

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
November 20, 2019**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, November 20, 2019 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 5:36 p.m. with the following members present: Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell, Commissioner Wileta Brown-Martin and Commissioner Theresa Doerr. Also present were Executive Director Young, Assistant Director Brigitta MacRizzo and Attorney John Clemons.

Introduction of Visitors

Chairwoman Hinton welcomed Housing Authority staff members to the meeting. Present was Accounting Payable Manager Sheila Rae, Property Manager Oueida Mills, Property Rehabilitation Director Michelle Weinhold and Section 8 Program Manager Kim Herrin.

Approval of Minutes

Minutes of the October 23, 2019 meeting were presented to the Board for approval. A motion was made by Vice Chairwoman Campbell to approve the minutes, which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried and the minutes of October 23, 2019 were approved as published.

Approval of Payment of Bills

Bills for October 2019 were presented to the Board for approval of payment. There was a short discussion regarding a few items on the checklist. A motion was made by Commissioner Brown-Martin to approve payment of bills, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried and the payment of bills for October 2019 was approved as shown on the attached list.

Old Business

At this time there was no Old Business.

New Business

First on the Agenda was a Resolution Authorizing the Executive Director to Execute A Memorandum of Understanding (MOU) with Various Non-Profit, Local, State and Government Agencies for the Purposes of Collaborating to Provide Services to the Communities We Serve. Executive Director Young stated that the Authority has always had MOU's with a variety of organizations in Jackson County. Executive Director Young stated that MOU's do not cost the Authority anything, mainly an agreement to share in resources and provide information regarding client services, etc. Executive Director Young stated that HUD is now stating that Authorities should have Board approval on MOU's, so this Resolution is for the Board to approve MOU's the Authority has with various agencies. After discussion the following Resolution was introduced.

RESOLUTION 19-11-28

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE
A MEMORANDUM OF UNDERSTANDING WITH VARIOUS NON-PROFIT, LOCAL,
STATE AND GOVERNMENT AGENCIES FOR THE PURPOSES OF COLLABORATING
TO PROVIDE SERVICES TO THE COMMUNITIES WE SERVE**

WHEREAS, the Jackson County Housing Authority (JCHA) has determined a need for a Memorandum of Understanding with various agencies in order to assist those agencies in receiving some form of funding and to assist our agency in receiving grant funding; and

WHEREAS, these collaborations have afforded the Housing Authority the opportunity to work with these agencies in providing services to our residents, potential residents and to the greater communities we service; and

WHEREAS, MOU's allows for referrals, providing speakers for training of staff and volunteers, and to maintain open lines of communication between agencies so that the needs of the clients are best met.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY that the Memorandum of Understanding with various networking agencies is approved and the Executive Director be and hereby is authorized, empowered and directed to act on behalf of JCHA to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the Executive Director deems necessary and appropriate and in the best interest of JCHA, the agreement contemplated hereby. This Resolution will take effect immediately.

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 19-11-28 was adopted.

Next was a Resolution to Approve Opening the Section 8 Wait List from December 15, 2019 to January 15, 2020. Executive Director Young stated this Resolution is needed as the Section 8 Program has through a grant received 10 additional vouchers which require a specific preference that is not in the Section 8 Programs regular preferences. Executive Director Young stated these 10 vouchers are to house people who are homeless and disabled so the Section 8 Program is asking the Board to open the wait list for a thirty-day period. After discussion regarding the Section 8 Program the following Resolution was introduced.

RESOLUTION 19-11-29

RESOLUTION TO APPROVE THE OPENING OF THE HOUSING CHOICE VOUCHER PROGRAM (HCV) WAITLIST FOR THE SPECIFIC PURPOSE OF UTILIZING MAINSTREAM VOUCHER GRANT FUNDS

WHEREAS, On November 14, 2019 the Jackson County Housing Authority HCV program received an award letter for 10 Mainstream Vouchers; and

WHEREAS, this program requires that residents meet preferences that are not currently part of our waitlist application process; and

WHEREAS, those preferences include an adult member aged 18-61 who has a disability, and who is homeless, living in an institution such as a hospital or a nursing home, or at the risk of being homelessness or institutionalized; and

WHEREAS, Jackson County Housing Authority (JCHA) is seeking permission to open the HCV program waitlist for the purpose of utilizing the Mainstream Voucher program funds for the period of December 15, 2019 to January 15, 2020; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY, that this Resolution shall take effect upon approval of this resolution.

