

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

August 16, 2010

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 5:30 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, Dan Adams, Kathy York, Sonia Berg, and Amy Valdes. Staff members present were Interim Executive Director Susan Anderson, AMP Manager Mike Sullivan, and Recording Secretary Maria Nino. Board Counsel, John Callas, was in attendance. Also in attendance were Officer Heidi Nelson, Gail Brooks, Mohamed Sow, Lee Westlund, and Lynn Rewerts.

1. **Call to Order:** Chair Llewellyn called the meeting to order at 5:30 p.m.
2. **Approval of the Minutes of the Regular Meeting of July 2010:** Minutes of the regular meeting of July 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of July 2010. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.

It was noted that because the approval of the minutes of the special meetings of July and August 2010 held on July 21, 2010, July 22, 2010, and August 4, 2010 were not included in the agenda they were not approved and will be included in the next month's agenda to be approved.

3. **Financial Report:**
 - a. **Approval of Accounts Payable for July 2010:** Accounts payable were reviewed by the Commissioners. Motion was made, and seconded, to approve the summary of accounts payable for the month of July 2010. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
 - b. **Approval of Financial Reports and Accounts Receivable for July 2010:** The Board reviewed the Financial Report and Accounts Receivable as presented for July 2010. 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. **COP Report:** Verbal report provided by Officer Heidi Nelson.

Officer Nelson handed out the report showing calls for the MHA properties and reviewed the recent activity and what type of calls they have been receiving. She stated that the majority of the problems were from juveniles fighting. She also talked about how they will be giving away about 40 bicycles. Most of these will be adult bicycles to encourage adults to bike ride with their children. Officer Nelson then spoke about their CDBG grant from HUD and the new restrictions where they are not allowed to spend any of the money on food items. She mentioned they have had a lot of mediation lately and will also start doing criminal history checks on children as well as adults. There will also be criminal checks done when tenants get their annual re-certifications done now instead of only when a tenant first moves in. The Commissioners had requested a spreadsheet be put together showing the type of calls per month based on the reports that the officers hand out at the board meetings. Officer Nelson will give Ms. Maria Nino the past reports so that she can compile the requested information for the commissioners.

Commissioner Amy Valdes introduced herself. Commissioner Valdes stated that she works for the City of Moline in Human Resources. Her background is in human resources and she is really excited to be here.

5. **Executive Director's Report:** Verbal report provided Ms. Susan Anderson

- a. **Operational Update:** Ms. Anderson stated that we received our operating subsidy from HUD and it has been cut quite considerably. She said that HUD figures out how much we get through a formula. Previously they had been paying us based on what the tenant rents were in 2004 and now they are basing our subsidy on the higher rents therefore the amount of subsidy we receive has been reduced by about half. Ms. Anderson stated that HUD is not giving any definite answers as to what our future amount will be, so we have to go based on what we have. Mr. Doug Schott will be revising the budget based on our new subsidy. Ms. Anderson said that the good news is that tenants are able to pay more in rent, so it all balances out. She went on to say that since the figures had not been updated in such a long time that is what caused such a drastic change. She mentioned that we do have plenty of Capital Funds money, so anything we won't be able to afford through the operating budget we should be able to afford with that money.

Ms. Anderson said that they had finished purging the Section 8 waiting list. The applicants that were interested in staying on the waiting list responded to letters, those that didn't were sent another letter and then dropped from the list if they did not reply. The plan is to open the waiting list in around early October. Rather than how we are currently taking port ins rather than people off of our waiting list a resolution will be brought to the Board stating that the Board would rather take people off our waiting list instead of from other lists. Ms. Anderson said that Mr. Ed. Goodwin has certified that the waiting list has been done correctly and this information has been sent to HUD.

Ms. Anderson mentioned that we had a wonderful resident appreciation dinner. There was a good turn out and everyone seemed to have a lot of fun although the temperature was very hot.

