

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
February 26, 2020**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, February 26, 2020 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

Vice Chairwoman Mary Campbell called the meeting to order at 5:31 p.m. with the following members present: Vice Chairwoman Campbell, Commissioner Wileta Brown-Martin and Commissioner Theresa Doerr. Absent was Chairwoman Brenda Hinton. Also present were Executive Director Young and Assistant Director Brigitta Mac-Rizzo.

Introduction of Visitors

Present was Accounting Payable Manager Sheila Rae, Property Rehabilitation Director (PRD) Michelle Weinhold, Maintenance Technician JT Porter and Maintenance Technician Hank Fulk.

Approval of Minutes

Minutes of the February 5, 2020 meeting were presented to the Board for approval. A motion was made by Commissioner Doerr to approve the minutes, which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes were three, nays none. Vice Chairwoman Campbell declared the motion carried and the minutes of February 5, 2020 were approved as published.

Approval of Payment of Bills

Bills for January 2020 were presented to the Board for approval of payment. 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 three, nays none. Vice Chairwoman Campbell declared the motion carried and the payment of bills for January 2020 were approved as shown on the attached list.

Old Business

Executive Director Young stated that in relation to the RAD discussion from last month the Board has been provided a written conversion plan by Assistant Director Mac-Rizzo. Vice Chairwoman Campbell asked if this was specific for our buildings. Assistant Director Mac-Rizzo stated that it was for the Authority's entire portfolio. Assistant Director Mac-Rizzo informed the Board that it's a three-year conversion process, but that it is just a draft and that she is more than sure the dates will move based on what can be accomplished at certain times. Assistant Director Mac-Rizzo stated it gives an idea of how we are thinking about RAD and the process we are looking to implement in doing a conversion over to RAD. Assistant Director Mac-Rizzo said that she believed the maintenance staff came as they had questions. Maintenance Technician Fulk said he was there to get more information. Assistant Director Mac-Rizzo said that after you read the plan if you have questions to come over and ask and that Accounting Payable Manager Rae had spent an hour and half in her office today, she hoped she answered all her questions.

Vice Chairwoman Campbell stated she needed to know that when this starts and we are no longer JCHA, what happens to the maintenance staff. Assistant Director Mac-Rizzo stated that the maintenance guys are going to stay in that building across the way and still work on the units. Assistant Director Mac-Rizzo stated that we are looking to implement a RAD conversion process without investors and explained how RAD with investors is different. Assistant Director Mac-Rizzo stated the housing stock we currently have is stable enough to just do some minor upgrades and you still have a maintenance staff as you will still have 500 work orders a month. Assistant Director Mac-Rizzo stated there might be a

shift in job assignments as she was looking into whether they could be strategically placed more on site than centralized here. Assistant Director Mac-Rizzo stated she does not want to change the structure of the number of employees here at all. Executive Director Young stated that if the Board remembered the reason why the Authority never looked at doing RAD was when it first came out the emphasis was on utilizing investors. Commissioner Doerr asked what the potential barriers for the RAD conversion were. There followed a discussion regarding re-exams and inspections. Assistant Director Mac-Rizzo stated we definitely needed to get occupancy up, that we would lose money if we do the RAD conversion and do not get occupancy up. Maintenance Technician Porter asked if they would still be employed by the Authority. Assistant Director Mac-Rizzo stated she was not going to touch on that right now, that she was actually going to leave that up to the maintenance staff as she felt it was a Union issue. Vice Chairwoman Campbell asked what role the Union plays in this. Assistant Director Mac-Rizzo explained how the Authority's stock would be placed under the Illinois Development Corporation (IDC) and a Management Agreement would be created where IDC paid the salaries and a certain percentage to the Authority to use the employees as support or another option is to bring the employees and hire them under IDC. Maintenance Technician Fulk asked if this was what currently happened with Walker Hill Apartments. Executive Director Young stated that Walker Hill was a development built with money from Rural Development through an organization called Jackson County Development Corporation (JCDC). Executive Director Young stated JCDC is managed by IDC and when Authority maintenance do work for JCDC the Authority is reimbursed for time spent there.

New Business

First on the Agenda was a Resolution to Approve Low Bid for Studio Unit Conversions (2:1) at IL53-12/Carbondale under Capital Fund Program IL01P05350119. A bid opening was held on February 25, 2020 at 2:00 p.m. at the Housing Authority offices at which time the following bids were opened.