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 19-11-29 was adopted.

Next was a Resolution Authorizing a Memorandum of Understanding with the Murphysboro Department of Police Services to share responsibility in the use of security cameras on the Housing Authority's properties in a way that aids law enforcement while respecting the privacy of JCHA residents. Executive Director Young stated this Memorandum of Understanding is like the one the Board did a month or two ago with the Carbondale Police Department. After a short discussion the following Resolution was introduced.

RESOLUTION 19-11-30

RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH THE MURPHYSBORO DEPARTMENT OF POLICE SERVICES TO SHARE RESPONSIBILITY IN THE USE OF SECURITY CAMERAS ON THE HOUSING AUTHORITY'S PROPERTIES IN A WAY THAT AIDS LAW ENFORCEMENT WHILE RESPECTING THE PRIVACY OF JCHA RESIDENTS.

WHEREAS, the Jackson County Housing Authority (JCHA) has determined a need for a Memorandum of Understanding with the Murphysboro Police Department; and

WHEREAS, these camera monitoring services will be allowing in bona fide criminal investigations only; and

WHEREAS, requests for the release of any recorded material must be approved by the Executive Director, Deputy Director or designee.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY that the Memorandum of Understanding with Murphysboro Police Department is approved and the Executive Director be and hereby is authorized, empowered and directed to act on behalf of JCHA to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the Executive Director deems necessary and

appropriate and in the best interest of JCHA, the agreement contemplated hereby. This Resolution will take effect immediately.

Reports

Capital Fund Program

Property Rehabilitation Director Weinhold reviewed and summarized the ongoing Capital Fund Projects for the Board. There was a discussion of rain water backing up at 53-16/Carbondale. Vice Chairwoman Campbell complimented the Carbondale Police Department and Ambulance Services on their helpful response to a tenant needing help.

Attorney

Attorney Clemons stated that the Board should have his written report. Attorney Clemons stated it was a fairly routine month other than that he reviewed a few resolutions. Attorney Clemons stated that there only six new eviction cases opened in the last thirty days, two court appearances and a lot of Motions to Vacate.

Executive Director

Executive Director Young stated that Property Manager Cathy King was still out on medical leave and not was not sure when she would be returning.

Executive Director Young informed the Board that the high-rise laundry rooms were being prepared for the new washers and dryers to be installed.

Executive Director Young informed the Board that Section 8 Program Manager Herrin would be traveling to Memphis, TN to attend a grant writing seminar. Executive Director Young stated that Assistant Director MacRizzo has been working with several employees on applying for grants for the Authority.

Executive Director Young informed the Board that two employees, Property Manager Josh Whittington and Property Manager Latia Hayes, recently received their Program Housing Manager certificate (PHM) after completing an online course through Nan McKay. Executive Director Young stated that it is good training they go through to receive the PHM.

Executive Director Young mentioned that there were additional REAC inspections coming up and that the Authority was hoping to score high on those like was done on the previous inspections.

Executive Director Young stated the Authority was doing things to reduce its unit count – such as conversions and demolitions. Executive Director Young stated that the official unit count changes as soon as it is completed in PIC.

Executive Director Young mentioned that the cameras on Chestnut Street was still in the works, that the Authority was just waiting on written verification from Frontier that it is ok to start installing the cameras on their poles. Executive Director Young stated that since the buildings had been demo'd in the Chestnut Street area it has made quite a difference – the area is more open.

Vice Chairwoman Campbell asked the staff attending the meeting how the new phones were. There were comments as to it was a learning process. Assistant Director MacRizzo informed the Board that they would be receiving a list of direct phone numbers of staff members in order to contact them.

Commissioner Brown-Martin asked what the vacancy rate was now. Executive Director Young stated there were 67 units occupied, which put the Authority at approximately 85% occupied.

Executive Session

At this time there was no need for Executive Session.

Adjournment

After a motion was made by Vice Chairwoman Campbell, seconded by Commissioner Brown-Martin and unanimously carried, Chairwoman Hinton declared the meeting adjourned at 6:28 p.m.

Chairperson

ATTEST:

Secretary