

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
March 28, 2018**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, March 28, 2018 at 5:45 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 6:15 p.m. with the following members present: Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell and Commissioner Wileta Brown-Martin. Absent was Commissioner Mickey Korando. Also present was Director Tyler Young.

Introduction of Visitors

Present were Housing Authority employees' Accounting Payable Manager Sheila Rae and Property Manager Oueida Mills.

Approval of Minutes

Minutes of the January 24, 2018 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 three, nays none. Chairwoman Hinton declared the motion carried and the minutes of January 28, 2018 were approved as published.

Approval of Payment of Bills

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

Old Business

At this time there was no Old Business.

New Business

First on the Agenda was a Resolution to Approve Low Bid Mowing Contract. Executive Director Young stated that a bid opening was held on February 15, 2018 at the Authority offices at 2:00 p.m. and at that time the following bids were opened:

<u>Bidder</u>	<u>Amount</u>	
Pryor Contracting Carbondale, IL	\$48,500.00	(Bid packet not complete)
J & S Services DeSoto, IL	\$49,890.00	
Joe's Lawn Care Freeman Spur, IL	\$51,000.00	

Executive Director Young stated that the lowest bidder did not meet the required specs of the bid when completing their bid package, making J & S Services the lowest bidder. Executive Director Young stated that

J & S Services has been the Authority's mower for quite awhile and that this bid is actually a little less than what currently paying for mowing service. After discussion the following Resolution was introduced.

RESOLUTION 18-06

RESOLUTION TO APPROVE LOW BID MOWING CONTRACT

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the low bid of J & S Services in the amount of Forty-Nine Thousand Eight Hundred Ninety Dollars (\$49,890.00) for Mowing Contract.

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 and Commissioner Brown-Martin.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-06 was adopted.

Next was a Resolution to Approve Request for Proposals (RFP) for Architectural Services for 2018 – 2023. Executive Director Young stated that the Authority had advertised for RFP's and received four proposals. Executive Director Young explained that the Authority then went through and graded the proposals, with Evaluation #1 being done by Property Rehabilitation Director Michelle Weinhold, Evaluation #2 being done by himself and Evaluation #3 being done by Assistant Director Rosemary Finnegan. Executive Director Young stated that the scores were then compiled and averaged with Eggemeyer and Associates being the highest. Executive Director Young stated that Eggemeyer and Associates are very familiar with our developments and the Authority has worked with them in the past. Executive Director Young stated that the Authority sees no reason not to approve the RFP submitted by Eggemeyer and Associates. After discussion the following Resolution was introduced.

RESOLUTION 18-07

RESOLUTION TO APPROVE R.F.P. FOR ARCHITECTURAL SERVICES FOR 2018-2023

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the Request for Proposal for Architectural Services submitted by Eggemeyer and Associates of Carbondale, Illinois.

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 and Commissioner Brown-Martin.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-07 was adopted.

Next on the Agenda was a Resolution to Approve Agency Annual Plan for FY 2018. As this item had been discussed in detail during the Public Hearing the following Resolution was introduced.

RESOLUTION 18-08

RESOLUTION TO APPROVE AGENCY ANNUAL PLAN FOR FY 2018

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the Agency Annual Plan for FY 2018 for the Housing Authority of the County of Jackson, Illinois in the form attached hereto.

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 and Commissioner Brown-Martin.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-08 was adopted.

Next was a Resolution to Approve Write Off of Bad Debts for Three Month Period Ending March 27, 2018. Executive Director Young stated that this is a bookkeeping procedure that is recommended be done on a regular basis, but that these are still collectible monies. Executive Director Young stated that the Authority has collected a lot of monies through the program with the State of Illinois, but that some are also collected when someone wants to return to Housing or the Section 8 Program. After a short discussion the following Resolution was introduced.

RESOLUTION 18-09

RESOLUTION TO APPROVE WRITE OFF OF BAD DEBTS FOR
THREE MONTH PERIOD ENDING MARCH 27, 2018

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the Write Off of Bad Debts for Period Ending March 27, 2018 in the amount of Thirty-eight Thousand Six Hundred Twenty-nine Dollars and Forty-three Cents (\$38,629.43).

