

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
September 25, 2019**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, September 25, 2019 at 6:00 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 6:10 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

Ms. Abby Cruz introduced herself to the Board and Chairwoman Hinton welcomed her to the meeting. Also, in attendance were Housing Authority employees Accounting Payable Manager Sheila Rae, Property Manager Oueida Mills and Property Rehabilitation Director Michelle Weinhold. At this time Chairwoman Hinton asked if Ms. Cruz would like to address the Board. Ms. Cruz stated that she had moved in across the street from the DeSoto Public Housing and wondered if the Authority had any planned development for the empty lots there. Executive Director Young stated that presently there is no planned development, that the Authority owns the whole square block there. Executive Director Young stated that he has allowed community gatherings to take place there, but that it is basically being kept as green space. Ms. Cruz stated that her interest is in community gardening and also in environmental climate justice. Ms. Cruz went on to explain to the Board that she was interested in pursuing developing a community garden and solar garden, which is something that is becoming more mainstream in Illinois and that there are programs to help low income people start a community solar garden. There followed discussion of what community gardening and solar gardens would entail after which a motion was made by Commissioner Brown-Martin that when Ms. Cruz developed some concrete information, that she brings it back to the Board so that it can be reviewed and a determination be made as to whether this is something the Authority would like to pursue, which motion was seconded by Commissioner Doerr. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried.

Approval of Minutes

Minutes of the July 24, 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 July 24, 2019 were approved as published.

Approval of Payment of Bills

Bills for July and August 2019 were presented to the Board for approval of payment. Commissioner Brown-Martin stated she had reviewed the bills and made a motion to approve the payment of the 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 July and August 2019 was approved as shown on the attached list.

Old Business

Currently there was no Old Business.

New Business

First on the Agenda was Resolution 19-09-22 a Resolution to Approve Closing of the Section 8 Wait List. Executive Director Young stated that the waiting list was opened on April 15, 2019 and have received considerable number of applications since then and is now requesting that the Board's approval to close the

waiting list. Executive Director Young stated that the reason for closing the waiting list again is so that we can serve the individuals now on the waiting list for an x amount of time and at some point, along the way the list will be opened again. The following Resolution was introduced.

RESOLUTION 19-09-22

**RESOLUTION TO APPROVE THE CLOSING OF THE
HOUSING CHOICE VOUCHER PROGRAM (HCV) WAITLIST**

WHEREAS, On April 15, 2019 the Jackson County Housing Authority HCV program opened its waitlist; and

WHEREAS, prior to opening the waitlist, the program had 169 applicants of which 91 applicants were purged from the waitlist; and

WHEREAS, since opening the waitlist, we have received 321 paper applications and 443 online applications; and

WHEREAS, our HCV program was utilizing 344 vouchers, currently have 382 vouchers being utilized, and 10 voucher holders are searching for leases; and

WHEREAS, Jackson County Housing Authority (JCHA) is seeking permission to close the HCV program waitlist effective October 31, 2019; 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 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 19-09-22 was adopted.

Next on the Agenda was a Resolution to Approve Memorandum of Agreement for Policing of Video Cameras. Executive Director Young stated that the Authority has video cameras in the high-rises and they are going into other areas as well and that this Memorandum of Agreement with the local police department – at this point the Carbondale Police Department – to be able for the police department to utilize those cameras to help on occasion to provide assistance regarding crimes. Executive Director Young stated this was for any camera the Authority has currently and in the future. After discussion the following Resolution was introduced.

RESOLUTION 19-09-23

**RESOLUTION TO APPROVE MEMORANDUM OF UNDERSTANDING WITH THE
CARBONDALE POLICE DEPARTMENT FOR POLICING OF VIDEO CAMERAS**

WHEREAS, the Jackson County Housing Authority (JCHA) has determined a need for a Memorandum of Understanding with the Carbondale 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 Carbondale 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.

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 19-09-23 was adopted.

