

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

May 17, 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 11<sup>th</sup> 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, Housing Coordinator Kelly Maack and Recording Secretary Maria Nino. Board Counsel, John Callas, was in attendance. Also in attendance were Officer Becky Sargeant, Moline Alderman, Ted Ronk, Mohamed Sow, Lee Westlund, Cindy Thennis, and Diane Fox.

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 April 2010:** Minutes of the regular meeting of April 2010 were reviewed. After reviewing the minutes it was noted that in the last meeting Commissioner Adams had requested that all resolutions be printed out and mailed to the Commissioners prior to the meeting in the Board Packets. Motion was made, and seconded, to approve the minutes of the regular meeting of April 2010 with the correction. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
3. **Financial Report:**
  - a. **Approval of Accounts Payable for April 2010:** Accounts payable were reviewed by the Commissioners. Motion was made, and seconded, to approve the summary of accounts payable for the month of April 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 April 2010:** The Board reviewed the Financial Report and Accounts Receivable as presented for April 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. **Resolution Approving Police Contract (Resolution #619):** The Board reviewed the Police Contract – Resolution #619. Motion was made, and seconded, to adopt the Police Contract – Resolution #619. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.
  - d. **Resolution Approving Audit of FYE 3/31/09 (Resolution #620):** The Board reviewed the Audit of FYE 3/31/09 – Resolution #620. The Commissioners stated that in the future they would like to be invited to the Audit Close Outs. Motion was made, and seconded, to adopt the Audit of FYE 3/31/09 – Resolution #620. 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 stated that juvenile

complaints are picking up because of the weather, but that they were mostly dealing with fighting and criminal damages.

Ms. Amy Valdes from the City of Moline Human Resources Department at this time introduced herself and said she will be meeting with Commissioner York and Commissioner Berg to get started on the Executive Director Search process.

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

- a. **Visitor Pass Policy Approval (Resolution #621):** Ms. Anderson stated that this was the policy that the group had worked on together and agreed upon. The Visitor Pass Policy had gone out for resident comment for 45 days and they had not received any comments. Motion was made, and seconded, to adopt the Visitor Pass Policy – Resolution #621. All voting members present voting “aye”, none against, the Chair declared the motion carried unanimously.
- b. **MASS Report Approval (Resolution #622):** Ms. Anderson distributed the MASS Report to the Commissioners and said it is HUD’s way of evaluating Public Housing Authorities. She explained that there are four PHAS components that HUD uses to evaluate PHA’s and this is the management assessment part. Ms. Anderson stated that the report is detailed and takes a while to fill out then went over the report with the Commissioners. Motion was made, and seconded, to adopt the MASS Report – Resolution #622. All voting members present voting “aye”, none against, the Chair declared the motion carried unanimously.
- c. **Operational Updates:** Ms. Anderson stated that another component of PHAS is that REAC comes out and assesses the properties. She said that our scores had come in and they were very good. Ms. Anderson said that she did receive a call from HUD on the finding in the letter from the Auditor and that they said they were not going to release the finding until the issues have been corrected. Next, she said that Teresa Chapman, the new Section 8 employee has started and that she will be attending a training the next week for Section 8. Ms. Anderson stated that the SEMAP Report is due at the end of May and will be sent by e-mail next week to the Commissioners. It is a report we are concerned about at this point. Ms. Anderson then discussed vouchers that may be available for non-elderly disabled households through special funding and asked if the Board was interested in pursuing this. The Board responded that they were indeed interested in moving forward with this. Ms. Anderson stated that Nan McKay has been contacted to try to get procedures and forms created for the new ACOP policies and that there were different procedures being used with hearings. Lastly, Ms. Anderson stated that no action had been taken in the pending law suits that they had talked about.

