

**REGULAR MEETING OF THE HOUSING AUTHORITY  
OF THE COUNTY OF JACKSON, ILLINOIS  
May 27, 2020**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, May 27, 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 5:36 p.m. with the following members present: Vice Chairwoman Campbell, Commissioner Wileta Brown-Martin, and Commissioner Theresa Doerr. Also present were Executive Director Young and Assistant Director Brigitta Mac-Rizzo and Attorney John Clemons.

**Introduction of Visitors**

Present were Accounting Payable Manager Sheila Wakefield, Property Manager Oueida Mills and Property Rehabilitation Director (PRD) Michelle Weinhold.

**Approval of Minutes-**

Minutes of the April 22, 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 April 22, 2020 were approved as published.

**Approval of Payment of Bills**

Bills for April 2020 were presented to the Board for approval of payment. 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 April 2020 were approved as shown on the attached list.

**Old Business**

At this time there was no Old Business.

**New Business**

At this time there was no New Business.

**Reports**

**Capital Fund Program**

PRD Weinhold reviewed and summarized the ongoing Capital Fund Projects for the Board and informed the Board of some items she has been working on implementing.

**Attorney**

Attorney Clemons reviewed his written report for the Board. Attorney Clemons stated he had over the last month conferred with Housing Authority staff, reviewed the training status of Board members and staff pursuant to the Open Meetings Act, had further dealing with Land of Lincoln attorney regarding the Authority's refusal to house an applicant who owes the Authority money and prepared materials for the Board regarding a personnel matter. Attorney Clemons stated that the last court appearance was March 9, 2020 due to the COVID19 shut down and that it looks like will not be able to get into court until late August.

**Executive Director**

Executive Director Young stated the Authority is currently at 86.5% with 671 units rented out of 775.

Executive Director Young stated the ten cameras have been installed on Robert A. Stalls Avenue and were operational as of 2-1/2 weeks ago.

Executive Director Young informed the Board that he was ordering a minivan to replace the 2002 full-size van the Authority currently owns. Executive Director Young stated that the maintenance truck he ordered in January has been delayed until June or July.

Executive Director Young stated that the new signature cards for the banks have been completed.

Executive Director Young informed the Board that the Authority office was going to continue to stay closed to the public through June 15<sup>th</sup> and that the situation would be reassessed at that time.

Executive Director Young stated that Dan and the maintenance guys did a good job of installing a plexiglass barrier in the front office and that it looks very professional.

**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: 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 6:04 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 7:30 p.m.

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

A motion was made by Commissioner Doer that (A) the Board confirms that Assistant Director Mac-Rizzo has the qualification for the Executive Director's position; (B) the Board adopts the Job Description as submitted to them with no changes or amendments; (C) the Board agrees that the salary for the Executive Director's position shall be \$102,000.00 effective July 1, 2020 and that a review of performance and salary shall take place after 90 days; (D) the Board confirms that the Executive Director position shall continue to receive the current benefit package, which is the same as all other Authority employees, with the exception of the Union employees, plus the use of an Authority vehicle, as is under the current Personnel Policy adopted June 30, 2019; and (E) the Board adopts that there will be a written at will contract, which the job description to be incorporated within, to be reviewed annually. This motion was seconded by Commissioner Brown-Martin and upon a 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.

**Adjournment**

After a motion was made by Commissioner Doerr, seconded by Commission Brown-Martin, and unanimously carried, Vice Chairwoman Campbell declared the meeting adjourned at 7:48 p.m.

---

Chairwoman Campbell

ATTEST:

---

Secretary