<u>Bidder</u>	<u>Amount</u>	<u>Alt. Bid #1</u>
SAB Construction, Inc. Marion, IL	\$129,950.00	\$26,162.00
DRT Construction, Inc. Murphysboro, IL	\$174,000.00	\$34,800.00
J. Dixon Construction & Contracting, Inc. O'Fallon, IL	\$174,613.61	\$34,922.72
Evrard Company, Inc. Marion, IL	\$187,206.00	\$42,269.00

Executive Director Young stated that it was the Authority's recommendation that the Board accept the low bidder. After discussion the following Resolution was introduced.

RESOLUTION 20-02-04

RESOLUTION TO APPROVE LOW BID FOR STUDIO UNIT CONVERSIONS (2:1) AT IL53-12/CARBONDALE UNDER CAPITAL FUND PROGRAM IL01P05350119

WHEREAS, the Jackson County Housing Authority is continuing its ongoing efforts to reduce vacancies and maximize occupancy rates utilizing outside contractors; and

WHEREAS, JCHA developed a scope of work for converting studio apartments into 1-bedroom suites at IL53-12 in Carbondale; and

WHEREAS, bids were due February 25, 2020; and

WHEREAS, JCHA received and reviewed responses from 4 firms; and

WHEREAS, SAB Construction, Inc., submitted the lowest responsive and responsible bid in the amount of \$129,950 for 5-unit conversion; and

WHEREAS, JCHA has an option to add up to an additional 5-unit conversions at a price set at \$26,162 per conversion; 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 SAB Construction in an amount not to exceed \$129,950 for 5 unit conversions with an option to add 5 additional unit conversions at a set price of \$26,162 per converted unit 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 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 Doerr to adopt the foregoing Resolution, which motion was seconded by Commissioner Brown-Martin. 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 20-02-04 was adopted.

Executive Director Young next pointed out that there was an Audit Report for the Board members – a summary from the auditors about the audit, which turned out to be a good audit. Executive Director Young stated if any member would like to see the formal audit, which is 50-60 pages, it could be provided. Commissioner Brown-Martin asked about the couple of issues that the auditors found – first the error in calculation, and if there was a check and balance system for that. Assistant Director Mac-Rizzo stated that she tried to get the auditors not to put that in the report because the Director of the Section 8 Program found that error before they reviewed the files. Commissioner Brown-Martin asked about the second issue – the bid that went over that you should have come back for another bid. Assistant Director Mac-Rizzo stated that yes, the process was changed, the auditors gave us what needed to be done in order to avoid that happening again. Commissioner Brown-Martin asked about this Depreciation Schedule. Assistant Director Mac-Rizzo stated she was actually still working on that but that she will not see that issue next audit.

There followed a discussion regarding an announcement made in the Carbondale Times about the Authority receiving Capital Fund money.

Reports

Capital Fund Program

PRD Weinhold reviewed and summarized the ongoing Capital Fund Projects for the Board.

Attorney

Executive Director Young stated that Attorney Clemons had a family issue this evening, so he submitted his written report. Executive Director Young stated that Attorney Clemons had researched the issue on whether or not the Authority could recoup money from a veteran who owes the Authority over \$6,000.00. Executive Director Young stated that it was Attorney Clemons opinion that it would be very difficult to try to garnish a veterans check.

Executive Director

Executive Director Young stated there were 675 units occupied out of 778, which put the Authority at approximately 86.7% occupied. Executive Director Young stated that the Authority continues to lease as quick as it can and that maintenance has been doing a good job of turning units around.

Executive Director Young mentioned that the poles were up and lights on them for the cameras on Chestnut Street. There followed a discussion regarding the different types of cameras.

Executive Director Young stated he had received a request from University of Illinois about a community garden down in the Bridgewood area and that he had told them the Authority could take a look at it, but explained some of the liabilities surrounding that.

Executive Director Young informed the Board that the March Board meeting was critical to have in order to approve the Authority's Annual Plan, which has to be submitted to HUD.

Executive Director Young informed the Board that he had ordered a new Ford F150 truck for the maintenance department that would be here in a couple months.

Executive Session

A motion was made by Vice Chairwoman Campbell 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 Brown-Martin. 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 6:17 p.m.

During Executive Session discussion ensued regarding personnel matters.

Upon motion made by Vice Chairwoman Campbell, seconded by Commissioner Brown-Martin and unanimously carried, the Board came out of Executive Session at 6:48 p.m.

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

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 6:50 p.m.

Chairperson

ATTEST:

Secretary