

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
June 26, 2019**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, June 26, 2019 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 5:34 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

There were no visitors present, but in attendance were Housing Authority employees Accounting Payable Manager Sheila Rae, Property Manager Oueida Mills and Section 8 Program Manager Kim Herrin.

Approval of Minutes

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

Approval of Payment of Bills

Bills for April and May 2019 were presented to the Board for approval of payment. A motion was then made by Commissioner Brown-Martin 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 April and May 2019 were approved for payment as shown on the attached lists.

Old Business

Executive Director Young stated this was the Personnel Policy the Board had been given before, but that the Board had made a couple of suggestions for changes at the last meeting. Executive Director Young stated they had gone through and tried to address one of which was the merit system, which he eliminated from the policy. Executive Director Young stated that the second thing was in regard to vacation – that is HUDs strong recommendation. Executive Director Young stated that anyone that has already accumulated over 2 years' worth of time – and HUD agreed with us when we discussed this with them – those employees will not lose that time, but it will be held in escrow for them. Chairwoman Hinton stated she thought that it needs to be revisited again. Executive Director Young stated that this was HUDs recommendation. Executive Director Young stated that people won't lose the time, they will get paid for it when they leave because it's going to be escrowed. Executive Director Young stated that on page 36 a paragraph was added regarding the Telecommuting Policy and stipulates that every employee will be given a copy of the policy. Vice Chairwoman Campbell stated she thought the Board should approve the Telecommuting Policy before approving the Personnel Policy. The rest of the Board agreed. Commissioner Brown-Martin asked if anything had changed in the Telecommuting Policy since it was emailed to the Board. Executive Director Young responded no.

Executive Director Young informed the Board that there had been a visit from some HUD staff since the last Board meeting – some of whom had visited the Authority before. Executive Director Young stated that they had reviewed everything and the items the Authority had as findings they said to let them know when the Board had approved the policies and they would close the findings out.

Chairwoman Hinton stated that she did not like this Workman's Comp statement in the Telecommuting Policy which says that "injury sustained by the employee in a home office location in conjunction with his or her regular work duties shall be covered by JCHA Workman Comp Policy." Commissioner Brown-Martin stated they have to if they are on work time per telecommuting then they are covered and that she didn't think legally you could take that away from them. Attorney Clemons stated that Executive Director Young had checked on the cost and the policy wasn't going to get an additional premium. There followed additional discussion regarding setup and equipment after which the following Resolution was introduced.

RESOLUTION 19-06-18

RESOLUTION TO APPROVE TELECOMMUTING POLICY AND PROCEDURES

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to adopt the Telecommuting Policy and Procedures in the form attached hereto.

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 19-06-18 was adopted.

Next a Resolution to Approve the Personnel Policy was introduced.

RESOLUTION 19-03-07

RESOLUTION TO APPROVE THE REVISIONS TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, The Jackson County Housing Authority has established a Personnel Policies and Procedures as a set of rules and guidelines to define employee conduct, benefits, company procedures, and establish safety protocols. The policy also describes the type of job performance and workplace behavior JCHA expects from its employees, and what type of compensation and opportunities for advancement it offers; and

WHEREAS, The Personnel Policies and Procedures Manual contained several significant changes applicable to employees in JCHA's non-bargaining group in the areas of sick leave provisions, vacation leave provisions and balances that can be distributed upon employment separation; and

WHEREAS, the agency has made changes to the Performance Evaluations Policy and an addition of a Telecommuting Policy; and

WHEREAS, this resolution requests Board approval to revise the Personnel Policies and Procedures Manual and incorporate the changes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY, that the revision to the Personnel Policies and Procedures Manual be 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.

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 19-03-07 was adopted.

New Business

First on the Agenda was Resolution 19-05-09 a Resolution to Approve Accounting Department Policies and Procedures Manual. Assistant Director MacRizzo stated that the Accounting Procedures and Policies was a request of HUD and was basically to update our internal controls. Assistant Director MacRizzo stated that the only thing she changed was that she did not make it that each of the items described in the policy had names attached to them, she attached job titles to them and put the job descriptions to each of the titles in the front of the policy so that you could see it. Assistant Director MacRizzo stated the policy and the internal controls are basically the same. The following Resolution was introduced.

