Commissioner Brown-Martin that the Board accept Executive Director Young's resignation and retirement date of June 30, 2020 and thank him for his years of service to the Authority. The Board would also like to accept his recommendation and make an offer of employment to Assistant Director Mac-Rizzo as Executive Director with the salary and benefits to be determined. The Board requests that Executive Director Young assist with his knowledge in developing and planning of a transition plan prior to his retirement date and for a job description, salary and benefits for the new Executive Director. This motion was seconded by Commissioner Doerr. Upon roll call they ayes were three, nays none. Vice Chairwoman Campbell declared the motion carried.

Commissioner Brown-Martin wondered if Assistant Director Mac-Rizzo would accept this offer. Assistant Director Mac-Rizzo stated yes, I accept and thank you to the Board and to Executive Director Young for the recommendation. Executive Director Young thanked the Board for trusting in his recommendation.

**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 7:00 p.m.

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Vice Chairwoman Campbell

ATTEST:

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Secretary