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 and Commissioner Brown-Martin.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-09 was adopted.

Next was a Resolution to Approve Submission of Application for Demolition to HUD of 405 A/B E Chestnut; 411 A/B E Chestnut; 406 A/B E Ashley and 505 A/B N Brush (IL53-02) in Carbondale. Executive Director Young stated that while the Board had done this at the January Board Meeting, HUD now requires that the Board Resolution be done after the Authority has discussions with the local officials and the Authority residents in the area. Executive Director Young stated that one afternoon Property Manager Josh Whittington and himself had gone door to door talking to residents about the demolition. Executive Director Young stated that none of the residents had any alternative suggestions to the demolition. After discussion the following Resolution was introduced.

RESOLUTION 18-10

RESOLUTION TO APPROVE SUBMISSION OF APPLICATION FOR DEMOLITION TO HUD OF
405 A/B EAST CHESTNUT, 411 A/B EAST CHESTNUT, 406 A/B EAST ASHLEY AND
505 A/B NORTH BRUSH (IL53-02/CARBONDALE)

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the Submission of Application for Demolition to HUD for the following units in AMP 2: 405 A/B EAST CHESTNUT, 411 A/B EAST CHESTNUT, 406 A/B EAST ASHLEY AND 505 A/B NORTH BRUSH (IL53-02/CARBONDALE).

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 and Commissioner Brown-Martin.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-10 was adopted.

Next Executive Director Young stated that he had provided the Board with a copy of updated By-Laws for them to take home and read in order to discuss and/or vote on at the next Board meeting.

Reports

Capital Fund Program

Executive Director Young stated that the Capital Fund Program report was in the Board packets. Executive Director Young reviewed and summarized the Capital Fund Program report for the Board.

Attorney

With the absence of Attorney Clemons due to illness, there was no Attorney's Report.

Executive Director

Executive Director Young stated that the Authority had recently received the money from the lawsuit against HUD. Executive Director Young stated that the Attorney for the lawsuit had stated that the money was non-federal money as it had been paid from a fund that HUD keeps for lawsuits. Executive Director Young stated that when representatives from the Chicago HUD office were there for a visit, they were informed that the Authority had received this money in order to not hide anything from them. Executive Director Young stated that the Chicago HUD representatives stated that HUD had not informed them that the Authority had received that money. Executive Director Young stated that the Authority is waiting to spend any of the money in order to be totally sure that the monies are considered non-federal funds and that HUD will not end up reducing the Authority's subsidy because of receiving this settlement.

Executive Director Young stated that Chicago HUD office had sent four people for a Compliance Review. Executive Director Young stated this is basically to assure that the Authority is doing what it is supposed to be doing. Executive Director Young stated that the Authority was required to pull all sorts of documentation for them to review. Executive Director Young informed the Board that he was sure recommendations would be forthcoming, but that one thing the Chicago HUD representative said was that the Authority should look at going to additional training more often. Executive Director Young stated that they informed them that the Authority tries to keep its travel budget low in light of all that is going on in Cairo. Executive Director Young

stated that the representative then said that there is a world of difference between our Authority and Cairo, which he was glad to hear they thought that.

Executive Director Young informed the Board that the Authority is currently 85% occupied and that everyone is continuing to work hard at unit turnaround and rentals.

Executive Director Young informed the Board that he had purchased a Ford F150 for the maintenance department. Executive Director Young stated that the Authority tries to buy one vehicle a year to keep the fleet updated and that he had actually been looking for a vehicle for the office, but that all that was available were hybrids.

Executive Director Young stated that the maintenance employee who was out on Workman’s Comp had come back to work a couple of weeks ago, but with restrictions. Executive Director Young stated that the Authority still had a person working part-time – the Union had agreed on an additional 90 days, so he would be working through May.

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 6:58 p.m.

Chairperson

ATTEST:

Secretary