

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

October 17, 2011

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 6:00 PM at Hillside Heights in the Commissioner's Hall located at 825 17th Street, Moline, IL 61265.

Board members present were Chairperson Melvin Grimes, Vice-Chairperson Kathy York, Chuck Capan, Bill Bloom, and Jennifer Ainsworth. Staff members present were Executive Director John Afoun, and Recording Secretary Maria Nino. Board Counsel, Michael Halpin, was in attendance. Also in attendance were Moline City Council member Ted Ronk, Allen Lehman from Springer, Diane Fox, Lee Westlund, Mohamed Sow, Tammy Jones, Mary Fender, Debbie Palmer, Sharon Rocket, Richard Utke, and Officer Becky Sargeant.

1. **Call to Order:** Vice-Chairperson Kathy York called the meeting to order at 6:00 p.m.
2. **Approval of the Minutes of the Regular Meeting of September 19, 2011:** Minutes of the regular meeting of September 19th 2011 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of September 19th 2011. All voting members present voting "aye", none against; the Vice-Chairperson declared the motion carried unanimously.
3. **Approval of Financial Report:** The financial report was reviewed by the Commissioners. Motion was made, and seconded, to approve the financial report for the month of September 2011. All voting members present voting "aye", none against; the Vice-Chairperson declared the motion carried.
4. **COP Report:** Verbal report provided by Officer Becky Sargeant.

Officer Sargeant distributed the report showing police calls for the MHA properties and reviewed the recent activity and what type of calls they have been receiving. The past month has been relatively quiet. Some domestic incidents and violence issues that were cleared up in a matter of a few days were the only real issues. They were supposed to have a bicycle clinic, but it got rained out. This has been rescheduled for this week and the maintenance guys will be helping out. Last year they did a play and were able to take some of the adult residents to. They are wanting to try that again this year if they can get enough tickets.

5. **Executive Director's Report:** Verbal report provided by Mr. John Afoun.

Mr. Afoun's first item was the audit. The auditors had been here from Monday, October 10th through Friday, October 14th and at the exit interview we were informed that we have an unqualified report. The housing authority has not had a clean report in the past 3 years. We have worked diligently to clean up the Section 8 department and it was so refreshing that we had an unqualified report. Mr. Afoun acknowledged the staff, including Section 8 Manager Teresa Chapman for an excellent job done. When he got here the Board wanted all Section 8 files to be reviewed and he decided to do this in-house. He said every single file was reviewed and the auditors looked at them and said it is in good shape. Mr. Afoun also thanked Ms. Kelly Maack and Ms. Lorena McMillan for their help with Section 8. Mr. Afoun asked Board permission to issue a press statement about the audit. Commissioner Capan recommended he proceed. The Board had no objections to issuing a press release.

Next, Mr. Afoun spoke about a Board training session. Since most of the commissioners are relatively new, we want to conduct training, and want to see if everyone can agree on a date where everyone can get together. The training will be provided by Leo Dauwer, who is one of the leading consultants in the industry. The commissioners decided that November 18th and 19th would work with everyone. Mr. Afoun said he will confirm this with Leo Dauwer and training will be arranged.

PHADA, the Public Housing Authority Director's Association, is having a commissioner's conference in Fort Lauderdale, Florida from January 8-11th 2012. We have in the budget for the commissioners to attend. He had put information in the board packet and would like to know who would be available to attend. Mr. Afoun recommended at least 2 commissioners attend if they are able. Commissioner Ainsworth and Chairperson Grimes stated that they would be able to attend. The other commissioners stated that they would have to get back to Mr. Afoun on this.

Mr. Afoun then spoke about his visit to HUD in Chicago to discuss current issues, including the issue with our new office complex. They are pleased that we have implemented the property management aspect of the asset management. Mr. Afoun said that there are 2 proposals in congress at the moment; one with the senate and one with the house. HUD indicated we are looking at losing \$700,000 from our reserves if this passes. Mr. Afoun is meeting with the architect tomorrow to commence the process for the new building.

Mr. Afoun next has now successfully completed the employee evaluation and review program. Everyone is now aware of what is expected of them and new job descriptions have been given to them. Ms. Linda Reedy with Human Resources was involved with this.

Lastly, Mr. Afoun spoke about bed bugs. The board approved the proposal last month to go ahead with the situation. The residents have brought to his attention that there are issues with the treatments. He has asked the representative with the treatment company to highlight the treatment process and if the commissioners have any questions, they will address them to him. Mr. Allen Lehman from Springer Pest Control talked about the process they take to treat bed bugs. This led to a lively discussion between Mr. Lehman and Hillside Heights residents. Additional discussion by residents took place in the hallway so the Board Meeting could continue.

- a. **Section 8 Report:** The Board reviewed the Section 8 Report as presented.
 - b. **Public Housing Report:** The Board reviewed the Public Housing Report as presented. There was a report for each Amp as well as one showing the information for both Amps combined. This report gives a data analysis to track and report the statistics to the Board.
 - c. **Development/Maintenance Reports:** The Board reviewed the Capital Funds & Maintenance Progress Report, which showed current and future projects. The report also addressed work orders and that the maintenance staff is taking care of work orders in a timely fashion.
6. **Executive Director's Cost of Living Increase:** Vice-Chairperson York stated that on the first of November we are contractually obligated to give Mr. Afoun a cost of living increase.

She had spoken to Ms. Reedy who indicated that the standard was 3%. She said that one thing that is typically done is a COLA increase is tied to a consumer index. Mr. Afoun said that when he came he looked at it and he recommended 3% for all staff in January. He also introduced the performance awards that once they meet their performance targets they can get an extra 3% target award. Mr. Afoun also said that traditionally they have received a net income award, high performer award, and safety award. Commissioner Bloom liked Commissioner Capan's idea of tying it to the CPI. It was decided to put this as an agenda item for the next Board Meeting.

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

Ms. Diane Fox said that the big issue right now is bed bugs. Also, some residents are not abiding by the parking rules, so this needed to be brought up. This is especially a problem in Spring Brook and Spring Valley when residents are coming in and out of the place when kids are getting in and out of school. Ms. Fox also mentioned that no community appreciation party is going to be held this year, so they are expecting a big bash next year, because they are a little disappointed.

8. Any other business that may come before the Board:

Commissioner Bloom asked the RAB board whether the parking issue is just a matter of people parking where they don't have a permit to park or whether they are taking other people's parking places. Ms. Fox responded that we issue a parking permit and residents may park wherever they please. Vice-Chairperson York noted that last year the Board approved a new parking policy and we do have handicap parking around the complexes. A Hillside Height's resident then addressed the Board. He commented that it was very hard to hear what was being said at the meeting due to acoustics and low speaking voices. He was unhappy about the way the bed bug situation was handled in the Board Meeting. He thought that the tenants were going to have a chance to ask questions of the Springer representative during the Board Meeting, not in the hallway. He had several questions concerning the bed bug plan of action and the way he was working after the 2nd heat treatment. The gentleman also mentioned that he would like to see a non-toxic chemical called cedaricide looked into. This product had been sold on television and marketed as being used by our military troops overseas. Mr. Afoun stated that he will work with Springer to address the issues that the residents are having. We do have a contract with Springer and they will do their best to resolve the bed bug issues we are facing.

9. 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 6:45 P.M.

Melvin Grimes, Chairperson