

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

October 18, 2010

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 6:00 PM in the Hillside Heights Commissioner's Hall located at 825 17th Street, Moline, IL 61265.

Board members present were Chairperson Dan Adams, Vice-Chairperson Kathy York, Susan Llewellyn, Sonia Berg, and Amy Valdes. 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 Heidi Nelson, Moline Alderman, Ted Ronk, Mohamed Sow, Lee Westlund, and Diane Fox.

1. **Call to Order:** Chairperson Adams called the meeting to order at 6:00 p.m.
2. **Approval of the Regular Meeting of September 2010:** Minutes of the regular meeting of September 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of September 2010. All voting members present voting "aye", except for Commissioner Berg, who abstained from voting because she had not attended the September 2010 Regular Meeting; the Chair declared the motion carried.
3. **Financial Report:**
 - a. **Approval of Accounts Payable for September 2010:** Accounts payable were reviewed by the Commissioners. Motion was made, and seconded, to approve the summary of accounts payable for the month of September 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 September 2010:** The Board reviewed the Financial Report and Accounts Receivable as presented for September 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.
 - c. **Approval of Write-Off of Accounts Receivable (Resolution #634):** The Board reviewed the Accounts Receivable to Write Off as presented. A motion was made, and seconded, to approve the Write Off of Accounts Receivable (Resolution #634). All voting members present voting "aye", none against; the Chairman 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 said that they had a big bike giveaway and all the kids loved their new bikes and helmets. All the bikes got registered and the families are happy. Officer Nelson concluded by stating that they are still trying to get some of the kids out that are doing some of the bad stuff around here.
5. **Executive Director's Report:** Verbal report provided Ms. Susan Anderson
 - a. **Operational Update:** Ms. Anderson stated that we had the Section 8 waiting list open up. She mentioned that some people had been waiting in line since midnight the night before and they got 420 applicants in one day. She thanked the staff for all

jumping in and helping out that day and that everything went very well. Ms. Anderson said that the average number of people to come from the list and receive a Section 8 voucher is 5 per month. Ms. Anderson said that Mr. Schott, Mr. Sullivan, and she had met with Mr. John Afoun. She had talked about the annual plan and what needed to be done to update it, adding that the bulk of the work would need to be done in November and December; January is when it will be up for the Board's approval. Ms. Anderson said that HUD has come back with a higher subsidy amount and our funding is now back at the level it should be. She said that we have received communication from HUD that their next initiative is keeping and using all units we have available to us. HUD also has said they want a monthly status report to be done for the Section 8 program.

6. **Reports of Department Managers:**

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

i. **SB Mailbox Replacement Project Update:** Mr. Sullivan stated that the installation of the Spring Brook locking mailboxes had just started and will be completed in approximately four weeks.

ii. **SB/SV Miscellaneous Site Improvements Project Update:** Mr. Sullivan stated that the SB/SV Miscellaneous Site Improvements project is in process. The work included in this project is replacement of sidewalks, curbs, widening alley entrances and exits, handicapped access ramps to parking, additional handicapped parking, tenant parking and handicapped park access and equipment.

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

There are currently 197 vouchers leased, including 2 port-in and 5 port-outs. Ms. Anderson stated that using up all the money we are receiving from HUD for the program, which is the most important thing. Ms. Anderson also said that we are now starting to go with applicants from the waiting list as of now.

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

The current available ready apartments include two at Spring Brook, two at Spring Valley, and none at Hillside Heights. There are three apartments on hold at Spring Brook for pest control issues.

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

Ms. Diane Fox stated that they had met and talked about how nice the Hillside Heights renovations looked. She also mentioned that they are still trying to get another RAB member to join from Hillside, but have not had any interest yet.

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

Commissioner Valdes stated that someone from the City of Moline had approached her with some ideas for partnering with MHA. She passed out some handouts with the details. Commissioner Valdes said that the first partnering idea concerned a small rental properties program that they run, but cannot find enough landlords who want to take over the properties and the second partnering idea had to do with some apartments that have been purchased with the City of Moline for a management agreement to pay the housing authority to manage

them. Ms. Anderson said that they both sounded like good ideas. Chairperson Adams also said this sounded like a good thing to look into in the future.

9. **Authorization and Approval of Employment Agreement with Executive Director (Resolution #635):** The employment agreement with the Executive Director was reviewed and discussed by the Commissioners. The Executive Director getting a local phone number and whether the whole cell phone payment, car payment and salary could all be shown as salary were discussed. Mr. John Callas said he would look up the IRS ruling concerning income taxes and cell phones. Motion was made, and seconded, to adopt Resolution #635 for the Authorization and Approval of Employment Agreement with Executive Director. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Commissioner Berg asked what we were doing with Ms. Anderson and was told by Commissioner Llewellyn that Ms. Anderson would stay on for the first two weeks that the new Executive Director starts. Commissioner Llewellyn asked the other Commissioners if they felt that was still sufficient time. The Commissioners decided that Mr. John Afoun and Ms. Anderson would get together once he starts to decide if more time is needed.

10. **Discussion of Plans to Welcome and Introduce New Executive Director:** Commissioner Llewellyn said that plans for a press release to go out tomorrow that announces that Mr. Afoun will start November 1st as well as a longer biography and a photo. Mr. Afoun has approved this. The residents and the staff will have a more formal chance to meet him on Friday, November 5th where each site will host a Meet and Greet and Board Members are more than welcomed to be a part of that. Each site's Meet and Greet event will last for one hour and include some refreshments.

November 10th will be a Meet and Greet for Mr. Afoun to meet people in the community. It will take place from 4:00pm – 6:00pm. The location was originally going to be at the Butterworth Education Center, but Commissioner Berg asked why this event couldn't be held at MHA so that people could get to see our properties. The new location for the Public Meet and Greet will be at the Spring Brook Community Center. Ms. Anderson passed out a list of people who are invited to the event and the Commissioners reviewed and discussed it.

Commissioner Berg asked about a new tour date for Rock Island Housing Authority. It was decided that the Commissioners could meet at RIHA where her office is located at 3:00pm on Monday, November 15, 2010. Ms. Anderson stated that she would send out an e-mail on this to the Commissioners.

11. **Any other business that may come before the Board:** There was no other business to come before the Board at this time.
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 Chairperson declared the meeting adjourned at 6:56 P.M.

Dan Adams, Chairperson