RESOLUTION 19-05-09

RESOLUTION TO APPROVE THE ACCOUNTING DEPARTMENT POLICY AND PROCEDURES MANUAL

WHEREAS, the Jackson County Housing Authority (JCHA) has established an Accounting Department Policy & Procedure Manual as a set of rules and guidelines to define functions in the Accounting Department and establish procedural protocols; and

WHEREAS, JCHA is looking to establish this policy to define the division of duties within the accounting department; and

WHEREAS, this policy provides an overview of internal controls, budget and cash management; and

WHEREAS, this policy detailed guidelines to be used in cash management, budgeting, financial reporting and HCV payment processing; and

WHEREAS, this resolution requests Board approval to establish the Accounting Department Policies & Procedures Manual.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY, that the Accounting Department Policy and Procedures Manual be 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.

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 19-05-09 was adopted.

Next on the Agenda was a Resolution to Approve Clearwave Internet Services. Executive Director Young stated that Assistant Director MacRizzo has been working with and discussing with Clearwave and it looks like this may be beneficial for the Authority to utilize Clearwave. Executive Director Young stated they are willing to invest in equipment and some other items for us to have this service. Executive Director Young stated that it would cost about \$19,200.00 annually but that Clearwave would pick up a lot of things that the Authority is paying for now and it would also allow the Authority to do some things that we are not able to do at this point. Executive Director Young stated that Assistant Director MacRizzo has listed about seven of those things for the Board. Executive Director Young stated that another way in this would be beneficial to the Authority is in utilizing a camera system in its family areas like we are trying to do over in the East Chestnut area. Commissioner Brown-Martin asked what the Authority was paying now. Executive Director Young stated that it will cost the Authority approximately \$500.00 more a month. There followed a discussion of the specifications of Clearwave. Commissioner Doerr asked Assistant Director MacRizzo to elaborate on how it would increase the ability to utilize time management. Assistant Director MacRizzo stated that the Authority is also looking to implement mobile work order and mobile inspections so instead of going out with paper and doing the inspection and then having to come back to put the results into the system, they would be able to type as they walked around with a tablet and do all of it in one step so saving time. After discussion the following Resolution was introduced.

RESOLUTION 19-05-10

RESOLUTION AUTHORIZING A SOLE SOURCE CONTRACT WITH CLEARWAVE COMMUNICATION FOR FIBER OPTIC INTERNET AND WIRELESS SERVICES.

WHEREAS, The Jackson County Housing Authority (JCHA) is requesting to enter into a sole source contract with Clearwave Communication, to provide fiber optic internet and wireless service to five (5) Housing Sites; and

WHEREAS located at 1425 Old West Main Street, Carbondale, 207 North Marion Street in Carbondale, 306 East Douglass Street, DeSoto, 233 North 13th Street Murphysboro, and 300 North 7th Street Murphysboro; and

WHEREAS, JCHA staff is recommending that the Board of Commissioners approve the contract with Clearwave Communication, to provide fiber optic and wireless services to five (5) Housing Sites; and

WHEREAS, performance shall be for five (5) years with a Contract amount not to exceed \$ 96,000; and

WHEREAS, Justification for sole source procurements are noted in the A) HUD Procurement Handbook 7460.8 Rev-1, Section 8 (Cooperative Purchasing Agreements); B) Federal Procurement Regulation CFR 85.36 (Page 527); and C); and

WHEREAS, JCHA Procurement Policy (Page 9) Cooperative Purchasing which states "JCHA may enter into state and local intergovernmental agreements to purchase or use common goods and services; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY that the Executive Director is hereby authorized to take such action and execute such documents as necessary to enter into a contract with Clearwave Communication, a sole source provider, to provide basic cable television to five (5) Housing developments for five (5) years at a not to exceed amount \$96,000 is approved.

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 19-05-10 was adopted.

