

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

December 13, 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. Board Counsel, John Callas, was in attendance. Also in attendance were Moline City Council member Ted Ronk, Mohamed Sow, and Diane Fox.

1. **Call to Order:** Chairperson Dan Adams called the meeting to order at 5:30 p.m.
2. **Approval of the Minutes of the Regular Meeting of November 2010:** Minutes of the regular meeting of November 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of November 2010. All voting members present voting "aye", none against; the Chairperson declared the motion carried unanimously.
3. **Approval of Bills Expended:** Bills expended were reviewed by the Commissioners. Commissioner Berg inquired and suggested Mr. Afoun's cell phone number be changed to a "309" area code. Mr. Afoun said that he would look into obtaining a new cell number. Mr. Afoun mentioned that there will be a new format for the financial report next month. Commissioner Berg asked if there was a new format on the agenda this month because it was looking different from last month's agenda. Chairperson Adams said that he and Mr. Afoun had gone through the agenda and settled on the new format. Motion was made, and seconded, to approve the summary of bills expended for the month of November 2010. All voting members present voting "aye", none against; the Chairperson declared the motion carried unanimously.
4. **COP Report:** C.O.P. Officers were unavailable.
5. **2011 Board Meeting Dates:** The January 2011 Board Meeting will be scheduled for Monday, January 24, 2011 at 5:30pm and the February 2011 Board Meeting will be scheduled for Monday, February 28, 2011 at 5:30pm. Both the January 2011 and February 2011 meetings will be held at Spring Brook. The rest of the 2011 Board Meeting Schedule will need to be prepared. Mr. John Afoun will be getting together a schedule of the meeting dates for 2011 as well as the dates the housing authority is closed for the commissioners. Motion was made, and seconded, to approve the January Board meeting on Monday, January 24, 2011 at 5:30pm and the February 2011 Board Meeting on February 28, 2011 at 5:30pm. All voting members present voting "aye", none against; the Chairperson declared the motion carried unanimously.
6. **Executive Director's Report:** Verbal report provided by Mr. John Afoun.

Mr. John Afoun spoke about the revised Check Signing Policy that had been updated with the changes approved by the Board at the previous meeting. Mr. Afoun also stated that the telephone system had been changed per the Board's direction and staff is attempting to have the phones answered by the third ring. After January 1st, the staff will be staggering their

lunches so that the phones could be answered during lunch in order to provide better customer service.

Commissioner Berg inquired about the days that were being taken as days off for the Housing Authority staff. The dates in question were Friday, December 24 for Christmas Eve, Monday, December 27 for Christmas Day (observed), Thursday, December 30 for New Year's Eve (observed), and Friday, December 31 for New Year's Day (observed). There was a discussion on whether those dates were best in order to serve the residents' needs. Commissioner Valdes asked whether the staff had made plans already based on the dates they had been given as their days off for the holidays. Motion was made, and seconded, to keep the dates off as the ones that have been given to the employees originally. All voting members present voting "aye", none against; the Chairperson declared the motion carried unanimously.

- a. **Financial Report:** The Board reviewed the Financial Report as presented for November 2010.
- b. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. John Afoun said the report format had been updated and that they need the numbers to know what is going on and explained the report. Commissioner Berg asked about the original reports they had been provided in their Board Packets and why the figures were so significantly different. Mr. Afoun responded that there were some errors in determining the numbers and some numbers were not accurate originally. They had called HUD to double check on some numbers and were told some new information, so he had handed out a revised copy in person that was included in the packets.
- c. **Public Housing Report:** There was no Public Housing Report due to a new format for the report being implemented.
- d. **Development/Maintenance Reports:** There was no Development/Maintenance Reports due to a new format for the report being implemented.

7. **Resolutions #637, #638, and #639:** Verbal report provided by Mr. John Afoun.

Resolution #637 was to approve/authorize a change order on the Spring Brook/Spring Valley Miscellaneous Site Improvements Project with Anderson Commercial Concrete for the additional cost of \$6,752.33. The original amount of the contract was \$311,752.33. Motion was made, and seconded, to approve the change order to the Spring Brook/Spring Valley Miscellaneous Site Improvements Project with Anderson Commercial Concrete for the additional cost of \$6,752.33. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #638 was to approve/authorize a contract for three new automatic exterior doors at Spring Brook and Spring Valley laundry rooms, and also the Spring Brook Administrative Building with the low bidder, American Industrial Door Company for the amount of \$12,637.71. Motion was made, and seconded, to approve three new automatic exterior doors at Spring Brook and Spring Valley laundry rooms, and also the Spring Brook Administrative Building with the low bidder, American Industrial Door Company for the amount of \$12,637.71. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #639 was to approve/authorize a change order on the Spring Valley Accessible Apartments Renovation Project with Gilbert E. Leech Company for the additional cost of \$10,448.00. The original amount of the contract was \$234,900.00. Motion was made, and seconded, to approve the change order on the Spring Valley Accessible Apartments Renovation Project with Gilbert E. Leech Company for the additional cost of \$10,448.00. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

8. Resident Advisory Board (RAB) Report: Verbal report provided by Ms. Diane Fox.

Ms. Diane Fox stated that the RAB Board had met before this meeting. Hillside Heights had a resident dinner that Mulkey's catered and about 50 people were in attendance. It was a very nice event. Some current issues involved residents not closing their windows and a flyer was sent out that day because lease violations will be given out if they continue to leave their windows open in the cold weather. The residents are excited about the changing of the hours after the first of the year because it will give them better customer service. Ms. Fox said they were happy that there was an answer from a person rather than getting a recording when they call the office.

9. Closed Session – 5 ILCS 120/2 (c)(1) – Personnel Issues: Motion was made, and seconded, to go into executive session at 6:16 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 Board then commenced Executive Session.

Motion was made, and seconded, to close executive session at 7:27 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 7:27 P.M.

10. Any other business that may come before the Board: The new letterheads were reviewed by the Board. There were four different samples for them to choose from. Sample #1 was chosen with additional changes. The changes are to be made then approved by Commissioner Llewellyn and Commissioner Berg. Once they approve it, the letterhead can start to be used.

Mr. John Afoun would like the Board to consider going green by converting all Board information to computers, providing Board Members with computers and using the computers at Board Meetings as they do at City Council Meetings.

Motion was made, and seconded, to adopt an Amendment (#1) to the employment Agreement of John Afoun and thereby allow the use of an MHA vehicle in place of the \$400.00 per month car allowance on a 90-day trial basis, beginning on January 1, 2011. All voting members present voting "aye", none against; the Chairperson declared the motion carried unanimously. Mr. John Callas will make a change to the amendment and sent it to Chairperson Dan Adams and Mr. John Afoun for their signatures. Commissioner Valdes agreed to monitor the mileage log. Mr. Afoun will be allowed to share the use of the Section 8 vehicle during this period, in accordance with the amendment.

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 Chairperson declared the meeting adjourned at 7:54 P.M.

Dan Adams, Chairperson