

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
October 25, 2017**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, October 25, 2017 at 5:30 p.m. for the purpose of conducting 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, Vice Chairwoman Mary Campbell and Commissioner Wileta Brown-Martin. Absent were Commissioner Mickey Korando and Commissioner Jennie Crawshaw. Also present were Director Tyler Young, Assistant Director Rosemary Finnegan and Attorney John Clemons.

Introduction of Visitors

Property Manager Oueida Mills was present.

Approval of Minutes

Minutes of the September 27, 2017 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 three, nays none. Chairwoman Hinton declared the motion carried and the minutes of September 27, 2017 were approved as published.

Approval of Payment of Bills

Bills for September 2017 were presented to the Board for approval of payment. After discussion, a motion was made by Vice Chairwoman Campbell to approve the payment of the bills, which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes were three, nays none. Chairwoman Hinton declared the motion carried and the payment of bills for September 2017 were approved for payment as shown on the attached lists.

Old Business

At this time there was no Old Business.

New Business

First was a discussion for the dates of the November and December Board meetings. Executive Director Young stated that the 4th Wednesday fall around the holidays – the night before Thanksgiving (22nd) and in December it right after Christmas on the 27th. Chairwoman Hinton asked that wasn't this discussed at the last meeting. Executive Director Young stated that a final decision was not made. After discussion it was determined to hold the November meeting on the 29th and the December meeting on the 20th.

Next on the Agenda was a Resolution to Establish a State/Local Fund Bank Account for Defederalized Funds. Chairwoman Hinton asked if the funds were coming in. Assistant Director Finnegan stated that it was getting closer and that HUD will not issue any payment until they have everyone's bank routing and account number. Assistant Director Finnegan stated that the Authority sent it in as soon as got the email, but that when the auditors were here they advised that the Authority open a separate bank account. Assistant Director Finnegan explained that the money is not coming from HUD funds but from a Federal fund the government keeps in they get sued, so the money is not federal funds. At this time Assistant Director Finnegan explained the lawsuit to new Board member, Commissioner Brown-Martin. Assistant Director Finnegan stated that the auditor also stated that at this time any funds or reserves in the COCC are non-federalized, but that HUD is getting ready to re-federalize those, so he suggested that the Authority also move those funds over to this new bank account. Assistant Director Finnegan stated that the funds could be brought over as a transfer of equity on an as needed basis. Vice Chairwoman Campbell asked whose names would go on the account. Assistant Director Finnegan

stated that it would be in Jackson County Housing Authority's name. Vice Chairwoman Campbell stated so then would have the same signers. Assistant Director Finnegan stated yes would have same signers (Chairwoman and Executive Director) as all other Authority accounts. Executive Director Young stated that HUD's time to appeal the lawsuit has passed. After discussion, the following Resolution was introduced:

RESOLUTION 17-27

RESOLUTION TO ESTABLISH A STATE/LOCAL FUND BANK ACCOUNT FOR DEFEDERALIZED FUNDS

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to establish a State/Local Bank Account for Defederalized Funds and to start the account with funds from the COCC at a bank to be determined that provides the best interest for the Authority.

A motion was made by Vice Chairwoman Campbell to adopt the foregoing Resolution; which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes and nays were as follows:

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

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 17-27 was adopted.

Executive Director Young stated that he brought to each Board member a copy of the Admission and Occupancy Policy (ACOP), which is basically the Authority's daily Bible for running the Authority. Executive Director Young stated the ACOP covers things like accepting applications, doing re-exams, conducting daily business, etc. Executive Director Young stated that the ACOP has to be updated often as there are always changes coming out, but that at this time HUD wants a Resolution passed by the Board specifically for the ACOP. There was a discussion of recent changes that HUD has made. It was pointed out that in one section the ACOP stipulates five years for a drug conviction and in others it says three years. Executive Direction Young stated that the rule is now three years so that will be corrected. After further discussion the following Resolution was introduced.

RESOLUTION 17-28

RESOLUTION TO APPROVE ADMISSION AND OCCUPANCY POLICY (ACOP)

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the Admission and Occupancy Policy (ACOP), with the corrected change to the section regarding persons involved in drug activity from five to three years.

A motion was made by Vice Chairwoman Campbell to adopt the foregoing Resolution; which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes and nays were as follows:

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

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 17-28 was adopted.

Next Executive Director Young stated that a Resolution to Adopt the Emergency Transfer Policy for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking as required by HUD was needed. Executive Director Young explained the basis of the policy to the Board members. After discussion by the Board, the following Resolution was introduced.

RESOLUTION 17-29

RESOLUTION TO ADOPT THE EMERGENCY TRANSFER POLICY FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the adoption of the Emergency Transfer Policy for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking.