Next was a Resolution to Approve Write Off of Bad Debts for Three Month Period Ending September 24, 2019. Executive Director Young stated a list of all debts to be written off was attached. Executive Director Young stated this does not mean that these monies are not collectable and in a lot of cases the Authority does collect the money. The following Resolution was introduced.

RESOLUTION 19-09-24

RESOLUTION APPROVING THE WRITE-OFF OF BAD DEBTS FOR THREE MONTH PERIOD ENDING SEPTEMBER 24, 2019

WHEREAS, JCHA's is responsible for the management and operation of all projects under the Federal Consolidate Program; and

WHEREAS, in the course of such operation, certain tenants of these developments discontinue occupancy leaving outstanding balances for rents and other charges with the Authority; and

WHEREAS, efforts were made to collect all outstanding balances while tenants remain in possession; and

WHEREAS, JCHA is currently carrying \$18,923.65 balance for vacated tenants through September 24, 2019; and

WHEREAS, the obligations of these former tenants will remain in the Low-Income Housing System for possible future collections; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY that the write-off for financial reporting purposes of all former tenant's accounts receivable balances accrued through September 24, 2019 for LIPH program in the amount of \$18,923.65 is approved and the Executive Director is authorized to recapture from any former tenant seeking readmission to Public Housing, all written-off obligation incurred as a former tenant prior to tenant acceptance into any development or program operated by the Jackson County Housing 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, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 19-09-24 was adopted.

Next was a Resolution to Approve Low Bid For Demolition of Eight Units at IL53-02/Carbondale (405 A/B East Chestnut; 411 A/B East Chestnut; 406 A/B East Ashley and 505 A/B North Brush); Exterior Door Replacement and Pavement Replacement at IL53-02/Carbondale and IL53-10/Carbondale under Capital Fund Program IL01P053-501-18 and IL01P053-501-19. Executive Director Young stated that a bid opening was held at the Housing Authority offices on September 19, 2019 at 2:00 p.m. at which time the following bids were opened.

<u>Bidder</u>	<u>Base Bid</u>	<u>Alternate Bid</u>	<u>Unit Price</u>
Evrard Companies, Inc.	\$332,800.00	\$52,400.00	\$18.00
Ron Gobin Enterprises, Inc. Murphysboro, IL	\$369,207.00	\$12,344.00	\$11.00
Shores Builders, Inc Centralia, IL	\$452,000.00	\$20,500.00	\$20.00

Executive Director Young stated that it was his recommendation that the Board approve the low bid of Ron Gobin. Property Rehabilitation Director Weinhold explains how Ron Gobin is the low bidder and where the paving will take place. After discussion the following Resolution was introduced.

RESOLUTION 19-09-25

RESOLUTION AUTHORIZING CONTRACT AWARD TO RON GOBIN ENTERPRISES FOR DEMOLITION OF EIGHT (8) UNITS AT IL53-02/CARBONDALE (405 A/B EAST CHESTNUT; 411 A/B EAST CHESTNUT; 406 A/B EAST ASHLEY AND 505 A/B NORTH BRUSH); EXTERIOR DOOR REPLACEMENT AND PAVEMENT REPLACEMENT AT IL53-02/CARBONDALE AND IL53-10/CARBONDALE UNDER CAPITAL FUND PROGRAM IL01P053-501-18 AND IL01P053-501-19

WHEREAS, the Housing Authority of the Jackson County (JCHA) identified a need for demolition of eight (8) units at IL53-02/Carbondale (405 A/B East Chestnut; 411 A/B East Chestnut; 406 A/B East Ashley and 505 A/B North Brush); Exterior Door Replacement and Pavement Replacement at IL53-02/Carbondale and IL53-10/Carbondale under Capital Fund Program IL01P053-501-18 and IL01P053-501-19; and

WHEREAS, JCHA developed a scope of work for the Carbondale units; and

WHEREAS, bids were due September 19, 2019; and

WHEREAS, JCHA received and reviewed responses from 3 firms; and

WHEREAS, Ron Gobin Enterprises, submitted the lowest responsive and responsible bid in the amount of \$381,551; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY THAT:

- 1) The award of the contract to Ron Gobin Enterprises in an amount not to exceed \$381,551.00 is hereby authorized pending JCHA's receipt and approval of any pending items requested from the contractor; and
- 2) The Executive Director be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds; and
- 3) The resolution shall 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 19-09-25 was adopted.

