

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
March 27, 2019**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, March 27, 2019 at 5:45 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 5:52 p.m. with the following members present: Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell, Commissioner Wileta Brown-Martin and Commissioner Theresa Doerr. Absent was Commissioner Whitney Endres. 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 were Housing Authority employees Accounting Payable Manager Sheila Rae and Property Manager Oueida Mills.

Approval of Minutes

Minutes of the February 27, 2019 meeting were presented to the Board for approval. Chairwoman Hinton voiced concern regarding the wording on Page 3. Executive Director Young stated he asked about that and explained it was because people were talking and would get interrupted by someone else. Chairwoman Hinton stated that she didn't ask to remove something. Vice Chairwoman Campbell asked if Chairwoman Hinton was asking to have the minutes amended and Chairwoman Hinton stated yes. Attorney Clemons asked whereabouts. Executive Director Young stated Page 3, very first paragraph. Commissioner Brown-Martin stated that if you go back to page 2 it all makes sense. She said we were discussing Executive Session minutes and Attorney Clemons was saying they were closed – it wasn't taking out of the minutes but taking out of storage to make them available for review, so if you go back you can see what you mean how it was written. Attorney Clemons stated that it did not read very well. Commissioner Brown-Martin stated yes, but I understand. Commissioner Doerr asked what was being discussed. Commissioner Brown-Martin reviewed what had been discussed saying how Executive Session minutes are closed and not available to the public but are available to the Board members and we review them – Vice Chairwoman Campbell said John brings them in every 6 months. Attorney Clemons stated yes; the statute requires semi-annual reviews of all prior Executive Session minutes that have remained closed. Chairwoman Hinton stated so we decided that the Assistant Director will review it with John. Commissioner Brown-Martin stated and Executive Director Young unless they are in question or part of the discussion. Attorney Clemons asked if the Board wanted to add a line to Page 3, paragraph 1 stating "The Board moved and passed to amend the minutes by adding to Page 3, paragraph 1 to clarify the following: The reference to remove it does not refer to content." A motion was made by Commissioner Doerr that the amendment be added to the minutes, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes were four, nays none.

A motion was then made by Commissioner Brown-Martin to approve the minutes as amended, 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 minutes of February 27, 2019 were approved as published.

Approval of Payment of Bills

Bills for February 2019 were presented to the Board for approval of payment. Executive Director Young stated that the Board would see on these bills the two vehicles he had mentioned at last month's meeting that had been purchased. Chairwoman Hinton asked what Laborers International Union of North was. Commissioner Brown-Martin stated that was retirement. Chairwoman Hinton asked if it was annual or monthly. Accounts Payable Manager Rae stated that was monthly. Chairwoman Hinton stated it just stood out this time. Chairwoman Hinton then questioned whether the insurance was for a year. Commissioner

Brown-Martin and Accounts Payable Manager Rae both stated no. Chairwoman Hinton clarified that she was talking about the adding of the Taurus and Cruze to the auto insurance. Accounts Payable Manager Rae said oh yes, sorry I thought you were talking about the health insurance bill. Commissioner Brown-Martin stated I thought she was talking about health insurance too. After discussion was completed a motion was then made by Commissioner Brown-Martin 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 February 2019 were approved for payment as shown on the attached lists.

Old Business

Currently there was no Old Business.

New Business

First on the Agenda was a Resolution to Approve Annual Plan for FY 2019. The following Resolution was introduced. Commissioner Brown-Martin asked wasn't there a modification to a number to be made.

RESOLUTION 19-04

RESOLUTION TO APPROVE ANNUAL PLAN FOR FY 2019 (with modification)

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to Approve the Annual Plan for FY 2019 (with modification to the number regarding waiting list total).

A motion was made by Vice Chairwoman Campbell 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 19-04 was adopted.

