

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
April 22, 2020**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, April 22, 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 5:30 p.m. with the following members present: Vice Chairwoman Campbell, Commissioner Wileta Brown-Martin, and Commissioner Theresa Doerr (via phone). Also present were Executive Director Young and Assistant Director Brigitta MacRizzo and Attorney John Clemons (via phone).

Introduction of Visitors

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

Approval of Minutes-

Minutes of the March 25, 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 March 25, 2020 were approved as published.

Approval of Payment of Bills

Bills for March 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 March 2020 were approved as shown on the attached list.

Old Business

Vice Chairwoman Campbell stated that she was approached in the last couple of days by a person who helps a deaf person asking if the situation has improved for communicating with the deaf. Vice Chairwoman Campbell stated she was informed that they had brought this person in 4-6 months ago, the equipment was dusty, and staff could not figure out how to use it. Also, that this person is an applicant that has been told they can not get housing as they have a bill from 2004 in the amount of \$700 and that they are homeless. Executive Director Young asked if Vice Chairwoman Campbell had a name. Vice Chairwoman Campbell stated she did not know the name just that the man was older and spent most of the winter sleeping in a boat in a garage. Executive Director Young stated that the policy is that you have to pay off any old bill before the Authority will rehouse. Executive Director Young stated that the Board did authorize him to make exceptions several years ago in certain circumstances if he felt it was warranted. There followed discussion regarding equipment the Authority has to communicate with the deaf.

Vice Chairwoman Campbell stated that she was approached about a dumpster truck that was parked in front of the high-rise which said asbestos on it and was asked by it did not have a tarp over it. PRD Weinhold stated that the tile is bagged in the unit and then brought out to put in the dumpster.

Vice Chairwoman Campbell questioned a transparency issue stating that the letter the Board received last Friday from HUD was date stamped received February 24th, the Board had a meeting on February 25th but wasn't informed of this letter and because the way the letter is written we as a Board are being

held responsible. Executive Director Young stated that the communication comes to the Authority office and that they usually wait to give to Board at a meeting, but that he did not know why it was not distributed at the February meeting. Commissioner Doerr asked if the Authority had Board liability insurance. Executive Director Young stated that yes it does. Commissioner Brown-Martin asked for future reference how will this information be disseminated. Executive Director Young stated that in the future rather than wait for a Board meeting the information will be emailed to the Board.

New Business

First on the Agenda was a Resolution Approving One Year Contract for Flooring replacement under Capital Fund Programs IL01P05350119 & IL01P05350120. Executive Director Young stated this was in the Board packet. Commissioner Brown-Martin questioned where the flooring replacement was at. PRD Weinhold that this is for PHA wide – for any building that the Authority might need done – it is a one-year contract. Commissioner Doerr questioned how often this is bid out. PRD Weinhold stated that it is done for a one-year contract to expedite unit turn around. PRD Weinhold stated that previously she would have to hold units until there were enough to put out for bids, which the bidding process is also a 30-day process so this would hold up units. Assistant Director Mac-Rizzo stated that her instructions are if it ever goes over \$100,000 PRD Weinhold is to bring it back to me. Commissioner Doerr asked whether this goes along with the Procurement Policy. Assistant Director Mac-Rizzo stated that yes it does. The following Resolution was introduced.

RESOLUTION 20-04-08

RESOLUTION APPROVING ONE YEAR CONTRACT FOR FLOORING REPLACEMENT UNDER CAPITAL FUND PROGRAMS IL01P05350119 & IL01P05350120

WHEREAS, the Housing Authority of the County of Jackson, Illinois (JCHA) is continuing its ongoing efforts to reduce vacancies and maximize occupancy rates utilizing in-house staff and outside contractors; and

WHEREAS, JCHA developed a scope of work for flooring replacement under Capital Fund Program IL01P05350199 & IL01P05350120; and

WHEREAS, American Union Flooring submitted the lowest responsive and responsible bid in the amount of \$4.48 per square foot. Contract award is recommended; 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 American Union Flooring submitted the lowest responsive and responsible bid in the amount of \$4.48 per square foot. Contract award is recommended; 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 Executive Director be and hereby is authorized, empowered, and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing; and
- 4) The resolution shall 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: Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Vice Chairwoman Campbell declared the motion carried and Resolution 20-04-08 was adopted.