Next was a Resolution to Approve Updated Procurement Policy. Executive Director Young informed the Board that the only change was on page two which is a change in the Micro Purchase threshold from \$3,000.00 to \$10,000.00. Executive Director Young stated that HUD allows this change and has recommended that the Authority add it to its Procurement Policy. Chairwoman Hinton noted that she had noticed that under Petty Cash should be no more than \$30 but then it says any purchase under \$50 can be handled under Petty Cash account, so if you only \$30 but have a \$49 item how can you use Petty Cash for it. Assistant Director MacRizzo stated that Section 8 has a \$30 Petty Cash. Chairwoman Hinton asked how much the Authority has in Petty Cash. Accounting Payable Manager Rae answered it was \$100. After a brief discussion Commissioner Brown-Martin made a motion that under Petty Cash on page 22, line 1 of the Accounting Department Policies and Procedures Manual be amended to reflect changing a single disbursement from Petty Cash shall never exceed \$50, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried. At this time the following Resolution was introduced.

RESOLUTION 19-05-11

RESOLUTION TO APPROVE CHANGES TO THE JACKSON COUNTY HOUSING AUTHORITY (JCHA) PROCUREMENT POLICY.

WHEREAS, The Jackson County Housing Authority (JCHA) is requesting to make changes to previously approved Resolution 18-36; and

WHEREAS HUD-allowed Micro Purchase Threshold's increased from \$3,000 to \$10,000; and

WHEREAS, JCHA finds the HUD revised regulation to be the most stringent regulation in comparison to the state regulation; and

WHEREAS, HUD enacted the change to the HUD-allowed Micro Purchase threshold in its procurement policy in June 2018; and

WHEREAS, JCHA is now prepared to introduce the increased HUD-allowed Micro Purchase Threshold into its Procurement Policy; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY that the Executive Director is hereby authorized to take such

action and execute such documents within the HUD- allowed Micro Purchase Procurement Threshold of \$10,000 is now approved.

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 19-05-11 was adopted.

Next was a Resolution to Approve Updated Disposition Policy. Commissioner Brown-Martin asked if anything was changed. Executive Director Young stated nothing was changed. Assistant Director MacRizzo none of the thresholds had changed, HUD is just requiring us to update. Executive Director Young stated that we the Authority disposes of property there are procedures that have to be followed. The following Resolution was introduced.

RESOLUTION 19-05-12

RESOLUTION TO APPROVE UPDATED DISPOSITION POLICY

WHEREAS, The Jackson County Housing Authority (JCHA) has established a Disposition Policy as a set of rules and guidelines to define the sale of excess personal property and real estate owned by the Authority and establish procedural protocols; and

WHEREAS, On December 14, 1977 the board adopted the Disposition Policy; and

WHEREAS, the agency has added detailed guidelines to be used in the consideration of items that are up for sale; and

WHEREAS, this resolution requests Board approval to revise the Disposition Policy and incorporate the changes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY, that the revision to the Disposition Policy be 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.

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 19-05-12 was adopted.

Next was a Resolution to Approve Write Off of Bad Debts for Three Month Period Ending June 25, 2019. Executive Director Young stated the Authority does this every three months. After a brief discussion regarding the specifics of balances left owed, the following Resolution was introduced.

RESOLUTION NUMBER 19-06-13

**RESOLUTION TO APPROVE WRITE OFF OF BAD DEBTS FOR
THREE MONTH PERIOD ENDING JUNE 25, 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 \$48,396.06 balance for vacated tenants through June 30, 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 June 25, 2019 for LIPH program in the amount of \$48,396.06 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 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 19-06-13 was adopted.

A Resolution to Approve FY 2020 Budget for AMPs 1-8, COCC, Section 8 and Capital Fund Programs. Executive Director Young stated the Board had been given some information regarding this and he would let Assistant Director MacRizzo go over this. Assistant Director MacRizzo stated that the Authority has completed it procedure for putting together its FY Budget for 2020. Assistant Director MacRizzo stated that in the process the Authority has allocated expenses for the Public Housing Program in the amount of \$4,900,297. Assistant Director MacRizzo stated there was a Section 8 Budget this year with expenses of \$1,722,619; a CFP Budget of 1.9 million and a COCC budget of 1.5 million for a grand total of \$9,580,000 for expenses. Assistant Director MacRizzo informed the Board that during the Budget process she also took into account the Authority's vacancy status – in previous years the Authority budgeted at 92% vacancy rate, but the Authority has not been able to reach 92%, so she dropped it. Assistant Director MacRizzo stipulated

that she did expect to reach 95%, that was her target, that was what she was shooting for and that her staff is backing her up on this, so even though she budget for 89% she did expect to make that up. Assistant Director MacRizzo stated that the Authority was really pushing hard and making changes and doing what she thought would allow the Authority to get to our goal. The following Resolution was introduced.

