

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
September 26, 2018**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, September 26, 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 5:35 p.m. with the following members present: Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell, Commissioner Wileta Brown-Martin, Commissioner Whitney Endres and Commissioner Teresa Doerr. Also present were Executive Director Young, Assistant Director Rosemary Finnegan and Attorney John Clemons.

Introduction of Visitors

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

Approval of Minutes

Minutes of the August 22, 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 Doerr. Upon roll call the ayes were five, nays none. Chairwoman Hinton declared the motion carried and the minutes of August 22, 2018 were approved as published.

Approval of Payment of Bills

Bills for August 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 Commissioner Endres. Upon roll call the ayes were five, nays none. Chairwoman Hinton declared the motion carried and the payment of bills for August 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 Procurement Policy. Executive Director Young stated that this new policy was virtually like the old one, but that HUD wanted it to mention the HUD 24 CFR (Code of Federal Regulations) that pertained to Procurement. After discussion the following Resolution was introduced.

RESOLUTION 18-36

RESOLUTION TO APPROVE PROCUREMENT POLICY

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the Procurement Policy 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, Commissioner Endres and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-36 was adopted.

Next on the Agenda was a Resolution to Approve Write Off of Bad Debts for Three Month Period Ending September 25, 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. After a short discussion the following Resolution was introduced.

RESOLUTION 18-37

RESOLUTION TO APPROVE WRITE OFF OF BAD DEBTS FOR THREE MONTH PERIOD ENDING SEPTEMBER 25, 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 September 25, 2018 in the amount of Thirteen Thousand Eight Hundred Forty-three Dollars and Twelve Cents (\$13,843.12).

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, Commissioner Endres and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-37 was adopted.

Next was Resolution to Approve Elevator Service Contract. Executive Director Young stated that the Authority had advertised for RFP's (Request for Proposals) for Elevator Service for a two-year period and that three companies had picked up the specs, but only two submitted bids. Executive Director Young stated that the following bids were opened at the Housing Authority offices on September 20, 2018

<u>Bidder</u>	<u>Amount</u>
Otis Elevator Evansville, IN	\$57,600.00
Kone, Inc St. Louis, MO	\$74,600.00

Executive Director Young stated that there was no reason not to recommend that the Board accept the lowest bid. After discussion, the following Resolution was introduced.

RESOLUTION 18-38

RESOLUTION TO APPROVE ELEVATOR SERVICE CONTRACT

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the low bid of Otis Elevator of Evansville, IN for the Elevator Service Contract in the amount of Fifty-Seven Thousand Six Hundred Dollars (\$57,600.00) for a two-year period.

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, Commissioner Endres and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-38 was adopted.

The last item on the Agenda was a resolution to Approve Low Bid for Exterior Façade Repairs under Capital Fund Program IL01P05350117. Executive Director Young stated that this was to perform tuckpointing on more than one building – 53-11 high-rise/Murphysboro, 53-12 high-rise/Carbondale and 53-08 high-rise/Carbondale. Executive Director Young informed the Board that a bid opening was held on September 6, 2018 at 2:00 p.m. at the Housing Authority offices and at that time the following bids were opened.

<u>Bidder</u>	<u>Base Bid</u>	<u>Alt. Bid (53-08)</u>
Ron Gobin Enterprises, Inc Murphysboro, IL	\$586,725.00	\$174,654.00
Fager-McGee Commercial Construction Murphysboro, IL	\$689,489.00	\$206,500.00
Seward Masonry, Inc. Taylor Springs, IL	\$883,200.00	\$111,500.00
Evans-Mason, Inc. Springfield, IL	\$1,300,000.00	\$291,894.00

Executive Director Young stated that Ron Gobin has done work for the Authority before and there was no reason not to recommend that the Board accept his low bid. After discussion, the following Resolution was introduced.