A motion was made by Vice Chairwoman Campbell to adopt the foregoing Resolution; which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes and nays were as follows:

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

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 17-29 was adopted.

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 the Capital Fund Program report for the Board. Vice Chairwoman Campbell asked about the fire that occurred in Lake Heights. Executive Director Young stated that it looks like kids set the fire to the vacant unit while playing in the unit. Executive Director Young stated that the Authority did discover who the kids belonged to and evicted the family, while the other family left voluntarily. Executive Director Young stated the fire was confined to one room. There was a discussion of units being demolished and of using created green spaces for community gardens.

Attorney

Attorney Clemons stated that it was a pretty slow month with only four new cases filed and one court appearance.

Executive Director

Executive Director Young stated that as Attorney Clemons mentioned he will be attending meeting in Carterville at end of month regarding service animals. Executive Director Young listed who some of the speakers would be and stated that Attorney Clemons would convey information regarding this meeting to the Authority.

Executive Director Young updated the Board on the Authority's vacancy status. Executive Director Young stated that the Authority currently has 649 occupied, but have rented 3-4 units since that number was given to him, which put the Authority at approximately 83%. Executive Director Young stated that occupancy is a continual battle, but that the Authority is trying to rent units as quickly as possible. Executive Director Young stated that the Authority would like to be at 90% and got as high as 88% right before summer hit and people started moving.

Executive Director Young stated there are currently 16 Union Maintenance personnel. Executive Director Young stated that 1 is currently off work for a Workman's Comp back injury and that another will be taking off at the end of the month for approximately 6-8 weeks for a medical procedure. Executive Director Young stated that in accordance with the Union contract he was looking at hiring someone for 90 days to help fill the void. Chairwoman Hinton asked which Union the guys belonged to. Assistant Director Finnegan stated it was 773 out of Marion, the one having problems currently. Chairwoman Hinton asked who the Union Steward was. Assistant Director Finnegan stated that currently it is Donell Nicholson.

Executive Director Young stated that he is ordering the Commissioners Guide to Public Housing, 3rd Edition and will be providing a copy to each of the Board members.

Executive Director Young provided an update on the Walker Hill Apartments in Grand Tower, which is run by the Jackson County Development Corporation (JCDC). Executive Director Young explained that the units are funded by Rural Development. Executive Director Young stated that there are people from Grand Tower who serve on the Board along with our Board members, but that it is not a part of the Authority. Executive Director Young stated that unlike Public Housing, if a unit is empty for seven months Rural Development takes the subsidy away from the unit – that currently only 7 units have subsidy, while 5 do not, which makes it hard to rent them in Grand Tower. Executive Director Young stated that when the units were first built in the 80's they were full, but that over time it has become harder and harder to rent them. Executive Director Young stated that there was a person from Grand Tower who was the Chairman of the Authority Board who wanted those units built, but that they never should have been built in Grand Tower as it is too rural of an area. Executive Director Young stated that currently they are having a hard time paying bills because can't rent the units. Executive Director Young stated that advertising is being done in numerous ways. Executive Director Young stated that he and Assistant Director Finnegan recently contacted Rural Development in regards to giving the units back to them. Chairwoman Hinton asked if money is still owed on those units. Assistant Director Finnegan stated that the mortgage owed is approximately \$364,000.00. Assistant Director Finnegan stated that there is a small reserve fund – which several years ago the Corporation got permission to only make half the required payment as it could not afford the full payment – that has approximately \$55,000.00 in it. Assistant Director Finnegan stated that this fund is the only thing making the books look balanced, otherwise you could say the Corporation is bankrupt, but that Rural Development won't let us touch those funds. Assistant Director Finnegan stated that they informed Rural Development that the insurance on the units is due next month and that there is no money to pay for it – that there is approximately \$800 in the bank account. Assistant Director Finnegan stated that she informed Rural Development that she could not put it on Housing Authority books because there is very little probability of getting the money back. Assistant Director Finnegan explained how if maintenance does work down there, amounts are calculated, and Tonya posts it to an account, and that lately as soon as JCDC gets any money she has been pulling it to make sure that the Authority is not owed anything. Assistant Director Finnegan stated that JCDC does owe IDC money at this time also. There followed some discussion about these units.

Executive Director Young informed the Board that the audit was done and that it came out good. Assistant Director Finnegan stated that the auditors were there the week of October 10th and that they recently sent her the draft of the report to review. Assistant Director Finnegan stated that the auditors stated everything looked good and that there were no findings.

Executive Director Young stated that he was handing out the Admin Plan for Section 8 to the Board members, which was over 400 pages, for them to take home to review. Executive Director Young stated that he wanted to put on next month's Agenda for the Board to approve.

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 7:11 p.m.

Chairperson

ATTEST:

Secretary