RESOLUTION 19-06-14

RESOLUTION AUTHORIZING THE APPROVAL OF JACKSON COUNTY HOUSING AUTHORITY BUDGET FOR FY 2020

WHEREAS, the Jackson County Housing Authority, (JCHA) prepared a budget for fiscal year 2020 (July 1, 2019 – June 30, 2020); and

WHEREAS, this budget projects expenditures of \$9,580,327, which includes the project-based Asset Management Projects (AMP) in the Low Income Public Housing Program of \$4,900,297; \$1,722,619 in the HCV Program, \$1,900,267 in the CFP Program and \$1,057,144 in the COCC; and

WHEREAS, this budget includes the use of reserves in the amount of \$335,684 to supplement the development projects and COCC costs; and

WHEREAS, these items balance the FY 2020 annual budget.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY approve the Fiscal Year 2020 Annual Budget 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 prepare, execute and finalize, upon such items terms as the Executive Director deems necessary and appropriate and in the best interest of JCHA, the agreement contemplated hereby.

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 19-06-14 was adopted.

Next was a Resolution to Approve Low Bid Studio Conversions at IL53-11/Murphysboro under Capital Fund Programs IL01P053501-18 and IL01P053501-19. Executive Director Young informed the Board that a bid opening was held on June 13, 2019 at 2:00 p.m. and the following bids were opened:

<u>Bidder</u>	<u>Amount</u>
J. Dixon Construction & Contracting O'Fallon, IL	\$33,203.14
SAB Construction, Inc. Marion, IL	\$35,796.00

DRT Construction, Inc.
Murphysboro, IL

\$38,200.00

Executive Director Young stated J. Dixon Construction was the low bidder and that Property Rehabilitation Director Michelle Weinhold had spoken with someone who has worked with him before and they said that he does good work. Executive Director Young stated it was his recommendation that the Authority award the bid to the lowest bidder. The following Resolution was introduced.

RESOLUTION 19-06-15

**RESOLUTION TO APPROVE LOW BID STUDIO CONVERSIONS AT IL53-11/MURPHYSBORO
UNDER CAPITAL FUND PROGRAMS IL01P053501-18 and IL01P053501-19**

WHEREAS, the Jackson County Housing Authority (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 converting studio apartments into 1-bedroom suites at IL53-11 in Murphysboro; and

WHEREAS, bids were due June 13, 2019; and

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

WHEREAS, J. Dixon Construction & Contracting, submitted the lowest responsive and responsible bid in the amount of \$33,203 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 J. Dixon Construction & Contracting in an amount not to exceed \$33,203.14 per conversion 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 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 19-06-15 was adopted.

Next was a Resolution to Approve Low Bid Miscellaneous Renovations at IL53-02/Carbondale, IL53-09/Elkville, IL53-10/Carbondale and IL53-13/Murphysboro under Capital Fund Programs IL01P053501-18 and IL01P053501-19. Executive Director Young informed the Board that a bid opening was held on June 13, 2019 at 2:00 p.m. and the following bids were opened:

<u>Bidder</u>	<u>Amount</u>
SAB Construction, Inc. Marion, IL	\$220,217.00
J. Dixon Construction & Contracting O'Fallon, IL	\$248,218.24
DRT Construction, Inc. Murphysboro, IL	\$290,900.00

Executive Director Young stated that it was his recommendation that the Board accept the low bid of SAB Construction. Vice Chairwoman Campbell asked if it was felt the renovations would make the places more attractive. Executive Director Young stated that these are renovations to be done to long term vacancies, units that are more extensive in terms of work needing to be done. The following Resolution was introduced.