Next on the Agenda was a Resolution for Approval to Submit Application for Demolition of Two Units at AMP 1/IL53-06 – 301 & 303 Second St. in Grand Tower under Capital Fund Program IL01P05350120. Executive Director Young stated this application was for 2-3-bedroom units which would take Grand Tower from 16 units down to 12 units. Commissioner Doerr asked what the current occupancy was in Grand Tower. Executive Director Young stated there were 10 units occupied. After discussion, the following Resolution was introduced.

RESOLUTION 20-04-09

RESOLUTION FOR APPROVAL TO SUBMIT APPLICATION FOR DEMOLITION OF TWO UNITS AT AMP 1/IL53-06 – 301 & 303 SECOND ST. IN GRAND TOWER UNDER CAPITAL FUND PROGRAM IL01P05350120

WHEREAS, the Jackson County Housing Authority (JCHA) is seeking permission to submit an application for demolition to HUD of 2 housing units at AMP1: units 301 & 303 Second Street Grand Tower; and

WHEREAS, rules and regulation under 24 CFR Part 970 for disposition require JCHA to certify that that it has met the following general requirements for disposition as set forth under 24 CFR Part 970.7 that:

- the Annual Plan describes the demolition of the housing units;
- description of the specific action (i.e., disposition) has been determined;
- a general timetable for the proposed action has been established;
- a description with supporting evidence of resident consultation has been prepared;
- in the case of disposition, evidence with compliance of offering to resident organizations has been prepared; that, in the case of disposition,
- the application has been developed in consultation with appropriate government officials; that an environmental review under 24 CFR Part 58 has been completed; and
- the demolition application does not violate any remedial civil rights order or agreement or voluntary compliance agreement, etc.; and

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

1. The submission of an application to HUD for the demolition of housing units as outlined herein above is hereby authorized, and the Executive Director is hereby authorized, empowered and directed to take such action and execute such documents as necessary to accomplish the foregoing purposes; and

2. The Executive Director 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 and conditions as the Executive Director deems necessary and appropriate and in the best interests of the Authority, and to effectuate HUD approval of same and to make corrections, general refinements and HUD requests.
3. This Resolution shall take effect upon approval of the environmental review by the U.S. Department of Housing and Urban Development pursuant to 24 CFR Part 58 and is subject to the requirements of Section 18 of the Laws of 1937.

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: Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Vice Chairwoman Campbell declared the motion carried and Resolution 20-04-09 was adopted.

Vice Chairwoman Campbell stated she had another transparency issue – that when she got opened her rent bill there was a notice in it from the Authority that they are changing the way they are accepting payments from residents. Vice Chairwoman Campbell stated that since she often gets questions about payments and that if she had not gotten a rent statement the Board would not be aware that you had made a major change in policy on how to pay bills. Executive Director Young stated that he will make sure that we will make sure we apprise you of changes. Executive Director Young explained the changes made in the process due to COVID19. Executive Director Young also explained changes to the paperwork process due to COVID19. Assistant Director Mac-Rizzo stated that the staff are doing interviews over the phone – they do not meet people face to face at this point. Executive Director Young stated that HUD has put a 120-day moratorium on evictions from March 27th. Executive Director Young stated that HUD is saying to not evict anyone for non-payment of rent, that you can evict for Criminal Activity, but of course the courthouse is closed. Commissioner Doerr asked if late fees apply. Executive Director Young stated no we can not charge late fees during this period. Executive Director Young stated that HUD has also stipulated that the Authority can assess the \$600 Unemployment payments or the stimulus payments.

