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

December 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 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 Officer Becky Sargeant, Mohamed Sow, Lee Westlund, and Diane Fox.

1. **Call to Order:** Chair Llewellyn called the meeting to order at 6:05 p.m.

2. **Approval of the Minutes of the Regular Meeting of November 2009:** Minutes of the regular meeting of November 2009 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of November 2009 as presented at the meeting. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.

3. **Approval of the Minutes of the Special Meeting of November 2009:** Minutes of the special meeting of November 2009 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of November 2009 as presented at the meeting. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.

4. **Financial Report:**

   a. **Approval of Accounts Payable for November 2009:** Accounts payable were reviewed by the Commissioners. Motion was made, and seconded, to approve the summary of accounts payable for the month of November 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 November 2009:** The Board reviewed the Financial Report and Accounts Receivable as presented for November 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.

   c. **Approval of Contract for Legal Services (Resolution #612):** Mr. Schott distributed the bid tabulation for the two-year legal services contract showing McCarthy, Callas, Church & Feeney, P.C. as the low and only bidder with an estimated annual bid fee of $27,740.00. Motion was made, and seconded, to approve the contract with McCarthy, Callas, Church & Feeney, P.C. (Resolution #612). All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.

5. **Executive Director's Report:**

   a. **Discussion of Proposed Changes to the Agency Plan:** Ms. Anderson described the Agency Plan process. She also mentioned that the residents had been sent a

couple of mailings to encourage them to come to the meetings where the Agency Plan was discussed so that they could become familiar with what is new as well as have a chance to submit their comments concerning the changes. Ms. Anderson introduced Ms. Gail Brooks from the Rock Island Housing Authority who had helped with the Agency Plan.

Commissioner York made a motion to dissolve the Visitor Pass Policy and Commissioner Adams seconded the motion. There was then discussion among the commissioners and Officer Sargeant concerning the pros and cons of the current Visitor Pass Policy. Many suggestions were offered such as keeping the policy as it is, modifying the policy, and suspending the policy for a certain time period as a trial. Officer Sargeant mentioned that without the Visitor Pass Policy the police would not be able to enforce trespassing on MHA property. Commissioner Berg stated that she cannot vote on this issue because she is not familiar enough with the Visitor Pass Policy and would like to further review the issue. Commissioner Adams then stated that he was withdrawing his second on the motion to dissolve the Visitor Pass Policy because he agrees with Commissioner Berg and feels it needs to be looked at and get the pros and cons before making a final determination. Chair Llewellyn then stated that the first motion dies for a lack of a second. Motion was made, and seconded, to review the Visitor Pass Policy and perhaps change it or make some recommendations on how it can be enhanced. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously. Ms. Anderson said that staff could work on this issue and make a recommendation. Commissioner Ryckeghem said that he would like to have the COP officers, the RAB members, and a commissioner all be a part of the process. Commissioner Berg volunteered to be a part of this. Commissioner Berg also requested a copy of the current Visitor Pass Policy for her review. It was stated that this needed to be done before the February 2009 Board Meeting.

b. **Discussion Regarding the MHA By-Laws, presented by Attorney John Callas:** Mr. John Callas handed out a second draft of the MHA By-Laws to the commissioners. He included the changes made pursuant to the Board's direction and also suggested some additional revisions. A further revised draft will be distributed for discussion and/or action at the next regular meeting.

c. **Discussion of Open Meetings Act and Freedom of Information Act, presented by Attorney John Callas:** Mr. John Callas presented information on changes to the Opening Meetings Act and Freedom of Information Act. He then went over what was changing in these acts and what new responsibilities the Housing Authority will have beginning on January 1st such as the need for public access officers, new rules on closed session minutes, the need for public access counselors, and shorter response times when information is requested under the Freedom of Information Act.

6. **Reports of Department Managers:**

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

i. **Update Regarding Current Projects:** Mr. Sullivan said that the Spring Brook Chimney Liner Project is about 75% completed and is now on hold due to snow being on the roofs. He also said that the Spring Brook Laundry Addition Project is about 60% completed.

Mr. Sullivan then gave a review of projects scheduled to be performed in 2010. At Hillside Heights the asbestos from floors 1 through 9 will be removed and new carpet will be installed, the hallway will be rehabbed with new wall lights, ceiling lights, and the drop ceiling and handrail will be

painted, the outside of the building will be rehabbed by caulking the joints, canopy covers will be added over the west and south side doors, security cameras and recording equipment will be added, and the parking areas will be revised to meet disabled accessibilities. At Spring Brook, there will be a new laundry room for disabled accessibility, new parking modification for disabled accessibility, new ADA playground equipment and concrete pathways to park areas for disabled accessibility, erosion control, rehabilitation of 9 current disabled accessible apartments for updates, rehabilitation of common buildings to update for disabled accessibility, sidewalk and alley repairs, chimney liners, and tuck point chimneys. At Spring Valley, 9 apartments will be converted to handicapped accessible, new parking areas to meet disabled accessibility, new general parking areas throughout the complex, repair sidewalks, and rehabilitation in common building areas to meet disabled accessibility requirements.

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

There are currently 211 vouchers leased, including 2 port-outs. Also, currently there are 23 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 seven at Spring Brook, two at Spring Valley, and three at Hillside Heights. There are also one apartment on hold at Spring Brook, and one apartment on hold at Spring Valley. There was one eviction between 11/18/09 and 12/15/09.

7. **Resident Advisory Board (RAB) Report:** Verbal Report given by Ms. Diane Fox.

Ms. Diane Fox said that the RAB members did not have much to talk about but had listened to Mr. Sullivan tell them about the 2010 projects. She also mentioned that a former RAB member, Mike Tribbet, had passed away.

Ms. Anderson talked about the resident holiday parties that have been put on for each site and about the upcoming commissioner's training in January.

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

a. **COP Report:** Verbal report provided by Officer Becky Sargeant.

Officer Sargeant handed out the report showing calls for the MHA properties. She reviewed the recent activity and what type of calls they have been receiving. Commissioner Berg stated that she would like to have information on the type and amount of activity throughout the year to see if there are any trends. Chair Llewellyn stated that they would be moving up the COP Report to the beginning of the meetings in the future.

9. **Old Business:**

There was no old business discussed.

10. **New Business:**

There was no new business discussed.

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

No Executive Session took place.

12. **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 7:20 PM

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Susan Llewellyn, Chair