

Wayne County Housing Authority

Fairfield Illinois, 62837

TRANSCRIPT FOR JANUARY, 15, 2025

AGENDA ITEM:

Executive Summary: Job Specification / Advertisement
Motion to Adjourn / Post-Adjournment Decisions

Present: Rodney Legg, Dixie Locke, Tim McBride, Ronald Baker, and Executive director Jill Short.

Jan 15, 2025 Agenda Item: Executive Summary

CFP Project, Commissioner information, Job specification, Advertisement.

Jan 15, 2025 Agenda Minutes: Executive Summary

The capital finds project has not started due to weather and the contractor preparing their paperwork. A job description for the executive director and an AD for employment were given to the commissioners. Timing of the AD and where to run it were discussed.

DISCUSSION OF AGENDA ITEM: Jan.BOC.Meeting.Executive.Summary.MP3

Executive Director Jill Short: Here is the ad and Job specification for the director's position. I'm going to change the ad a little bit.

Resident Commissioner Ron Baker: Where are we running this at, here in town?

Executive Director Jill Short: Yeah

Resident Commissioner Ron Baker: is that the only place you are running it?

Executive Director Jill Short: Yes

Executive Director Jill Short: and if you see anything you think I should change or doesn't look right

Executive Director Jill Short: and planning on, I don't have a Calander in here but, to have them have their resume and employment packet, which that's going to include a release for background check, an application, and they should send a resume with it, to have them back in here by Jan 30th. That way, we may have to have a special meeting, you guys to look them over and then we will have to have interviews or whatever.

Chairperson Rodney Legg: Do you think there will be enough time?

Executive Director Jill Short: 2 weeks if I get it in tomorrow

Resident Commissioner Ron Baker: Does it matter the bachelor degree?

Executive Director Jill Short: It said it is preferred

Resident Commissioner Ron Baker: Does it matter what it is in or just as long as there is a bachelor degree

Executive Director Jill Short: well

Resident Commissioner Ron Baker: Like business management would be preferred right

Executive Director Jill Short: well, it depends on experience and stuff too yeah

Executive Director: I don't know we could make it another week, what I was thinking of is we probably need to get the interviews and get them hired by the next board meeting which is Feb 19th. Because that just leaves me.

Vice Chair Dixie Locke: March and April

Executive Director Jill Short: and May

Resident Commissioner Ron Baker: To train them

Executive Director Jill Short: uh huh, 3 months

Chairperson Rodney Legg: That's up to you, I guess if we don't get any applications we can extend it.

Commissioner Tim McBride: Just a related question, do we use a job service

Resident Commissioner Ron Baker: I was looking at this stuff when I was looking at the executive director from another county one time it showed that she come from Texas and apparently there is conventions for people in your position.

Executive Director Jill Short: Well, you can do it there is an Illinois Association there is a National Association. I mean that's up to you I can put an ad in there.

Resident Commissioner Ron Baker: Can we allocate

Executive Director Jill Short: we would have to delay everything though

Resident Commissioner Ron Baker: Can we allocate for relocation expenses, maybe?

Executive Director Jill Short: No

Resident Commissioner Ron Baker: No, we can't do anything like that?

Executive Director: No

Chairperson Rodney Legg: I would say try this route first and see what response you get

Executive Director Jill Short: and see what you get, (over speak)

Resident Commissioner Ron Baker: how long do you need for training do you think, depending on the experience?

Executive Director: I say three months would be a minimum

Resident Commissioner Ron Baker: 3 months minimum?

Executive Director Jill Short: Yeah

Commissioner Tim McBride: Because the cyclic nature of things or what

Executive Director Jill Short: it's a lot

Resident Commissioner Ron Baker: it's a lot

Executive Director Jill Short: and you got another 9 months you got to cover in that three

Resident Commissioner Ron Baker: Just these documents alone and being able to prepare for that for the meetings and stuff, most people don't have that experience.

