



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE MOLINE HOUSING AUTHORITY**
November 15, 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 Chairperson Dan Adams, Vice-Chairperson Kathy York, Susan Llewellyn, Sonia Berg, and Amy Valdes. Staff members present were Executive Director John Afoun, Operations Manager/Controller Doug Schott, AMP Manager Mike Sullivan, and Recording Secretary Maria Nino. Also in attendance were Susan Anderson, Officer Heidi Nelson, Officer Becky Sargeant, Lynn Rewerts, Cindy Thennis, Lee Westlund, and Diane Fox.

1. **Call to Order:** Chairperson Adams called the meeting to order at 5:30 p.m.
2. **Approval of the Regular Meeting of October 2010:** Minutes of the regular meeting of October 2010 were reviewed. Chairperson Adams had a correction to make on the October 2010 Minutes on the third full paragraph of the third page. The word "lost" should be changed to "last." Motion was made, and seconded, to approve the minutes of the regular meeting of October 2010 with the correction that was noted. All voting members present voting "aye", none against; the Chairperson declared the motion carried unanimously.
3. **Financial Report:**
 - a. **Approval of Accounts Payable for October 2010:** Accounts payable were reviewed by the Commissioners. Motion was made, and seconded, to approve the summary of accounts payable for the month of October 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 October 2010:** The Board reviewed the Financial Report and Accounts Receivable as presented for October 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 Becky Sargeant.

Officer Sargeant 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 she had some good news. They had some funding and were able to fund some people for a traveling basketball team and also the funding is going to be used for Thanksgiving baskets as well. Officer Sargeant mentioned that there had been several burglaries. There has been about the same number of calls as we have had before consisting of mostly family disputes.
5. **Executive Director's Report:** Verbal report provided Mr. John Afoun.

- a. **Operational Update:** Mr. Afoun wanted to thank the Board for the opportunity to serve as the Executive Director of the Moline Housing Authority. He stated that this was his first Board Meeting and for the last three weeks he has been going over things and has worked with Ms. Susan Anderson on going over the operations of the MHA. He said he is also in the process of talking to the staff to understand their job roles and to get to know them. Mr. Afoun talked about how he had held a staff meeting to let the staff know what is expected of them. He has scheduled one to one meetings with the staff and intends to conclude the exercise by the end of the week. Mr. Afoun said that everything appears to be on track since the last Board Meeting after talking to both senior managers he had met with today.

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 is complete. He mentioned that the new Spring Brook mailboxes are the same model as the ones currently installed at Spring Valley. Mr. Sullivan said that the tenants seem happy to have the new mailboxes and they should not have any mail missing.
 - ii. **SB/SV Miscellaneous Site Improvements Project Update:** Mr. Sullivan stated that this project, which included ADA site improvements, is complete.
 - iii. **SV Accessible Apartment Renovations Project Progress Report:** Mr. Sullivan said that the conversion of nine Spring Valley apartments to meet ADA requirements is currently about 20% completed at this point.
- b. **Section 8 Report:** Verbal report provided by Mr. John Afoun.

Mr. John Afoun said that the program is in the process of being revamped. The program director had produced a report for him, but he feels the report instructions need to be looked at. Mr. Afoun stated that there had not been much change since the last Board Meeting and there will be a comprehensive report on the Section 8 program as well as other reports for the next Board Meeting.

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

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

7. **Resident Advisory Board (RAB) Report:** Verbal Report given by Ms. Lynn Rewerts.

Ms. Lynn Rewerts stated that they had met with Mr. Afoun on Friday night and it was very informative and very nice. She thinks there is going to be more communication now. Ms. Rewerts also mentioned that the new parking spaces that have been created in Spring Brook help a lot and they are glad to see that.

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

There were no reports of such community relations issues as allowed by the Chairperson and/or Executive Director.

9. **Review of By-Laws:** Chairperson Adams would like to get a committee together for this. He asked for volunteers of people to be on the committee. Commissioner Berg volunteered. There were no other volunteers so Chairperson Adams asked Vice-Chairperson York if she would be on the committee and she accepted. The committee is going to review the By-Laws. Commissioner Berg talked about a question she had concerning commissioners not being able to talk to staff or something of that nature. Chairperson Adams went over some more items he was concerned about in the By-Laws and that he would like to have looked over or changed. Vice-Chairperson York asked if the committee should not only look over the By-Laws but also make sure everything flows and was told yes.
10. **Check Signing Authorization Policy Change (Resolution #636):** The Check Signing Authorization Policy revisions were reviewed. The main change proposed was to allow both signatures to be stamped or electronic rather than having at least one signature be a physical signature. Commissioner Berg wanted to know if where it talks about signatures it was referring to physical signatures. Commissioner Berg said that this is not a large enough company to need this. She is against having both signatures be electronic or stamps. Mr. John Afoun responded that it would be more efficient and effective. Commissioner Berg repeated that she is against the new policy. Chairperson Adams talked about cleaning up the policy with changes such as writing out the wording of the dollar amounts then putting the numbers in parenthesis instead of how it currently is. Another revision requested was to take out the word either. Motion was made, and seconded, to adopt Resolution #636 for the Check Signing Authorization Policy Change, with amendments as suggested by the Board to keep the existing policy as is, but to clean up the wording. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.
11. **Corporate Image:** An updated MHA letterhead was included in the Board Packets for the commissioners to review. Mr. John Afoun said his goal is to enhance the service to ensure efficiency and effectiveness. The old letterhead is old school and wanted a new one to project a new image. Commissioner Berg asked if "Customer care is our top priority" was our slogan and if everyone agreed with that. Mr. Afoun said that our mission and mission statement should be all about the customers. Chairperson Adams requested some changes be made to the letterhead such as the listing of Commissioners be moved to the left. Commissioner Berg and Commissioner Llewellyn will get together with Mr. Afoun to see what direction they would like to go in for the letterhead. Commissioner Llewellyn inquired about branding and marketing as well.
12. **Closed Session – 5 ILCS 120/2 (c)(1) – Personnel Issues:** Motion was made, and seconded, to go into executive session at 6:11 P.M. and a roll call was taken. Voting Yes were Dan Adams, Kathy York, Susan Llewellyn, 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 6:50 P.M. and a roll call was taken. Voting Yes were Dan Adams, Kathy York, Susan Llewellyn, Sonia Berg and Amy Valdes. The Chairperson declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 6:50 P.M.

13. **Any other business that may come before the Board:** There was no other business to come before the Board at this time.
14. **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 6:51 P.M.

Dan Adams, Chairperson