RESOLUTION 18-39

RESOLUTION TO APPROVE LOW BID FOR EXTERIOR FAÇADE REPAIRS UNDER CAPITAL FUND PROGRAM IL01P05350117

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the low bid of Ron Gobin Enterprises, Inc. of Murphysboro, IL in the amount of Seven Hundred Sixty-one Thousand Three Hundred Seventy-nine Dollars (\$761,379.00) for Exterior Façade Repairs under Capital Fund Program IL01P05350117.

A motion was made by Commissioner Endres 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, Commissioner Endres and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 18-39 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 and summarized ongoing projects in the Capital Fund Program report for the Board.

Attorney

Attorney Clemons stated that the only matter different than evictions was that he had been contacted by Steven Bost, an attorney in Murphysboro who handles legal work for the City of Grand Tower. Attorney Clemons stated he was contacted as the City of Grand Tower was getting ready to transfer some property in Grand Tower. Attorney Clemons stated that as history apparently back in the 80's the Authority owned property down there and transferred it to the City. The City then built on the property. When looking into transferring the property it was found that a small piece of the property hadn't been included in the new deed. Attorney Clemons stated that the City of Grand Tower was asking the Board to do a corrective deed. Attorney Clemons asked for the Board's approval to do such deed, and then he would come back to the Board with the deed for a Resolution. Attorney Clemons stated that it was his opinion that HUD did not have to get involved as it was just an error and no money is involved in doing this corrective deed. After discussion the Board gave it verbal approval.

Executive Director

Executive Director Young informed the Board that the NAACP Banquet was being held on Sunday, October 14th at 4:00 p.m. this year. Executive Director Young asked if there were any Board members who would like the Authority to purchase tickets for them to attend. There was a short discussion of tickets and who would like to attend.

Executive Director Young stated that as a result of the HUD management review, HUD was requesting that the Authority update several policies, not make any changes just for the Board to review and re-approve the policies. Executive Director Young stated that he would be bringing these policies before the Board in the coming months. There followed a discussion regarding Section 8 Vouchers.

Executive Director Young stated that last month the Authority rented 29 units, yet 21 had moved out and that so far this month the Authority has had 18 moveins, yet 23 moveouts Executive Director Young informed the Board that the Authority was currently at 686 units occupied. Executive Director Young stated that the Authority pushes hard to rent units, but there are months that we rent the same number as move out.

Executive Director Young passed out the Authority Personnel Evaluation form. Executive Director Young stated that HUD was requiring that the Authority do an actual written evaluation and that the Board has asked about the form last month. Executive Director Young stated that he tried to make the form reasonably simple, but that the Authority has not started using the form yet and asked if the Board had any suggestions or comments regarding the form. There followed a short discussion regarding the form. Executive Director Young stated that even though he informed HUD that maintenance was a Union Shop and evaluations were not in the current contract, that HUD was insisting that evaluations be done on all employees. Executive Director Young stated he was going to try to see if the Union would do an addendum to the Contract.

Assistant Director Finnegan stated that the Audit was completed last week and went well.

Executive Director Young informed the Board that there was an issue of excessive people going in and out of the 233 N. 13th Street high-rise here in Murphysboro and that the Authority had, by utilizing the cameras,

targeted a few residents that were responsible for this happening. Executive Director Young stated that the Authority would be dealing with the problem and that the cameras have been a big asset.

Executive Director Young stated that there was an issue with the weatherization upgrades the Authority had done – installing a “smart” thermostat. Executive Director Young stated that there is a problem with the boards being burned out because of pest infestation and that the boards are \$200-\$250 to replace. Executive Director stated the Authority may have to implement a policy regarding this and there followed a discussion, but no decision was made at this time.

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, Commissioner Endres and Commissioner Doerr.

Nays: None.

Chairwoman Hinton declared the motion carried and the Board went into Executive Session at 6:47 p.m.

During Executive Session discussion ensued regarding personnel matters.

Upon motion made and seconded, the Board came out of Executive Session at 7:00 p.m.

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

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 7:03 p.m.

Chairperson

ATTEST:

Secretary