

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

November 19, 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 Chair Susan Llewellyn, Rick Ryckeghem, Dan Adams, Kathy York, and Sonia Berg. Staff members present were Interim Executive Director Susan Anderson, Operations Manager/Controller Doug Schott, AMP Manager Mike Sullivan, and Recording Secretary Maria Nino. Board Counsel, John Callas, was in attendance. Also in attendance were Ted Ronk, Officer Heidi Grawe, Mohamed Sow, Lee Westlund, and Cindy Thennis.

1. **Call to Order:** Chair Llewellyn called the meeting to order at 6:00 p.m.
2. **Approval of the Minutes of the Regular Meeting of October 2009:** Minutes of the regular meeting of October 2009 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of October 2009 as presented at the meeting. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
3. **Financial Report:**
 - a. **Approval of Accounts Payable for 10/2009:** Accounts payable 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 October 2009. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
 - b. **Approval of Financial Reports and Accounts Receivable for 10/2009:** The Board reviewed the Financial Report and Accounts Receivable as presented for October 2009. A motion was made to approve the Accounts Receivable as presented. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
4. **Executive Director's Report:**
 - a. **Approval of Restated MHA By-Laws (Resolution #611); presented by Attorney John Callas:** Mr. John Callas reviewed the restated MHA By-Laws with the Commissioners. Mr. Callas stated that there were two mistakes that he needed to correct. Another change that was pointed out was on the manner of voting to allow telephone voting with all matters being ratified at the next meeting. There was then a lively discussion among the Commissioners concerning the attendance requirements of the Commissioners at the Board Meetings and the consequences if those requirements were not met. Mr. Callas suggested circulating the RIHA By-Laws to see their language and that he is going to work on the attendance item and bring back different suggestions to the Board. The Commissioners agreed that they should attend a training seminar every two years. The Commissioners then discussed what date and time would work the best for everyone for future Board Meetings with Mondays at 5:30pm being the consensus. Changing the order and method of business was also discussed. Commissioner York mentioned that several items are changing in January for the Open Meetings Act.

- b. **Discussion Regarding the 2010 MHA Goals:** Ms. Anderson discussed the 2010 MHA Goals that had been put together in the Strategic Planning Session and that they would remain a draft until the Agency Plan was approved. Ms. Anderson thought it would be nice to provide these to the residents. Commissioner Llewellyn said that the goals should have end dates or what date it should be accomplished by. It was discussed that on December 15, 2009 the Board will have a work session on the ACOP and that a regular Board Meeting would follow. Commissioner Adams stated that he might not be able to attend the December 2009 Board Meeting because of a prior commitment.

Commissioner Adams stated that he would like to give Ms. Susan Anderson the authority to hire, fire, and handle discipline matters related to all MHA personnel. Motion was made, and seconded, to approve the Interim Executive Director, Ms. Anderson, be given the authority to hire, fire, and discipline all personnel at the Moline Housing Authority. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.

5. **Reports of Department Managers:**

- a. **Technical Services Report:** Verbal report provided by Mr. Mike Sullivan.

- i. **Update on Contracts for the Chimney Liners and New Laundry Room at Spring Brook:** Mr. Sullivan informed the Board that the contracts for the Spring Brook Chimney Liners Project and the Spring Brook Laundry Addition Project were both signed and both contracts are in progress. Commissioner Llewellyn asked if we could get an industrial heavy duty laundry machine put into the laundry room. Mr. Sullivan said that he has talked to our laundry machine providers about it but has had no reception on their part. Mr. Sullivan then stated that he would contact the laundry company to see if they can provide a triple loader washing machine.

- b. **Section 8 Report:** Written report distributed to Board Members.

There are currently 210 vouchers leased, including 2 port-outs. Also, currently there are 24 vouchers not being used due to low funds in the Section 8 Department.

- c. **Public Housing Report:** Written report distributed to Board Members.

The current available ready apartments include two at Spring Brook, two at Spring Valley, and two at Hillside Heights. There are also two apartments on hold at Spring Brook, one apartment on hold at Spring Valley, and one apartment on hold at Hillside Heights. There were no evictions between 10/21/09 and 11/18/09.

6. **Resident Advisory Board (RAB) Report:** Verbal Report given by Mr. Lee Westlund.

Mr. Westlund stated that on December 7th the RAB members will be meeting with housing. He also mentioned that on December 9th the Section 8 residents have a meeting with Ms. Rhonda Calhoun. Mr. Westlund also mentioned the RAB members were interested in finding out about RAB members going to Washington. He explained that the seminar included RAB members from all parts of the country and that a variety of topics are covered in different sessions that are offered such as new laws that have come into effect. Mr. Westlund talked about his past experiences at the seminar and how much he enjoyed it.

7. **Reports of such community relations issues as are allowed by the Chair and/or Executive Director.**

- a. **COP Report:** Verbal report provided by Officer Heidi Grawe.

Officer Grawe handed out the report showing calls for the MHA properties. She reviewed the recent activity and what type of calls they have been receiving. Officer Grawe then told about all the activities they had been a part of such as play crafters, handing out Thanksgiving baskets, taking the kids to Skate City, and signing up many kids to receive United Way books. She also mentioned that she sits in on hearings.

8. **Old Business:**

Commissioner Berg asked where we were on the additional security cameras for Hillside Heights. Mr. Sullivan responded that he is waiting for the camera person to get back with him about the final price.

9. **New Business:**

There was no new business discussed.

10. **Executive Session, as permitted by law:**

No Executive Session took place.

11. **Adjournment:**

There being no further business, a motion was made, and seconded, to adjourn the meeting. All voting members present voting "aye", none against; the Chair declared the meeting adjourned at 7:36 PM

Susan Llewellyn, Chair