Next on the Agenda was a Resolution to Write off Bad Debts for Three Month Period Ending March 26, 2019. Executive Director Young stated even though these are bad debts they are still collectable, that the Authority does this quarterly. Commissioner Brown-Martin asked if it is still if they try to get income taxes state puts a lien on it. Executive Director Young stated yes; we still collect quite a bit that way. Executive Director Young stated also if they come back to public housing we collect or sometimes set up a repayment agreement. Executive Director Young stated the policy stipulates they have to pay it all but under certain circumstances – Vice Chairwoman Campbell said because you've got a lady on here, M. Gibbs, and I thought why has she got two so she ... Property Manager Mills injected that she had transferred into an apartment and then moved out. Property Manager Mills explained she had charges on her original apartment and then on the apartment when she moved out. Vice Chairwoman Campbell asked if people are allowed to transfer units. Property Manager Mills stated depending on the situation. Commissioner Brown-Martin stated if their circumstances change. Executive Director Young explained to the Board that one of the big problems the Authority has is unreported income and then the Authority has to go back and do retroactive rent and it adds money onto what people already owe. Executive Director Young stated unfortunately the Authority does not have a choice. There followed a discussion regarding a gentleman who had recently passed in the building near Vice Chairwoman Campbell and of a resident found deceased last year in a unit. The following Resolution was introduced.

RESOLUTION 19-05

RESOLUTION TO APPROVE WRITE OFF OF BAD DEBTS FOR
THREE MONTH PERIOD ENDING MARCH 26, 2019

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 March 26, 2019 in the amount of Forty-one Thousand Nine Hundred Thirty-two Dollars and Fifty-one Cents (\$41,932.51).

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 19-05 was adopted.

Next on the Agenda was a Resolution to Approve Update of Travel Policy. Executive Director Young stated the Board had a copy of the travel policy. Executive Director Young stated that at the last Board meeting we talked about how in the old Policy there was something which limited meals not to exceed \$50.00, which was removed and also added into it on the second page about the use of credit cards. Executive Director Young stated that one of the reasons that the Authority – and we can do something different if the Board wants us to do it – but what we’ve found is paying on the basis of receipts is much, much better than a per diem. Executive Director Young stated that one of the things if you have a per diem – and I know this has happened because as many of you know my wife worked for the state and they would get a \$50/\$60 per diem, eat for \$20 and pocket \$30. Executive Director Young stated that with the Authority’s system the way its set up its hard to do that – what we’re saying is that if you are in New York we know it’s going to be more expensive than if you eat in Carbondale or Mt. Vernon and we will pay you for that if you bring us a receipt. Executive Director Young stated that sometimes a travel advance is needed and the employee keeps the receipts. Executive Director Young stated that if they have to spend over the travel advance amount and use personal money the Authority pays them the difference and if they spend under the travel advance the money is given back to the Authority. Executive Director Young stated this procedure do not allow people to pocket additional money. Executive Director Young stated we really like paying on basis of receipts so nobody is out any money as we pay them what they pay for, however if the Board wants to do a per diem the Authority can do that. Commissioner Doerr asked if there was a Federal per diem. Commissioner Brown-Martin answered yes. Commissioner Doerr stated the state per diem is \$28.00. Executive Director Young asked if you spend more does the state pay you the difference. Commissioner Doerr stated no, you just don’t eat, or you pay for it. Executive Director Young stated the Authority is going to pay you for what you spend as long as you bring back the receipt. Chairwoman Hinton responded which makes sense to do. There followed a discussion regarding what was considered reasonable. Executive Director Young stated the Authority has never had a problem regarding excessive spending. Commissioner Brown-Martin stated well then let’s leave it as it is. The following Resolution was introduced.

RESOLUTION 19-06

RESOLUTION TO APPROVE UPDATED TRAVEL POLICY

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the Travel Policy as follows:

STATEMENT OF TRAVEL POLICIES GOVERNING COMMISSIONERS AND EMPLOYEES
OF THE JACKSON COUNTY HOUSING AUTHORITY

1. Travel Regulations:

- A. Commissioners, employees or authorized representatives of the Authority may perform official travel upon authorization of the Executive Director and in accordance the Authority's Travel Policy.
- B. Housing Authority personnel attending conferences, conventions, workshops or other meetings, shall be limited to the number of persons necessary to cover the meeting adequately.

2. Registration Fees:

Registration fees to authorized conferences, conventions, workshops and meetings shall be paid by the Authority.

3. Lodging:

Lodging shall be paid at the established hotel government rates or the approved hotel conference rate. In all cases, receipts must be obtained for lodging.

4. Meals:

Meal costs will be limited to an amount considered reasonable for the geographic area in which travel is necessary. Meal costs should be reasonable and meal receipts will be necessary for reimbursement.

5. Incidental Expenses:

All expenses incidental to official business such as taxi fares, telephone calls, telegrams, secretarial services, rental automobiles, luggage check, tips (limited to 20% of total bill) and other similar items shall be considered reimbursable expenses. Receipts are required except when unavailable. A detailed explanation of certain incidental expenses may also be required.

