

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
May 23, 2018**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, May 23, 2018 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 5:35 p.m. with the following members present: Chairwoman Brenda Hinton, Commissioner Wileta Brown-Martin and Commissioner Theresa Doerr. Absent was Vice Chairwoman Mary Campbell and Commissioner Whitney Endres. Also present was Director Tyler Young, Assistant Director Rosemary Finnegan and Attorney John Clemons.

Introduction of Visitors

Present was Housing Authority employee Property Manager Oueida Mills.

Approval of Minutes

Minutes of the April 25, 2018 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. Chairwoman Hinton declared the motion carried and the minutes of April 25, 2018 were approved as published.

Approval of Payment of Bills

Bills for April 2018 were presented to the Board for approval of payment. After discussion, a motion was made by Commissioner Brown-Martin to approve the payment of the bills, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were three, nays none. Chairwoman Hinton declared the motion carried and the payment of bills for April 2018 were approved for payment as shown on the attached lists.

Old Business

At this time there was no Old Business.

New Business

First on the Agenda was a Resolution to Approve Extension of Audit. Assistant Director Finnegan explained that the current Auditor had decided to utilize the option to extend the Audit Contract and had informed the Authority that they would keep the price the same as they had for previous years. The following Resolution was introduced.

RESOLUTION 18-12

RESOLUTION TO EXTEND AUDIT CONTRACT

RESOLVED by the Board of Commissioner of the Housing Authority of the County of Jackson, Illinois to extend the Audit Contract an additional year at the current price.

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, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-12 was adopted.

Next was a Discussion and/or Resolution to Approve Updated Jackson County Housing Authority By-Laws. Executive Director Young stated that he had provided the Board with a copy of updated By-Laws for them to take home and read in March to discuss and/or vote on at them at the April meeting. It was tabled until the May meeting to provide more time for them to review and for Executive Director Young to forward to the Board the old By-Laws for comparison. After a short discussion it was the Board consensus to table this item until the June meeting for there to be more Board members present and for the new members to have time to review the proposed By-Laws.

The next item on the Agenda was a Discussion regarding the Resolution to Request to Lower Section 8 Vouchers. Executive Director Young stated that the Board had passed a Resolution previously for the Authority to request of HUD to lower the Authority's voucher count from 557 to 450. Executive Director Young stated that because the way the program is funded the Authority is only using 400 vouchers currently and feels that the Authority has reached its saturation point. Executive Director Young informed the Board that HUD had responded to the request and stated that at this time it was either an all or nothing, so at the present time could not lower the voucher count.

Executive Director Young informed the Board that the Authority currently has a couple of areas where it is experiencing parking problems. Executive Director Young stated that currently all residents must have a parking sticker displayed and that between the hours of 11:00 p.m. and 7:00 a.m. Express Towing patrols the Authority's parking lots and tows anyone not displaying the Authority's parking sticker. Executive Director Young stated that the three areas are at the Daniel's Building (IL53-15/Murphysboro), the Chestnut Street area (IL53-02/Carbondale) and the lot across the street from the Eurma Hayes Center (IL53-10/Carbondale). Executive Director Young stated that at the Daniel's Building and the lot across from the Eurma Hayes Center they are very small lots and not even enough parking for the number of residents and the Chestnut Street area is the area that the Authority has the most problems in regard to drugs, excessive people and parties. There followed a discussion regarding the different areas and reasons for the parking problems. After discussion a motion was made by Commissioner Doerr that the Authority proceed with making the lot at the Daniel's Building a resident only lot and 24-hour towing, which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes were three, nays none. Chairwoman Hinton declared the motion carried.

Next was a discussion of Internet Providers. Executive Director Young informed the Board that over the last year the Authority has installed cameras on all floors in all four of the high-rises and that he was looking at what could the Authority do in order to bring the monitoring of the cameras from the other building to the office. Executive Director Young stated that if something happens, someone must go to the other building(s) to review the cameras – and that is if the Authority is informed that a problem has occurred. Executive Director Young stated that Clearwave has submitted a proposal to the Authority, which is a little more expensive than what the Authority is currently paying. Executive Director Young stated that he had also talked to current provider, Mediacom, which provides internet for the office and all the telephone lines but has not received all the information from them. Executive Director Young stated that currently the Authority pays \$1183 for office internet and all phone lines and Clearwave's proposal would be \$1596. Assistant Director Finnegan stated that the additional expense would be to have centralized viewing and fiber optic internet. After a brief discussion it was the Board consensus to table this until the June meeting when Executive Director Young would have information from Mediacom also.

