

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
July 25, 2018**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, July 25, 2018 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 5:30 p.m. with the following members present: Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell, Commissioner Whitney Endres and Commissioner Wileta Brown-Martin (via phone). Absent was Commissioner Theresa Doerr. Also present were Assistant Director Rosemary Finnegan and Attorney John Clemons.

Introduction of Visitors

Present was Housing Authority employees Accounting Payable Manger Sheila Rae.

Approval of Minutes

Minutes of the June 27, 2018 meeting were presented to the Board for approval. A motion was made by Vice Chairwoman Mary Campbell to approve the minutes; which motion was seconded by Commissioner Endres. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried and the minutes of June 27, 2018 were approved as published.

Approval of Payment of Bills

Bills for June 2018 were presented to the Board for approval of payment. After discussion, a motion was made by Commissioner Endres to approve the payment of the bills, which motion was seconded by Vice Chairwoman Mary Campbell. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried and the payment of bills for June 2018 were approved for payment as shown on the attached lists.

Old Business

At this time the Discussion of and/or Resolution to Approve Revised JCHA By-Laws was tabled until the August meeting.

New Business

First on the Agenda was a Resolution to Approve SEMAP. Assistant Director Finnegan informed the Board that this was the Section 8 Programs annual self-certification submission to HUD. Assistant Director Finnegan pointed out that most of the figures came from HUD's database and that the few figures that were self-certified by Section 8 were then verified by the auditors during the audit. After a brief discussion the following resolution was introduced.

RESOLUTION 18-34

RESOLUTION TO APPROVE SUBMISSION OF SEMAP TO HUD

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the Submission of SEMAP to HUD in the form attached hereto.

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

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

Nays: None.

Chairwoman Hinton declared the motion carried and RESOLUTION 18-34 was adopted.

Next on the agenda was a review of Executive Session minutes. Attorney Clemons explained that this was a every six-month requirement of the Open Meetings Act. Attorney Clemons stated that at this time there were 2 executive session minutes closed, 1 from January of 2017 which was in regards to a letter received from HUD and one from May of 2018 which was in regards to the resignation letter of Assistant Director Finnegan. Attorney Clemons recommended to the board that both closed executive session minutes be opened at this time. A motion was made by Vice Chairwoman Campbell that the 2 closed meetings of January 2017 and May 2018 be opened, which motion was second by Commissioner Brown-Marten. Upon roll call the ayes were 4, nays none. Chairwoman Hinton declared the motion carried.

Next was a discussion of and motion to resubmit letter to HUD regarding administrative use of offices. Assistant Director Finnegan stated that Executive Director Young had mentioned at the last meeting that HUD wanted to take away use of the offices on the second floor. Assistant Director Finnegan stated that Executive Director Young was going to appeal the decision but felt that if there was a motion of support from the Board of Commissioners it would add more weight to the appeal. After a brief discussion a motion was made by Commissioner Brown-Martin that the Jackson County Housing Authority Board of Commissioners was opposed to any removal of administrative office space at this time, which motion was seconded by Vice Chairwoman Campbell. Upon a roll call vote the following ayes and nays were recorded:

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

Nays: None.

Chairwoman Hinton declared the motion carried.

Reports

Capital Fund Program

Assistant Director Finnegan stated that the Capital Fund Program report was in the Board packets. Assistant Director Finnegan reviewed and summarized ongoing projects in the Capital Fund Program report for the Board.

Attorney

Attorney Clemons stated there was nothing unusual to report this month. Attorney Clemons reviewed the details of a particular non-rent eviction case for the Board.

Executive Director

Assistant Director Finnegan stated that Executive Director Young had submitted a written report to the Board which was in the packets. Assistant Director Finnegan reviewed over the report with the Board.

Executive Session

A motion was made by Commissioner Endres 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 Vice Chairwoman Campbell. Upon roll call the ayes and nays were as follows:

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

Nays: None.

Chairwoman Hinton declared the motion carried and the Board went into Executive Session at 5:55 p.m.

During Executive Session discussion ensued regarding personnel matters.

Upon motion made and seconded, the Board came out of Executive Session at 6:08 p.m.

It was noted that no official action was taken or requested during Executive Session.

A motion was made by Vice Chairwoman Campbell that the Board approve a 2% raise and continue all existing benefits for the Executive Director’s salary for fiscal year 2019, which motion was seconded by Commissioner Endres. Upon a roll call vote the following ayes and nays were recorded:

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

Nays: None.

Chairwoman Hinton declared the motion carried.

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 6:11 p.m.

Chairperson

ATTEST:

Secretary