6. **Reports of Department Managers:**

- a. **Technical Services Report:** Verbal report provided by Mr. Mike Sullivan.
  - i. **Spring Brook/Spring Valley Concrete Replacement (Resolution #623):** Mr. Sullivan requested the Board to approve a contract for the Concrete Replacement of Sidewalks and Curbs at Spring Brook and Spring Valley with Anderson Commercial Concrete for the low bid of \$14,673.00. Motion was made, and seconded, to adopt Resolution #623 for the Concrete Replacement of Sidewalks and Curbs at Spring Brook and Spring Valley with Anderson Commercial Concrete for the low bid of \$14,673.00. All voting members present voting “aye”, none against, the Chair declared the motion carried unanimously.

- ii. **Hillside Heights Renovation (Resolution #624):** Mr. Sullivan requested the Board to approve a contract for the Hillside Heights Hallways and Laundry Rooms Renovation with Builders Sales and Service Company from Moline for the low bid of \$222,530.00. Motion was made, and seconded, to adopt Resolution #624 for the Hillside Heights Hallways and Laundry Rooms Renovation with Builders Sales and Service Company for the low bid of \$222,530.00. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.
- iii. **REAC Inspection Update:** Mr. Sullivan said that MHA had been inspected by REAC. AMP 1 (Spring Brook and Spring Valley), which has 366 units plus grounds received a score of 93 out of a possible 100. AMP 2 (Hillside), which has 120 units plus grounds received a score of 99 out of a possible 100 points. The combined average was 96 points. Mr. Sullivan also wanted to thank the Maintenance Department for all of their hard work. Ms. Anderson added congratulations and a job well done.
- iv. **Spring Brook New Laundry Room:** Mr. Sullivan passed out pictures to the Commissioners of what the new laundry room looks like on the outside and inside after the renovations. He stated that we have received good feedback from the tenants on their approval of its convenient location and updated facility. Commissioner Ryckeghem asked what the hours of operation were and Mr. Sullivan responded that it is 24 hours per day facility. Mr. Sullivan also mentioned that someone had thrown a rock and damaged the new siding on the building.
- v. **Computer Equipment Update (Resolution #625):** Mr. Sullivan requested the Board to approve the purchase of upgraded computer systems for 13 employees whose equipment is outdated and out of warranty from Dell for the low bid of \$22,432.88. He added that this will increase employee efficiency and workflow. Motion was made, and seconded, to adopt Resolution #625 for the purchase of 13 upgraded computer systems from Dell for the low bid of \$22,432.88. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

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

There are currently 206 vouchers leased, including 1 port-ins and 5 port-outs. Also, currently there are 30 vouchers not being used due to low funds in the Section 8 Department.

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

The current available ready apartments include one at Spring Brook, three at Spring Valley, and one at Hillside Heights. There is also one apartment on hold in Spring Brook for pest control and one apartment on hold in Spring Valley for modernization. There were no evictions between 04/20/10 and 05/17/10.

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

Ms. Diane Fox discussed how a form needs to be filled out in order to get air conditioners put in by maintenance and how there will be changes to the lease. Ms. Fox also talked about the summer lunch programs that start on June 14<sup>th</sup> and how volunteers are needed in case anyone would like to help.

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

Mr. Ted Ronk said that the lawyers from both parties had gotten together on the Executive Director Search and are ready to get started.

Commissioner York stated that we had met Amy Valdes who will be our contact with the City of Moline on the Executive Director Search. Commissioner York then went over the advertisement and the changes that had been made after going over it with Ms. Valdes such as including the range for the salary. They decided to use a shorter version of the advertisement for the newspaper and the longer version for PHADA and NAHRO. Chair Llewellyn added that she would like the number of units added into the advertisement so that people would know the size of the housing authority as well as to refer people to the website.

Commissioner York handed out the new income limits per person and said that in about a month they will come out with the new bedroom sizes.

Chair Llewellyn stated that she would like to leave out the "Executive Session" wording on the agenda if there is actually no Executive Session taking place in the meeting.

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

No Executive Session took place.

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 6:22 PM

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Susan Llewellyn, Chair