RESOLUTION 19-06-16

RESOLUTION TO APPROVE LOW BID MISCELLANEOUS RENOVATIONS AT IL53-13 IN MURPHYSBORO, IL53-2 & IL53-10 IN CARBONDALE AND IL53-9 IN ELKVILLE UNDER CAPITAL FUND PROGRAMS IL01P053501-18 and IL01P053501-19

WHEREAS, the Jackson County Housing Authority (JCHA) identified a need for Miscellaneous Renovations at 100 Wells units 15A & 15B in Murphysboro, 306A & B East Elm Street, 705A & B and 709B at Robert A. Stalls, in Carbondale and 511 South 5th Street in Elkville; and

WHEREAS, JCHA developed a scope of work and advertised solicitation bids; and

WHEREAS, bids were due June 13, 2019; and

WHEREAS, JCHA received and reviewed 3 bids; and

WHEREAS, SAB Construction, Inc., submitted the lowest responsive and responsible bid in the amount of \$220,217.00; and

WHEREAS, contract award to SAB Construction, Inc. in an amount not to exceed \$220,217.00 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 SAB Construction, Inc. in an amount not to exceed \$220,217.00 is hereby authorized; 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: Chairwoman Hinton, Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 19-06-16 was adopted.

Next was a Resolution to Approve Submission of Application for Demolition to HUD of 13 Apartments at AMP 1: 702, 704, 802, 809 and 812 South 18th Street; 1906 Alexander Street, 713 South 19th Street and 1912, 1914, 1918 and 1920 Shomaker Drive at IL53-01/Murphysboro and 201 and 203 Schickle Street at IL53-06/Grand Tower under Capital Fund Program IL01P053501-19. Executive Director Young stated that the demolition of these units had been discussed previously and that a unit in Grand Tower is being added to the application. Executive Director Young informed the Board that a Resolution was needed from the Board in order to submit the application to HUD. The following Resolution was introduced.

RESOLUTION 19-06-17

RESOLUTION AUTHORIZING THE SUBMISSION OF A DEMOLITION APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE DEMOLITION/DISPOSITION OF 9 BUILDINGS CONSISTING OF 13 HOUSING UNITS

WHEREAS, the Jackson County Housing Authority (JCHA) is seeking permission to submit an application for demolition to HUD of 11 housing units at AMP1: units 702, 704, 802, 809 and 812 on South 18th Street; 1906 Alexander Street; 713 South 19th Street and units 1912, 1914, 1918 and 1920 Shomaker Drive in Murphysboro. In addition, 1 building consisting of 2 units at 201 & 203 Schickle Street in 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 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 19-06-17 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 the ongoing projects in the Capital Fund Program for the Board.

Attorney

Attorney Clemons stated that the numbers off a little as counting May and June. Attorney Clemons stated that there were 9 new cases filed. Attorney Clemons stated that it was just standard things

Executive Director

Executive Director Young stated that the staff had submitted a Family Self Sufficiency (FSS) Grant in the amount of \$67,000.00 partnering with the Southern Illinois Coalition for Homeless. Executive Director Young stated it would be great if we received this grant.

Executive Director Young informed the Board that the Authority had submitted an Emergency Safety and Security Grant Application in the amount of \$250,000.00 and under that grant you can do a lot of security work. Executive Director Young stated that HUD utilizes a lottery system to award this grant. Executive Director Young stated the Authority has applied for this grant a couple of times before but not been awarded the grant.

Executive Director Young informed the Board that the Authority had received some excess operational funding and that the Authority utilized that funding to allow the staff to purchase t-shirts. Executive Director Young

stated maintenance had already received their shirts and they seem to like wearing them. Commissioner Brown-Martin asked if they get a clothing allowance in their contract. Executive Director Young replied yes, the Maintenance Department does. Commissioner Brown-Martin questioned if the Authority purchased the shirts or the Maintenance guys purchased. Executive Director Young stated the Authority purchased the shirts, that everyone was allowed 7 shirts. Commissioner Brown-Martin questioned that if they get a clothing allowance how that works. Assistant Director MacRizzo stated that she had to pitch this Executive Director Young as he asked her the same question. Assistant Director MacRizzo stated that the reason she did not want to take it away from the maintenance staff is that they have more wear and tear on their clothing having to paint, sheet rock, etc., and that they use their clothing allowance for those things they have to buy such as steel toe shoes, and that they have to purchase items that are above and beyond normal. Commissioner Brown-Martin asked if these were going to be part of a dress code. Assistant Director MacRizzo replied that no it isn't part of the dress code, yet. Vice Chairwoman Campbell stated they can wear them if they want or wear their own clothing. Assistant Director MacRizzo stated those that have the shirts have been wearing them.