6. Transportation Costs:

Transportation costs for persons authorized to travel shall be paid by the Authority. The most efficient and economical mode of transportation shall be utilized.

- A. Air: Tourist or coach shall be the standard means of air travel.
- B. Train: First class train fare plus Pullman accommodations, when necessary, shall be the standard means of travel by rail.
- C. Automobile: Whenever possible, travel shall be limited to use of Authority owned vehicles. Authorized travel in private vehicles shall be paid at the current government standard per mile.

7. Travel Advance:

Cash advances for travel may be authorized by the Executive Director. Such advances shall not exceed the reasonably computed amount expected for the trip and shall be deducted from the actual reimbursable expenses of the trip. In the event the advance exceeds the reimbursable due, the excess shall be promptly paid to the Authority.

When traveling, the Authority credit card, which are issued to the Executive Director and Assistant Executive Director, may be used for staff travel, hotel, and meal expenses while attending training with the approval of the Executive Director or Assistant Executive Director.

8. Expense Voucher:

Prior to reimbursement of expenses, an expense voucher, signed by the traveler, must be approved by the Executive Director. The voucher shall itemize amounts spent daily for registration fees (when applicable), lodging, meals, incidental expenses and transportation costs. All necessary receipts shall be attached to the expense voucher.

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 19-06 was adopted.

Next on the Agenda was a Discussion and/or Resolution to Approve Personnel Policy. Executive Director Young stated the Board had copies of the Personnel Policy and that he knew they had not had it long so this could be delayed. Executive Director Young stated the Authority would like to have this effective June 30th – actually July 1, 2019. Executive Director Young stated that it is a pretty thorough policy but if the Board found items they would like us to address or change to just let him know. Executive Director Young stated that they tried to include most everything. There followed an in-depth discussion regarding various topics in the Personnel Policy such as Dress Code, Merit Raises, Performance Evaluations and wording in regard to breaks. Commissioner Brown-Martin asked if the employees would be provided this. Executive Director Young stated oh yes, it would be given to employees once the Board approves it. Commissioner Brown-Martin asked if there would be something the employees signed that they received it. Executive Director Young stated at the very back there is an acknowledgment page that the employee signs and it is put in the personnel file. Executive Director Young explained the situation that occurred that brought about the implementing of the Dress Code. Executive Director Young stated for the Board to take and read, and that it would be kept on the Agenda. Executive Director Young stated that the latest it would need to be approved is at the June Board meeting.

Reports

Capital Fund Program

Executive Director Young stated that the Capital Fund Program report was in the Board packets. Executive Director Young reviewed the Capital Fund Program report for the Board.

Attorney

Attorney Clemons stated that the Board had his written report. Attorney Clemons stated there was nothing particularly out of the ordinary this month. Attorney Clemons stated the Authority was actually down a little bit on new cases, although we had one today that the resident surrendered her keys yesterday, so he had dismissed the case.

Executive Director

Executive Director Young stated that the Retirement Policy that the Board talked about at the last meeting – that would have to be done at the annual meeting, when the Authority has its annual meeting there is also an annual meeting for IDC. Executive Director Young stated that the money the Authority has been using for that comes from IDC and the policy would have to be approved at an annual meeting because IDC only meets once a year. Executive Director Young stated the Board members are also IDC Board members, but the annual meeting is held in August. Chairwoman Hinton asked Executive Director Young to explain as some Board members were not present at the last meeting. Executive Director Young stated that at the last meeting it was talked about how there was no written policy but that some years back the Board authorized that employees who retired after a certain amount of time they be given \$10.00 for every year they worked at the Authority. Executive Director Young stated that since there was no official policy the Board wanted him to formulate an official policy but that since it is IDC money that policy would have to be approved at the annual meeting. Commissioner Doerr asked what the acronym IDC stood for. Executive Director Young stated it was for the Illinois Development Corporation a not for profit the Authority has had for years. Executive Director Young stated that back when Mr. Seed was here IDC used to do maintenance training, actually had an employee, Mr. Jim Waterman, who would go around training on refrigerators, stoves and air conditioners. Executive Director Young stated that when Mr. Waterman left, IDC still was in existence as it owned and operated the washers and dryers that are in the Authority high-rises. Executive Director Young stated then when Pat Wright was the Property Rehabilitation Director of the Authority's Capital Fund Program, she also managed the Capital Fund Program for Union County Housing Authority. Executive Director Young stated this was done under IDC and Union County paid IDC for her expertise. Executive Director Young stated of course Pat is retired now and Michelle, who does the Capital Fund Program now, does not presently do any of that for any other Housing Authority.