Reports

Capital Fund Program

Executive Director Young stated that the Capital Fund Program report was in the Board packets and that if there were any questions Property Rehabilitation Director Weinhold was present to answer them. Executive Director mentioned that there were several new property signs in place. Property Rehabilitation Director Weinhold summarized the ongoing Capital Fund Projects.

Attorney

Attorney Clemons stated that his report covered two months as there was no meeting last month. Attorney Clemons stated there were 22 new evictions filed and four court appearances. Attorney Clemons stated there was a strange situation with a resident and an interfamily fight with a Kentucky court. Attorney Clemons stated that Executive Director Young had given him an agreement with Frontier to review in regard to the video cameras, which Executive Director Young will report on. Attorney Clemons stated that the Southern Illinoisan had made a monster of a FOIA request and that Executive Director Young had sweet talked them

into allowing more time to and that the Authority had complied with the request. Commissioner Doerr asked what they wanted. Executive Director Young stated that it was a little of everything for the last number of years. Executive Director Young stated that they didn't just ask our Authority but asked this of numerous Housing Authority's. Executive Director Young stated it was so big it had to be sent to Molly Parker in 13 emails. Attorney Clemons stated that he thinks Ms. Parker uses Jackson County Housing Authority as the gold standard to compare to other Authorities.

Executive Director

Executive Director Young updated the Board on the vacancy issue. Executive Director Young stated there were 673 units occupied as of today, which put the Authority at approximately 86% occupied. Executive Director Young stated there were six court cases this morning all for non-payment of rent. Executive Director Young stated the Authority tries its best to work with residents – they can have up to four repayment agreements in a 12-month period, which is very generous.

Executive Director Young stated that the Authority had REAC inspections on AMPs 1, 2 and 6 and that he was very pleased with the scores. Executive Director Young stated he had to give credit to the maintenance department, as well as the property managers, but particularly Director of Asset Management for Operations Dan Mileur and his maintenance crew as they went out and did a good job making sure the Authority didn't get penalized in the common areas. Executive Director Young stated AMP 1 received a 93, AMP 2 received a 92 and AMP 6 received a 93. Executive Director Young informed the Board that there would be REAC inspections coming up in December for AMPs 3 and 4.

Executive Director Young stated he had contacted the County Board office in regard to the Authority's empty seats – until today he had no idea Commissioner Brown-Martin had even been reappointed when she called my office at around 11:30 asking if he knew she had been reappointed. Executive Director Young stated the Authority had no idea and had not sent Commissioner Brown-Martin any information about the Board meeting as we didn't know, but that information was sent out immediately to her.

Executive Director Young updated the Board on the cameras for the Chestnut Street area. Executive Director Young stated that he did not realize how difficult it would be in powering the cameras. Executive Director Young stated that he has come to an agreement with Frontier to utilize their poles for installing the cameras in the Chestnut Street alley and then the Authority was going to install three poles of its own on its property – two on Chestnut Street and one on Ashley Street. There followed discussion regarding the cameras.

Executive Director Young mentioned the State Debt Recovery Program that Property Manager Mills monitors. Property Manager Mills stated that the Authority receives a lot of the debt recovery monies during tax season and that the date the Authority has collected over \$201,000.00. Commissioner Brown-Martin asked where that money goes to. Property Manager Mills stated the monies go back to the accounts and projects that owed the monies.

Vice Chairwoman Campbell asked about an award given at Apple Festival that was mentioned in the newsletter. Executive Director Young explained the award given to a group involving some Authority residents to the Board. During the discussion it was mentioned that the Board, Attorney and staff members would like to also receive the newsletter.

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 Doerr and unanimously carried, Chairwoman Hinton declared the meeting adjourned at 7:31 p.m.

Chairperson

ATTEST:

Secretary