Executive Director Young informed the Board that the Authority will begin taking applications online effective July 15, 2019.

Executive Director Young informed the Board that the Section 8 Program ended the year utilizing 365 vouchers and is supposed to be at 370 by the end of July. Executive Director Young stated the goal is to reach 400 vouchers by the end of December 2019.

Executive Director Young informed the Board that all employee evaluations had been completed and that the Authority would be advising HUD of this. Commissioner Brown-Martin asked how the evaluations went. Executive Director Young responded they went very well.

Executive Director Young updated the Board on the vacancy issue. Executive Director Young stated there were 677 units occupied as of today, which put the Authority at approximately 86% occupied. Executive Director Young stated that he had questioned Tenant Accounts Manager Louise Alexander about move outs and move ins – in May there were 21 move ins and 20 move outs. Executive Director Young stated that as of today for the month of June there had been 19 move ins and 18 move outs. There followed a discussion of things the Authority is doing to increase occupancy.

Executive Director Young informed the Board that the Authority reduced its stock by 3 units in IL53-11/Murphysboro. Executive Director Young stated that 6 units were converted into 3 units and that it was scheduled to take 8 additional units and convert them to 4 units.

Executive Director Young handed out information regarding East Chestnut Street and stated that he was wanting to try to get the camera situation rolling. Executive Director Young stated he had received two proposals – one from Southern Illinois Security, who did the cameras in the 4 high-rises, and Jason Thomas of Thomas Security Industries. Executive Director Young stated he really liked Mr. Thomas's proposal better and he was also recommended by the Carbondale Police Department, that he had put up 111 cameras in Carbondale. There followed discussion about how and where the cameras were to be installed.

Executive Director Young passed around some photographs informing the Board that these were pictures of a video that some young men had put on social media. Executive Director Young stated as you can see some of the young men are holding guns and this video was made on some parts of Housing Authority property. Executive Director Young stated that the Carbondale Police had given him the names of these individuals and had requested that he give them a general bar letter and the authority to serve the bar letter so that the police could serve the bar letter as they came across these individuals. Executive Director Young informed the Board that he had done so. There followed a discussion of this situation. Commissioner Brown-Martin questioned so we did not approve the cameras. Executive Director Young stated no, but that he could proceed forward

with it if the Board gave their approval. There followed discussion of the proposal and who is responsible for the cost of replacing cameras if they were vandalized/knocked down. It was the Board's consensus that Executive Director Young contact AHRMA on whether the Authority's insurance policy would cover this situation and to let the Board know by email.

Commissioner Brown-Martin asked about the letter that the Board was given – whether it was sent out on June 6, 2019 or received on that date. Executive Director Young replied that was the day it was received. Commissioner Brown-Martin stated that the letter says the Authority has 30 days to respond. Executive Director Young responded that yes, whenever HUD sends out a letter like that, they want you to do an improvement plan. Commissioner Brown-Martin asked that means as of July 6, 2019 you have to have it ready. Executive Director Young replied that yes, we will. Chairwoman Hinton asked why if the max score for Capital Fund is a 10 but we got a 5 – why did we only get a 5. Executive Director Young stated under Capital Fund Program part of what they grade you on is occupancy believe it or not. Executive Director Young stated there are 3 different sections of their grading system where they grade you on occupancy. Executive Director Young stated that occupancy makes you take a big hit. Chairwoman Hinton asked if the Board would receive a copy of the improvement plan next time. Executive Director Young stated that yes, he would provide the improvement plan.

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 7:15 p.m.

Chairperson

ATTEST:

Secretary