

**MINTUES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE MOLINE HOUSING AUTHORITY**

April 15, 2009

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 6:00 PM in the Spring Brook Administration Building Board Room located at 4141 11th Avenue A, Moline, IL 61265.

Board members present were Chairperson Dan Adams, Kathy York, and Susan Llewellyn. Staff members present were Interim Executive Director Susan Anderson, Operations Manager/Controller Doug Schott, AMP Manager Mike Sullivan, Rhonda Calhoun, Kelly Maack, Lorena McMillan and Recording Secretary Maria Nino. Board Counsel, Brent Haydon, was in attendance. Also in attendance were Mohamed Sow, Lee Westlund, Cynthia Thennis, Officer Leach, Diane Fox, and Lynn Rewerts.

1. **Approval of Minutes:** Minutes of the regular meeting of March 2009 were reviewed. Commissioner York had a spelling correction from “Dower” to “Dauwer” and Commissioner Llewellyn stated that she thought the RFP was going to be sent to PHADA and NAHRO as well, but Mr. Schott responded that they had discussed it and had decided just to go with the ones listed. Mr. Schott also stated that he had double checked this information earlier with Chairman Adams. Motion was made, and seconded, to approve the minutes of the regular meeting of March 2009 with the corrections as presented at the meeting. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
2. **Approval of Accounts Payable 3/2009:** Account payables were reviewed by the Commissioners. Inquires were made by the Commissioners regarding certain bills and charges. Mr. Schott and staff responded to the Commissioners’ inquiries. Motion was made, and seconded, to approve the summary of accounts payable for the month of March 2009. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
3. **Financial Reports and Accounts Receivable:** The Board reviewed the Financial Report and Accounts Receivable as presented. Mr. Schott stated that he had nothing further to report other than what was included in the presented materials. A motion was made to approve the Accounts Receivable as presented. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
 - a. **Approval of Write Offs of Accounts Receivable – Resolution #593:** Mr. Schott stated that accounts receivable that are over three months old are written off at the end of the fiscal year. These accounts will be turned over to CBE for collection. Commissioner Llewellyn inquired how long CBE would try to collect on these accounts and was told by Mr. Schott that they would keep trying to collect for a couple of years and then try to make a deal. Motion was made, and seconded to approve the Write Offs of Accounts Receivable – Resolution #593. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
4. **Executive Directors Report:**
 - a. **Operational Updates:** Mrs. Susan Anderson stated that she had received a very nice welcome from the staff and residents. Mrs. Anderson noted that she has been in the process of transferring signatures, Mr. Schott has been working hard to get things set up, and that she had toured through the properties and they look great. Next she informed the board that Mr. Schott has been busy with year-end paperwork and reports and Mr. Sullivan has been busy with the Hillside Heights Renovation

Project. Mrs. Anderson stated that they have been working on reviewing the application process as well as the hearing process. She also stated that she consistently checks her e-mail, so that is the best way to contact her even on the days she is not on the property. Mrs. Anderson said that there is Team Training set up for May 12th with the EAP and that she had gone to Chicago and met with Steve Meiss from HUD. Mr. Meiss said he was happy with how things have been working together with both Housing Authorities and they also talked about the Stimulus Money and how she thinks we are doing a good job on that here.

- b. **Discussion of Per Diem:** It was agreed that if the Commissioners wanted to do Per Diem that it was fine. Mr. Schott asked if the RAB Board could be put on Per Diem as well and was told that they may. Chairman Adams recommended that the Board Members have the option to be reimbursed via Per Diem or Actual Expenses, whichever they want. He suggested that he feels the Board Members are volunteers and that they should have their travel expenses reimbursed in either manner. Chairman Adams stated that he would like this option drafted up as a resolution to make clear MHA policy. Motion was made, and seconded to approve the Per Diem temporarily until the Resolution is made. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.
5. **COP Report:** Verbal report provided by C.O.P. Officer John Leach.

Officer Leach stated reviewed the print outs showing police activity for the properties. He then mentioned that there will be two trips to the IMAX for Spring Valley and Hillside Heights residents as well as taking them out to eat. Also coming up is an outing to a Steam Wheelers game for Spring Brook residents. Officer Leach also stated the Easter Egg Hunt had gone well with the children at Spring Brook. Officer Leach stated that a lot of the current issues are dealing with illegal live-ins and visitors. He stated that Spring Brook has the majority of the calls. Commissioner Llewellyn requested a summary of activity to be listed on the front of the C.O.P. monthly report.

6. **Technical Services Report:** Verbal report provided by Mike Sullivan.
 - a. **Updates of Hillside Heights Renovations:** Mr. Sullivan stated that the Hillside Renovation is on schedule. Currently the asbestos tile has been removed in the six handicapped apartments and the new interior rough-in has been started. Mr. Sullivan said that the starting date for the other 176 apartments for this project is scheduled for May 4, 2009.
7. **Section 8 Report:** Verbal report provided by Ms. Rhonda Calhoun.

Ms. Rhonda Calhoun stated that there are currently 220 vouchers leased, including 3 port-ins 3 port-outs. Also, currently there are 14 vouchers not being used due to low funds in the Section 8 Department. Ms. Calhoun mentioned that she and Mrs. Lorena McMillan had both passed the test taken for training on Section 8. Ms. Calhoun also stated that she will be attending an HQS Training in Decatur and that since she hasn't had an update in a few years, this will help her in her job.

8. **Public Housing Report:** Verbal report provided by Ms. Kelly Maack.

The current available ready apartments include none at Spring Brook, one at Spring Valley, and none at Hillside Heights. There is also one apartment on hold for pest control at Spring Brook, one apartment on hold for modernization at Spring Valley, and seven apartments on hold at Hillside due to the upcoming project. There were no evictions for the months of March and April.

9. **RAB Report:** Verbal report given by Ms. Lynn Rewerts:

Ms. Rewerts stated that they had met with Mrs. Anderson and had found the meeting to be very informative due to the sharing of answers that the different RAB members had given for the questions presented by Mrs. Anderson. Ms. Rewerts also stated that they are getting ready to go to DC for their conference. Ms. Diane Fox interjected that Mrs. Anderson had given questions that were very difficult but thoughtful and good. She also stated that Mrs. Anderson had listened to their comments and complaints very well. Mrs. Anderson said thank you.

10. **Closed Session 5 ILCS 120/2 (c) (1):** Motion was made, and seconded, to go into executive session at 6:22 P.M. and a roll call was taken. Voting Yes were Kathy York and Susan Llewellyn. Motion carried unanimously.

The Board then commenced Executive Session.

Motion was made, and seconded, to close executive session at 7:09 P.M. and a roll call was taken. Voting Yes were Kathy York and Susan Llewellyn. The Chairman declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 7:09 P.M.

11. **Discussion of Any Other Business Which May Come Before the Board:**

There being no further business, a motion was made, and seconded, to adjourn the meeting. All voting members present voting "aye", none against; the Chairman declared the meeting adjourned at 7:09 PM

Dan Adams, Chairman