

MINUTES OF THE SPECIAL MEETING OF
WHITE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
HELD AT 10:00 A.M., WEDNESDAY July 14, 2021

Special meeting of the White County Housing Authority Board of Commissioners convened at 10:00 a.m. at White County Housing Authority Community Center, Crossville, IL.

Those present for the meeting were: Bonnie Remley, Chairperson, Terry Daubs, Vice Chairman, and MaryAnne Salvato, Commissioner. Absent Iann Mick

The purpose of this meeting was to interview Jennifer Cox for the position of Executive Director. Jennifer answered all questions and was both professional and personable. She seems very knowledgeable about the operation of the office.

This position will be an advancement for her. She already has hands on experience with all aspects of this position. She expects to make herself available to the residents. She sees herself staying with the Housing Authority for several years. She enjoys her job.

Her strengths are in communication and has a good working relationship with all tenants in her current office.

She currently handles 12 bank accounts, five daily and reconciles them monthly. She also handles payroll, payroll taxes, all tax reports, tracks inventory – all using Lindsey software.

She can split her time between her current position and future this position, if offered. She advised that she would need to give notice to her current supervisor and train a new employee.

We asked Jennifer to leave the room for a short while to discuss her qualifications. We wall agreed to offer her the position. Her starting salary will be \$58,000/year.

Commissioner Daubs made a motion to hire Jennifer Cox to succeed Leigh Short as Executive Director, seconded by Commissioner Salvato. Motion was approved unanimously.

Motion to adjourn was made by Commissioner Salvato, seconded by Commissioner Daubs at 11:00 A.M. Motion was approved unanimously.

Board in charge of special meeting minutes for 7/14/2021.

WHITE COUNTY HOUSING AUTHORITY

BY: _____

TITLE: _____

ATTEST: _____