Executive Director Jill Short: I can do it in less it's just not going to be pretty.

Commissioner Tim McBride: do what now

Executive Director: I can do it in less it's just not going to be pretty.

Commissioner Tim McBride: no, no, I understand that
Executive Director Jill Short: you know, after I am done, I don't want to do that
Resident Commissioner Ron Baker: There's no considerations from internally?
Executive Director Jill Short: well, they can apply
Resident Commissioner Ron Baker: is Kim looking to apply
Executive Director Jill Short: I haven't asked her
Resident Commissioner Ron Baker: does she have the prerequisites you think?
Executive Director Jill Short: she has the Public Housing Manager (PHM) certificate
Resident Commissioner Ron Baker: the bachelor's degree?
Executive Director Jill Short: no, like I said it is preferred
Resident Commissioner Ron Baker: oh, preferred it's not required
Chairperson Rodney Legg: anything else
Executive Director Jill Short: so are we wanting to do that
Chairperson Rodney Legg: That would be my opinion
Executive Director Jill Short: so, do the local and then do the other or just do it all at once
Resident Commissioner Ron Baker: there is not a lot of "pool" with bachelor degrees and stuff like that for our preference
Vice-chair Dixie Locke: I think you need to do it more than just here
Executive Director Jill Short: ok
Resident Commissioner Ron Baker: that was my first inclination
Commissioner Tim McBride: to fail on the first round and start on the second would be a little bit more time consuming all together
Resident Commissioner Ron Baker: does anyone remember what it took to find a maintenance guy or an office worker
Commissioner Tim McBride: well thankfully we don't have to get into that race for the dollar and she has got a salary position and it's a good one and it comes with a lot of
Resident Commissioner Ron Baker: a lot of people don't want to work in the public sector
Vice-chair Dixie Locke: you think we need to make a motion on that
Chairperson Rodney Legg: do you need a motion on that you think
Executive Director Jill Short: No
Chairperson Rodney Legg: anything else you wanted in that section
Executive Director Jill Short: Uh let's see, no, I think that is it

MOTION TO ADJOURN: JAN.15.2025.MOTION.TO.ADJOURN.MP3

Chairperson Rodney Legg: We need a motion to adjourn.
Vice Chair Dixie Locke: I make a motion to adjourn.
Resident Commissioner Ron Baker: Second.
Executive Director Jill Short: Who seconds?
Resident Commissioner Ron Baker: I Second.
Chairperson Rodney Legg: All in favor, say "Aye." I am sorry.
Entire Board: Aye.
Chairperson Rodney Legg: Any opposed? No? The ayes have it. The motion carries.

POST-ADJOURNMENT DISCUSSION: - VIOLATION FOUND

Chairperson Rodney Legg: Alright, so you are going to run the ad?

Executive Director Jill Short: OK. Well, you want to put—should have asked this—do you want to make it a week later? That would be three weeks out.

Resident Commissioner Ron Baker: Do you have any ideas?

Chairperson Rodney Legg: The ending of it, you mean?

Executive Director Jill Short: Mm-hmm, to get this done by Feb 6th or something.

Chairperson Rodney Legg: I think that would be reasonable; I don't see why not.

Resident Commissioner Ron Baker: The ad on the new hire? Do you have any ideas on where to go?

Executive Director Jill Short: They have NAHRO—it's the National Housing Authority—and then IHA, that's the Illinois Housing Authority.

Vice Chair Dixie Locke: Feb 7th is a Friday.

Executive Director Jill Short: So 6th? That would be like—

Vice Chair Dixie Locke: Thursday.

Executive Director Jill Short: Yeah, three weeks.

Chairperson Rodney Legg: Thanks for your attendance. Everybody be careful.

Wayne County Housing Authority

Ronald Baker

Resident Commissioner

303 N 1st Street

Fairfield, Illinois

62837

[REDACTED]

[REDACTED]