- b. **Presentation of NAHRO Awards:** Ms. Susan Anderson stated that MHA has received three awards from NAHRO. She said that each year they hold a competition and an opportunity to submit information to receive awards. Ms. Anderson said that Ms. Gail Brooks wrote the application and submitted it to NAHRO. Ms. Brooks then added that the award program was created to recognize housing authorities that are going a step above what they are already doing. Ms. Brooks said that the awards were for innovative programs that have tangible results. The first award received was for the community appreciation dinner. Ms. Brooks spoke about the community appreciation dinner and what all was involved. Ms. Kelly Maack and Ms. Maria Nino accepted the award. Ms. Brooks then said the second award received was for the bicycle repair clinic. She spoke about the bicycle repair clinic and what all was involved with it. Mr. Mike Sullivan accepted the award on that. Mr. Sullivan mentioned that a lot of the maintenance guys helped out on that and they plan on keeping up the bicycle repair program indefinitely. The third award was for the lunch program. Ms. Brooks spoke about the details on the lunch programs and its benefits. Commissioner Kathy York and Ms. Kelly Maack accepted the award. Commissioner York mentioned that the volunteers need to be congratulated and thanked for all of their hard work. Ms. Brooks concluded by stating that she will be doing a press release on this, so it will be put into the newspaper. Chair Llewellyn thanked Ms. Anderson for taking the lead and making sure the application was submitted. Ms. Anderson thanked Ms. Brooks for putting together the paperwork required for the awards.

6. **Reports of Department Managers:**

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

i. **SB/SV Concrete Replacement and Additional Parking Project Contract Signing Update (MHA-50-09):** Mr. Sullivan stated that as a follow up from last month, the contract that had been approved last month was signed. Mr. Sullivan then spoke about what work was included in the contract and stated that the work would start on August 30th.

ii. **Tenant Appreciation Day:** Mr. Sullivan talked about there being about 250 people in attendance for the tenant appreciation day from Spring Brook and Spring Valley. He wanted to thank the staff for all of their help.

iii. **Spring Brook New Mailboxes Update:** Mr. Sullivan said that we will be ordering the new mailboxes shortly. He also stated that there will be a key locker where spare keys for the new mailboxes will be kept.

b. **Section 8 Report:** Verbal report provided by Ms. Susan Anderson.

There are currently 219 vouchers leased, including 2 port-ins and 1 port-out. Ms. Anderson stated that Ms. Teresa Chapman is getting more comfortable with everything and is having to go through a lot of files to update everything.

c. **Public Housing Report:** Verbal report provided by Mr. Mike Sullivan.

The current available ready apartments include none at Spring Brook, two at Spring Valley, and two at Hillside Heights. There is one apartment on hold in Spring Brook for pest control, and two apartments on hold in Spring Valley for pest control and modernization. There was one eviction between 07/20/10 and 08/16/10.

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

Mr. Lee Westlund said that there have been some problems with trash areas concerning raccoons. He said that the residents will get with maintenance to discuss the issue. The Girl Scout program will be starting next month and the occupancy department is still working on the new lease signings. Mr. Westlund also said that the sprout programs ended on the 13th. Chair Llewellyn asked for more details on the Girl Scout programs. Commissioner York said they had 3 experimental meetings to see how it went and the meetings went well so they are going to try to keep it going throughout the school year. They decided to hold the meetings on Mondays after school. Commissioners Berg asked who the leader would be and Commissioner York said she thought the Girl Scout council would be providing one.

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

9. **Closed Session to Discuss Employment of an Executive Director per 5 ILCS 120/2 (c)(1):** Motion was made, and seconded, to go into executive session at 6:09 P.M. and a roll call was taken. Voting Yes were Susan Llewellyn, Dan Adams, Kathy York, Sonia Berg, and Amy Valdes. The Chair declared the motion carried unanimously.

The Board then commenced Executive Session.

Motion was made, and seconded, to close executive session at 7:00 P.M. and a roll call was taken. Voting Yes were Susan Llewellyn, Dan Adams, Kathy York, Sonia Berg, and Amy Valdes. The Chair declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 7:01 P.M.

10. **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 7:02 PM

Susan Llewellyn, Chair