

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE MOLINE HOUSING AUTHORITY**
September 13, 2010

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 5:30 PM in the Spring Valley Community Center Meeting Room located at 1150 41st Street, Suite A, Moline, IL 61265.

Board members present were Chair Susan Llewellyn, Dan Adams, Kathy York, 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, Mike Halpin, 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 Special Meeting held July 21, 2010:** Minutes of the special meeting held July 21, 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the special meeting held July 21, 2010. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
3. **Approval of the Minutes of the Special Meeting held July 22, 2010:** Minutes of the special meeting held July 22, 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the special meeting held July 22, 2010. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
4. **Approval of the Minutes of the Special Meeting held August 4, 2010:** Minutes of the special meeting held August 4, 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the special meeting held August 4, 2010. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
5. **Approval of the Regular Meeting of August 2010:** Minutes of the regular meeting of August 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of August 2010. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
6. **Financial Report:**
 - a. **Approval of Accounts Payable for August 2010:** Accounts payable were reviewed by the Commissioners. Motion was made, and seconded, to approve the summary of accounts payable for the month of August 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 August 2010:** The Board reviewed the Financial Report and Accounts Receivable as presented for August 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 Health Insurance (Resolution #629):** The Board reviewed the Health Insurance quotations (Resolution #629) and Mr. Doug Schott stated that the difference between the previous plan and the new one was that the deductible will go from \$250 to \$500. He stated that the low bidder, Heritage, is the company we are currently with and they are offering higher coverage than the other companies. Mr.

Schott also mentioned that the new rate will be \$300 less per month than last year's rate. Motion was made, and seconded, to adopt the Health Insurance with Heritage – Resolution #629. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

- d. **Approval of Write-Off of Accounts Receivable (Resolution #630):** 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 #629). All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.

7. **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 there have been recent issues concerning culture clashes as well as two huge fights. Officer Nelson then spoke about having bikes that they will be giving away during a bike rodeo. Ms. Susan Anderson said she could give Officer Nelson the contact information to a person from Rock Island that has dealt with the same issue with culture clashes.

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

- a. **Operational Update:** Ms. Anderson stated that we had a couple of staff things happen: Mr. Dan DeSchepper turned in his resignation and left to work for Deere and Ms. Lorena McMillan was put in a position of acting supervisor for the Occupancy Department. There is also a part-time temp helping Ms. Teresa Chapman in the Section 8 Department. Ms. Anderson also said that letters would go out to people this week to let them know where they stand on the Section 8 waiting list, so there is a fair amount of work to get things ready. Ms. Anderson stated that the audit would be performed this week and that Mr. Schott had been preparing for that. She stated that she had not heard anything else about our reduced subsidy. Ms. Anderson also mentioned that each year HUD has housing authorities do agency planning where you look at policies, procedures, and capital fund planning. She stated that it is a 90 to 120 day process and once complete it will be put on the agenda for approval in January 2011.

Ms. Anderson said that the positive news tonight was that we received the grant for broadband technology that we had applied for. It was a grant where nine housing authorities applied together. The grant will allow for hardware installation at the sites in Hillside Heights and Spring Valley. It is for elderly to become technology aware. Ms. Anderson also mentioned that everything will be set up to be wireless and the value for everything that will be done is about \$300,000.

9. **Reports of Department Managers:**

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

- i. **SB Mailbox Replacement Project (Resolution #631):** Mr. Sullivan requested the Board to approve the low bid of \$12,925.00 with Hillebrand Construction for the Installation of Locking Mailboxes at Spring Brook project (MHA-51-09). Motion was made, and seconded, to adopt Resolution #631 for the Installation of Locking Mailboxes at Spring Brook project with Hillebrand Construction for the low bid of \$12,925.00. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

- ii. **SV Accessible Apartment Renovation (Resolution #632):** Mr. Sullivan requested the Board to approve the low bid of \$234,900.00 with Gilbert E. Leech Co. for the Remodeling of (9) Apartments at Spring Valley project to meet ADA/handicapped requirements (MHA-40-09). Motion was made, and seconded, to adopt Resolution #632 for the Remodeling of (9) Apartments at Spring Valley project with Gilbert E. Leech Co. for the low bid of \$234,900.00. All voting members present voting “aye”, none against, the Chair declared the motion carried unanimously.
- iii. **SB/HH Masonry Renovation Project Update:** Mr. Sullivan said that the outside renovation involving Spring Brook brick chimneys and Hillside Heights plaster fascia panels, caulk and mortar replacements is complete.
- iv. **SB/HH Masonry Renovation Project Change Order (Resolution #633):** Mr. Sullivan requested the Board to approve a change order for an additional amount of \$36,860.39 with Otto Baum Co. for the SB/HH Masonry Renovation project. The change order included additional mortar replacement, repair of fascia panels, and extra caulking. Motion was made, and seconded, to adopt Resolution #633 for the change order to the SB/HH Masonry Renovation project with Otto Baum Co. for an additional cost of \$36,860.39. All voting members present voting “aye”, none against, the Chair declared the motion carried unanimously.
- v. **HH Hallway/Laundry Room Renovation Project Update:** Mr. Sullivan stated that the HH Hallway/Laundry Room Renovation project is complete. The project included new carpet, wall panel, handrails on both sides of the halls, painted walls, doors, and elevator doors, and new wall and ceiling lighting.
- vi. **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 195 vouchers leased, including 1 port-in and 5 port-outs. Ms. Anderson stated that using up all the money we are receiving from HUD for the program.

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 four at Hillside Heights. There were no evictions between 08/17/10 and 09/13/10.

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

Ms. Diane Fox stated that since they did not have a RAB meeting that night, she had nothing to report.

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

12. **Election of Vice Chair:** Chair Llewellyn asked if the election of Vice Chair could be postponed until the regular meeting for October. . Motion was made, and seconded, to

postpone the election of a vice chair until the regular meeting for October. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.

13. **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 6:01 P.M. and a roll call was taken. Voting Yes were Susan Llewellyn, Dan Adams, Kathy York, 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 6:47 P.M. and a roll call was taken. Voting Yes were Susan Llewellyn, Dan Adams, Kathy York, and Amy Valdes. The Chair declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 6:48 P.M.

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 Chair declared the meeting adjourned at 6:50 P.M.

Susan Llewellyn, Chair