

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

July 19, 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, Rick Ryckeghem, Dan Adams, and Kathy York. Staff members present were Interim Executive Director Susan Anderson, Operations Manager/Controller Doug Schott, AMP Manager Mike Sullivan, and Recording Secretary Maria Nino. Also in attendance were Officer Becky Sargeant, Amy Valdes, Moline Alderman, Ted Ronk, Mohamed Sow, Lee Westlund, 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 June 2010:** Minutes of the regular meeting of June 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of June 2010. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
3. **Financial Report:**
 - a. **Approval of Accounts Payable for June 2010:** Accounts payable were reviewed by the Commissioners. Motion was made, and seconded, to approve the summary of accounts payable for the month of June 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 June 2010:** The Board reviewed the Financial Report and Accounts Receivable as presented for June 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 stated that the activity was mostly juvenile related. There have also been significant problems with certain families and a couple of thefts and frauds at Hillside Heights, but that the people responsible had been caught.
5. **Executive Director's Report:** Verbal report provided Ms. Susan Anderson

Ms. Anderson spoke about a meeting at HUD that she had attended. She said that the new HUD Strategic Plan was out and there were two goals highlighted in it. One goal is to create or have more affordable housing through utilization of all housing authority units and making sure all units are online. The other goal is to make sure everyone using all of their Section 8 money. HUD is also looking more strictly at applications for demolition and is going to go out and visit everyone with that. HUD will also be looking at utility consumption, which is one of the housing authority's biggest expenses. Ms. Anderson also spoke about a meeting she attended for IAHA, which is a state-wide group. She mentioned that the Illinois Association of Housing Authorities (IAHA) is going to put money into scholarships for residents which will be

available next spring. Ms. Anderson also noted that there was a Notice of Funding Availability (NOFA) on Section 8 where we would have to certify that the program was fully operational and that everything was in place. She felt there were concerns with our program at this time, but recommends going forward with it next year. Next, Ms. Anderson talked about the plans for reorganizing the Section 8 waiting list with help from Ed Goodwin and that there had been an employee barbeque held on July 2nd to celebrate the great scores we received on our physical inspections.

6. **Reports of Department Managers:**

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

i. **Spring Brook Residents' New Locking Mailboxes:** Mr. Sullivan stated that the Spring Brook tenants had requested locking mailboxes due to reports of stolen mail. He then requested that Kelly & Associates-Architecture be retained for the fee of \$2,500.00 to prepare bidding documents for the Spring Brook Mailbox project. Commissioner York mentioned that a lot of the residents are really looking forward to having locking mailboxes. Motion was made, and seconded, to retain Kelly & Associates-Architecture for the preparation of bid documents on the Spring Brook Mailbox project for a fee of \$2,500.00. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

ii. **SB/SV Concrete Replacement and Additional Parking Project (Resolution #628):** Mr. Sullivan requested the Board to approve the low bid of \$305,000.00 with Anderson Commercial Concrete for the Concrete Replacement and Additional Parking at Spring Brook and Spring Valley project. Motion was made, and seconded, to adopt Resolution #628 for the Concrete Replacement and Additional Parking at Spring Brook and Spring Valley project with Anderson Commercial Concrete for the low bid of \$305,000.00. 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 214 vouchers leased, including 5 port-ins and 1 port-out. Ms. Anderson stated that they will be continuing with port-ins until the waiting list is done, and then they will go with the waiting list. She wants to continue using all the funds, so we want to keep with the port-ins for now, but will go off the waiting list once that is final and correct.

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

The current available ready apartments include two at Spring Brook, one at Spring Valley, and none at Hillside Heights. There were no evictions between 06/22/10 and 07/19/10.

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

Mr. Lee Westlund said that the Resident Advisory Board had discussed that the TLC program had ended that day and the participants included 18 children, 14 tutors, and 5 parents. Certificates were given to the teens that volunteered. He also mentioned that the lunch program and sprout program were currently going on and the girl scout program will hold three meetings at the Spring Brook Community center. Mr. Westlund said that the air conditioner fee had to be paid by July 5th and that they were working with Mr. Sullivan on a block party for resident appreciation to see if there are any funds available for the event. Mr.

Sullivan interjected that he believed there were funds available and that they were in the process of planning and putting everything together for the event.

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

- a. **Executive Director Search Update:** Ms. Amy Vales passed out some packets to the commissioners. She said they were packets for the upcoming Executive Director interviews. She continued by stating that there were six candidates that they were really interested in, but that she had not heard back from one candidate, so it might only be five candidates that get interviewed. She went into further detail on the schedule for the two interview dates. Commissioner York interjected that she, as well as the rest of the Board, wanted to thank Ms. Valdes for all the work she has done. The commissioners then discussed the details of the interview process, including punctuality, scoring, and interview questions.
- b. **Presentation of Plaque to Commissioner Rick Ryckeghem:** Chair Llewellyn presented an appreciation plaque to Commissioner Ryckeghem as a way to say thank you. All of the commissioners took turns thanking Commissioner Ryckeghem for his service and wished him the best in his endeavors.

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 6:06 P.M. and a roll call was taken. Voting Yes were Susan Llewellyn, Rick Ryckeghem, Dan Adams and Kathy York. The Chair declared the motion carried unanimously. Ms. Susan Anderson and Ms. Amy Vales were invited to stay for the executive session.

The Board then commenced Executive Session.

Motion was made, and seconded, to close executive session at 6:26 P.M. and a roll call was taken. Voting Yes were Susan Llewellyn, Rick Ryckeghem, Dan Adams, and Kathy York. The Chair declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 6:26 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 6:28 PM

Susan Llewellyn, Chair