Reports

Capital Fund Program

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

Attorney

Attorney Clemons stated he was not present at the last meeting, but that it has been a normal couple of months with evictions. Attorney Clemons informed the Board that his office was switching its billing system to where there will be a bill for each individual case.

Executive Director

Executive Director Young stated that there was a maintenance employee still out on Workman's Comp. Executive Director Young stated that the Authority still had a person working part-time – the Union had agreed on an additional 90 days which put him working through May. Executive Director Young stated that the Union had agreed to a 3rd 90-day period, so after a week break the temporary worker would be starting back on May 29th.

Executive Director Young stated the Authority had purchased a new maintenance truck through the State Program that should be arriving within the next three to four weeks.

Executive Director Young informed the Board that the Authority's Capital Fund Program should be receiving 1.8 million in funding if the Authority can get an environmental review done, which is getting harder to do. Executive Director Young stated this money goes towards upgrading current units, purchasing new appliances, etc., and that unfortunately 1.8 million will not go very far. Assistant Director Finnegan stated that the Authority will not get access to this money until late this year or early next year.

Executive Director Young informed the Board that HUD had recently completed a Compliance Review of the Authority and while the phone review of the visit sounded pretty decent you never know how the written report will come out, which the Authority has not received yet. Executive Director Young stated that HUD is requiring that the Authority go to doing yearly written evaluations of Authority staff, which the Authority's Personnel Policy does not stipulate written reviews, just annual reviews.

Executive Director Young stated that there will be some REAC inspections starting June 26th for AMP 8 (IL53-12 and 53-16/Carbondale). Executive Director Young stated that the Authority has not received notification of the dates for AMP 2.

Executive Director Young stated that the Authority has 794 unit and is as of last Thursday at 85.5% occupied. Executive Director Young stated that the Authority continues to try and rent units that are turned around.

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, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and the Board went into Executive Session at 6:55 p.m.

During Executive Session discussion ensued regarding personnel matters.

Upon motion made and seconded, the Board came out of Executive Session at 7:15 p.m.

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

Assistant Director Finnegan informed the Board that HUD requires a Resolution of Acceptance of upper level management resignations. The following Resolution was introduced.

RESOLUTION 18-13

RESOLUTION OF ACCEPTANCE OF ASSISTANT DIRECTOR FINNEGAN’S RESIGNATION

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to accept Assistant Director Rosemary Finnegan’s Letter of Resignation effective December 31, 2018 and that the Board thanks Assistant Director Finnegan for her thirty-nine years of service to the Authority.

A motion was made by Chairwoman Hinton 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, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-13 was adopted.

Assistant Director Finnegan stated that Executive Director Young and herself would start working on putting together a job description for the Administrative duties, since the financial side she thinks confidently is covered with Tonya. Chairwoman Hinton stated that when Assistant Director Finnegan took that job, she actually took over two jobs. Chairwoman Hinton stated that Executive Director Young was the Assistant Director and Assistant Director Finnegan was the Finance Director before they each moved up to their positions. Commissioner Brown-Martin requested a copy of the job description. Assistant Director Finnegan stated that yes, before it was sent out/advertised the Board would get a copy. Executive Director Young stated that it was a very important job – very technical and detailed – and the Authority certainly wants someone competent so that it did not get into any trouble. Assistant Director Finnegan stated there were some certifications the person would be required to get if they already did not have them and briefly explained those certifications.

Adjournment

After a motion was made by Commissioner Brown-Martin, seconded by Commissioner Doerr and unanimously carried, Chairwoman Hinton declared the meeting adjourned at 7:23 p.m.

Chairperson

ATTEST:

Secretary