

**REGULAR MEETING OF THE HOUSING AUTHORITY  
OF THE COUNTY OF JACKSON, ILLINOIS  
October 23, 2019**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, October 23, 2019 at 6:00 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 5:40 p.m. with the following members present: Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell and Commissioner Wileta Brown-Martin. Absent was Commissioner Theresa Doerr. Also present were Executive Director Young, Assistant Director Brigitta MacRizzo and Attorney John Clemons.

**Introduction of Visitors**

Chairwoman Hinton welcomed Housing Authority staff members to the meeting. Present was Accounting Payable Manager Sheila Rae, Property Manager Oueida Mills, Property Rehabilitation Director Michelle Weinhold, Property Manager Josh Whittington, Property Manager Latia Hayes, Property Manager Tracy King, Maintenance Technician Hank Fulk, Maintenance Technician JT Porter and Maintenance Technician Shannon Guy. At this time Chairwoman Hinton asked if anyone would like to address the Board. Property Manager King brought before the Board her concerns regarding the upcoming health insurance increase. Property Manager King stated that she felt the Housing Authority should pick up the full cost of the employee health insurance. Assistant Director MacRizzo went over a sheet which listed the current health insurance options with the Board. Assistant Director MacRizzo stated that if you increase the deductible you can save a certain percentage in the premium, but you will pay more out of pocket. Vice Chairwoman Campbell asked if the Authority has ever had any other insurance other than Blue Cross Blue Shield. Accounting Payable Manager Rae stated that the Authority used to have Guardian but they went out of the medical insurance business and so the Authority had to switch. There was a discussion of how much a family category is paying for its portion of the premium. Executive Director Young stated that the Authority over the years has tried to be fair to both the Authority and the employees. Executive Director Young stated that he has surveyed other Housing Authority's, and no one pays as high on the family portion as we do – paying 80% of the family premium. Accounting Payable Manager Rae showed the Board the bill from BCBS and explained the four categories of insurance the Authority has for its employees. Commissioner Brown-Martin stated that the complaint appears to be that whatever the employees get as an increase is eaten up, so they haven't made anything this year. Executive Director Young stated that is not exactly true and that he had more information to give the Board – that he wanted the Board to have accurate information. Executive Director Young stated that he understood what employees were saying – that when you look at the overall cost of insurance it is as much or more as what got in raise, but if you at the increase in insurance between this year and last year that is not the case. Commissioner Brown-Martin stated that the increase for insurance says 3.36% and they only got 2.50% in raise. Executive Director Young stated not quite and that he could supply specific figures regarding personnel raises and their insurance increase. Executive Director Young gave for example the 2.50% raise equaled \$1200.00 for the year, yet the 3.36% increase for single insurance equaled \$50.00 for the year. Commissioner Brown-Martin asked what was budgeted for insurance. Assistant Director MacRizzo stated that it was budgeted for a 4% increase. Commissioner Brown-Martin stated so Housing can absorb those costs if you budgeted 4%. Chairwoman Hinton stated I think what she is saying is that she budgeted for 4% with the idea that they were going to pick up a portion of that – is that right. Assistant Director MacRizzo replied that is correct. There followed discussion. After the brief discussion Chairwoman Hinton thanked the employees for coming and bringing it to the Board as it was important that we know this information and we will discuss this matter further.

Property Manager King stated she had another item to bring before the Board in regard to what is in the Personnel Policy having to do with escrowed vacation time. Property Manager King stated are only a few

employees that fall into this category and the way the policy reads is that it is upon the employee being terminated, leaving or retiring that the escrowed time is paid out. Property Manager King stated what she would like is to be given the option to cash out the escrowed time and that the way she looks at it if she is paid for her time now, at her current rate of pay, versus what making in 5-6 years from now when she leaves the Authority that it is cheaper for the Authority to pay me out now. There followed discussion regarding vacation time.

### **Approval of Minutes**

Minutes of the September 25, 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 three, nays none. Chairwoman Hinton declared the motion carried and the minutes of September 25, 2019 were approved as published.

### **Approval of Payment of Bills**

Bills for September 2019 were presented to the Board for approval of payment. A motion was made by Vice Chairwoman Campbell to approve payment of bills, 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 payment of bills for September 2019 was approved as shown on the attached list.

### **Old Business**

Currently there was no Old Business.

### **New Business**

On the Agenda was a discussion regarding dates for the Board meetings in November and December. After discussion it was the Board consensus that the meeting for November be held on November 20, 2019 and the meeting for December be held on December 18, 2019.

### **Reports**

#### **Capital Fund Program**

Property Rehabilitation Director Weinhold reviewed summarized the ongoing Capital Fund Projects for the Board.

#### **Attorney**

Attorney Clemons stated that the Board should have his written report. Attorney Clemons stated that the only thing to take place this past month was evictions, that there were a lot of new cases.

#### **Executive Director**

Executive Director Young informed the Board that in regard to the cameras on Chestnut Street he had gotten Frontier added to the insurance policy as an additional insured and that he would be having the company pick up and install the poles that were needed.

Executive Director Young updated the Board on the vacancy issue. Executive Director Young stated there were 672 units occupied as of today, which put the Authority at approximately 86% occupied. Executive Director Young stated there are a lot of people moving and a lot of evictions. Executive Director Young stated that maintenance has been doing a good job of turning around these units and that the Authority had a couple of its more productive maintenance employees present, Hank and JT are very productive employees.

Executive Director Young stated that at there would be REAC inspections coming up on December 9<sup>th</sup> and 10<sup>th</sup> for AMPs 3 and 4, which are in Murphysboro, Carbondale and DeSoto.

Executive Director Young stated that the NAACP banquet was being held this coming Sunday and that the Authority did have a table for those attending.

Executive Director Young stated that the Authority was having a mouse problem over at 53-07 – the high-rise on 13<sup>th</sup> Street in Murphysboro – in case someone approached the Board. Executive Director Young stated Terminix and the Maintenance Department were doing everything they could to resolve the problem

Executive Director Young informed the Board that no residents were involved in the recent shooting, but that individuals were shooting and running through parts of the Authority's developments. Executive Director Young stated there were bullets lodge in 3 units and in 1 of the units a five-year-old child was sitting on the couch and was injured. Executive Director Young stated the child was ok. Executive Director Young stated he was provided some names and would be issuing notices barring them from our property.

### **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 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 the Board went into Executive Session at 6:37 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 7:08 p.m.

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

At this time the following Resolution was introduced.

### **RESOLUTION 10-26**

**RESOLVED** by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to amend the Housing Authority Personnel Policy to allow an option for employees with escrowed vacation time the option to request up to four (4) weeks of that escrowed vacation time to be paid to the employee in any one year period at full compensation.

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 19-10-26 was adopted.

Next a Resolution regarding Authority Health Insurance premiums was introduced.

**RESOLUTION 10-27**

**RESOLVED** by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois the following:

1. The Jackson County Housing Authority allotted in the Budget a 4% increase for Health Insurance.
2. The entire 4% budgeted is to be used to compensate both the Housing Authority and the employee portion of premiums.

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 19-10-27 was adopted.

**Adjournment**

After a motion was made by Commissioner Brown-Martin, seconded by Vice Chairwoman Campbell and unanimously carried, Chairwoman Hinton declared the meeting adjourned at 7:16 p.m.

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Chairperson

ATTEST:

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Secretary