Executive Director Young stated that the Authority has been doing a lot of concrete work in the developments trying to get ready for REAC. Executive Director Young explained that REAC has a bunch of new requirements. Executive Director Young stated that any minor stuff the Authority is taking care of itself, but anything else is being done through a contractor.

Executive Director Young stated that Mr. David Rambeau, who has been working in a full-time temporary position has yet to get his drivers license. Executive Director Young stated it was the strangest thing in that he's been told the license has been approved but hasn't received it. Executive Director Young stated that Mr. Rambeau checked with his attorney and that his attorney said he should have it within 30 days. Executive Director Young stated that there was another week to go on his thirty-day period.

Executive Director Young informed the Board that Assistant Director MacRizzo and himself had taken the staff out to lunch at two different locations. Executive Director Young stated they took the office staff to lunch at Giant City Lodge and had a staff meeting while out there. Executive Director Young stated they then took the maintenance staff to lunch at Golden Corral. Executive Director Young emphasized that this was not paid for by the Housing Authority but that was paid for by Assistant Director MacRizzo and himself.

Executive Director Young informed the Board that the Section 8 Program was going to open its waiting list that has been closed since September 2017. Executive Director Young stated the Section 8 office had sent out approximately 180 update letters and had gotten back a little over 50. Executive Director Young stated the list would be opened on April 15, 2019 and that it would be in the paper on March 31st and April 3rd. Executive

Director Young stated that anytime they want to close the waiting list you have to have Board action but open the list you don't need Board action but that he wanted to make sure the Board was aware of it.

Executive Director Young updated the Board on the vacancy issue. Commissioner Brown-Martin asked if that was up or down. Executive Director Young stated he was hoping it would be higher, but that its up a little. Executive Director Young stated that Assistant Director MacRizzo has been working with the staff to increase the occupancy rate, hoping to continue increasing and minimize the number of people we lose.

Executive Director Young stated there was a letter in the packets from HUD stipulating that there were no audit findings in the last audit which is always great to hear.

Vice Chairwoman Campbell asked when they would start mowing. Executive Director Young stated he thought it was around the 10th of April.

Chairwoman Hinton indicated that there was a need for an Executive Session for personnel matters.

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 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 7:00 p.m.

During Executive Session discussion ensued regarding personnel matters.

Upon motion made by Commissioner Brown-Martin, seconded by Vice Chairwoman Campbell and unanimously carried, the Board came out of Executive Session at 7:43 p.m.

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

Commissioner Brown-Martin made a motion that the temporary worker who has not obtained his license, but administration has been working with him, that by Monday, April 1, 2019 management should check for his insurability and that he has obtained or has proof of his license. There was a brief discussion regarding the two items and Commissioner Brown-Martin amended her motion to include that insurability is based on management discretion. This motion was seconded by Commissioner Doerr. Chairwoman Hinton asked for a roll call vote. 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.

Next Commissioner Brown-Martin made a motion that management review the HUD remote operating or telecommunicating policy with a recommendation to include it within the Personnel Policy pending Board

approval. Attorney Clemons asked if the Board was looking to include a policy and to just look at the HUD one as an example. Commissioner Brown-Martin said that would be based on management discretion because it may not be something that is feasible, but you would want to use the structure as a model to go by. Commissioner Brown-Martin stated she remembered it saying 3 days at home, 2 days in the office, but someone may only want to do 2 days at home and 3 days in the office and that it was up to management but it would be something to look at and make it an opportunity to others to have that. Attorney Clemons stated well here is a situation where 3/2 wouldn't work, say that your reason for working at home is to feed your elderly mother you can't say you are only going to feed her 3 days a week. Chairwoman Hinton said you are not supposed to be at home to feed your elderly mother. There were multiple ongoing discussions. Commissioner Doerr stated if she's been around 30 year's she's probably close to retiring. Commissioner Brown-Martin said well she's young. Vice Chairwoman stated she would second Commissioner Brown-Martin's motion. Chairwoman Hinton again asked that there be a roll call vote. 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.

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 7:51 p.m.

Chairperson

ATTEST:

Secretary