Reports

Capital Fund Program

PRD Weinhold reviewed and summarized the ongoing Capital Fund Projects for the Board. PRD Weinhold offered to take Board members up to see the completed studio conversion units.

Attorney

Attorney Clemons stated the courthouse is closed and judges are not scheduling anything while waiting on what the Governor says. Attorney Clemons stated the courthouse offices are open for limited reasons, but the public has not access to them. Attorney Clemons stated there had been no court appearances on behalf of the Authority since March 9th.

Executive Director

Executive Director Young stated he and Assistant Director Mac-Rizzo had been in contact with the Union Representative regarding the Union contract that is due to expire on June 30th. Executive Director Young stated that they had set up some meeting dates, but that due to COVID19 there had been no

meetings yet. Executive Director Young stated that the Authority was due to receive their first proposal but have not seen it yet.

Executive Director Young stated that at the present time the Authority has reduced vacant units to some degree but because of COVID19 it has been more difficult to rent units actively and aggressively like normal. Executive Director Young stated the Authority is currently at 86% with 667 units rented out of 775. Executive Director Young stated the Authority is still doing rentals it is just a slower process.

Executive Director Young informed the Board that all the staff was back working because all the Property Managers have their own office, so the Authority is able to social distance. Executive Director Young stated that the Maintenance Supervisor has developed a plan so that all the maintenance guys do not have to report at the same location. There followed a discussion regarding staff wearing personal protective equipment, the sanitizing of the doors and elevators in the building, and the possibility of telecommuting. Assistant Director Mac-Rizzo stated that she had received a quote on a new server in the amount of \$12,000 but that her hesitation was that the financial software will be cloud based by the end of the year, so her hiccup was about spending the money on a new server that will be extinct by the end of the year.

Executive Director Young stated there was a sympathy card for the Board to sign for the family of Brenda Hinton.

Executive Director Young stated that there are twenty cameras surrounding the Chestnut Street area. Executive Director Young stated the next step is going North to Stalls and Willow across from the Eurma Hayes Center. Executive Director Young informed the Board that he had been given a quote and had authorized the company to purchase and install the cameras. There followed discussion regarding where cameras would be installed next.

Commissioner Doerr stated she was curious as to how COVID19 was going to impact the Housing Authority budget. Executive Director Young stated that was a good question and at this point he was not totally sure. Executive Director Young stated a lot depends on the Authority staffing and how the Authority has to arrange the staff. Commissioner Doerr asked if there was any indication of having to furlough or lay off any staff. Executive Director Young stated that at the present time we do not have an anticipation of doing that. Executive Director Young stated that he was not saying it will not happen but that right now based on the way we utilize our staff he did not think we would have to do that.

Executive Director Young informed the Board that the Authority had applied through the Food Bank for Personal Protection Equipment and had been informed just today that the Authority had been chosen to receive some equipment. Executive Director Young stated he did not know what equipment it entailed.

Executive Director Young stated that in regard to the passing of Chairwoman Brenda Hinton, it brings about changes in Board composition as well. Executive Director Young stated that Chairwoman Hinton was on the check signing card at the bank and the check signing machine down in the office. Executive Director Young stated that while it does not have to be right away, but within a month or so, there will have to be some adjustments made. Commissioner Brown-Martin made a motion that Vice Chairwoman Campbell be moved into the Chairwoman position due to the passing of Brenda Hinton, which motion was seconded by Commissioner Doerr. Upon 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.

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 6:40 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 7:08 p.m.

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

Discussion ensued regarding how the Board could meeting without violating the Open Meetings Act to discuss the Executive Director job description and the transition plan. It was the Board consensus to hold a committee meeting at the next regularly scheduled meeting.

Adjournment

After a motion was made by Commissioner Brown-Martin, seconded by Commission Doerr, and unanimously carried, Vice Chairwoman Campbell declared the meeting adjourned at 7:11 p.m.

Chairwoman Campbell

ATTEST:

Secretary