

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

November 21, 2011

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 Chairperson Melvin Grimes, Vice-Chairperson Kathy York, Chuck Capan, and Jennifer Ainsworth. Staff members present were Executive Director John Afoun, and Recording Secretary Maria Nino. Board Counsel, John Callas, was in attendance. Also in attendance were Moline City Council member Ted Ronk, Diane Fox, Lee Westlund, Mohamed Sow, Tammy Jones, Officer Pedro Valladares, and Officer Becky Sargeant.

1. **Call to Order:** Chairperson Melvin Grimes called the meeting to order at 5:30 p.m.
2. **Approval of the Minutes of the Regular Meeting of October 17, 2011:** Minutes of the regular meeting of October 17<sup>th</sup> 2011 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of October 17<sup>th</sup> 2011. All voting members present voting "aye", none against; the 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 October 2011. All voting members present voting "aye", none against; the 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. She introduced COP Sargeant, Pedro Valladares. Officer Sargeant said that there had been a few more fights lately, which mostly involved juveniles. She talked about the bike clinic being a success with 70 bikes being worked on by the maintenance staff and the COP Shop officers. She said today the Moline Police Department is going to pack turkey baskets and will give them to 50 different families in Spring Brook, Spring Valley, and Hillside Heights these for a turkey dinner tomorrow. Finally, she mentioned that last Friday, adult residents were taken to a play at Play Crafters Theater.

Sargeant Valladares introduced himself and said he is the MPD supervisor in charge of the COP Officers and the MHA may contact him directly to speak with him on any issues they might desire. Sargeant Valladares said he is going to try to make the MHA meetings each month.

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

Mr. Afoun said that this is his 12<sup>th</sup> Board Meeting and he wanted to take the opportunity to thank the Board for working with him over the past year. He also acknowledged the RAB board for their help and work with him. Mr. Afoun stated that it has been a successful year financially and operationally.

Mr. Afoun referred to the revised organizational structure that was included in the Board Packet. He said the last time he came to the Board he needed a receptionist. He stated it has always been his intention to have a receptionist, and that now each property manager has their own assistant so that they can focus more on their duties, but that it will work better to have a separate receptionist to make things more efficient. Mr. Afoun said he went ahead of himself and advertised the position and some candidates were interviewed, but realized that it was not in the budget, so this has been put on hold. Motion was made, and seconded, to approve the organizational chart in principal, and when the time comes we can move forward with that. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Next, Mr. Afoun said that he wanted to bring the Board up to speed on the 2011 Annual Plan. He stated that we have submitted this three times already and it is still pending. Mr. Afoun said that the problem has been a lack of communication between Washington and Chicago. He said he has spoken with Erik at HUD and he had confirmed they have received the latest revision. Mr. Afoun mentioned that HUD said they had asked for the third revision to be submitted back in July 2011. Mr. Afoun said the third version of the 2011 PHA Plan has been received by HUD, but not yet been approved. Mr. Afoun stated that the money has been awarded for the 2011 CFP grant, but we have not been able to draw the money down because the PHA Plan has not been approved for 2011.

Mr. Afoun then spoke about the 2012 PHA Plan. He said that normally we identify items that need replacement that need to be done in the coming year. He indicated that for the 2012 we have put the bulk of our money into the new administrative building, since we are not able to use our reserve funds for this project. Mr. Afoun said that HUD has advised us to do it this way. He then said that the strategic plans are currently being taken from the previous strategic goals, since we have not had training where the commissioners look at where they want to be and what they want from the Housing Authority. Mr. Afoun then showed the schedule that shows the steps that will be taken to make sure the 2012 agency plan is done on schedule. Commissioner York suggested having our January Board Meeting on the second week of the month rather than the third week of the month so that we are able to approve the Agency Plan each year without the need of a special meeting. Chairperson Grimes asked Mr. John Callas if a phone poll or an e-mail vote would be acceptable to do for the resolution needed for the PHA Plan. Chairperson Grimes asked the Board if they wanted to put any input into the 2012 Strategic Plans. Mr. Afoun suggested that we maybe just go with the ones that are in there for now and then each November have a Strategic Planning session to prepare for the next PHA Plans in the future. Chairperson Grimes requested that the December Board Meeting Agenda have an item to schedule a Strategic Planning Session so that everyone on the Board can agree upon a date for this. Mr. Afoun wanted to commend Ms. Nino for her work on preparing the PHA Plan and mentioned that at her training it was suggested to do the 5 year plan each year instead of once every 5 years.

Next, Mr. Afoun spoke about the FY 2012 HUD Budget and Operating Fund Reserve. He said that the US Senate and House has reached an agreement for the 2012 budget and the subsidy has been reduced by one billion dollars, which is just what HUD wanted. Mr. Afoun said that we are not able to use our reserves for capital purchases, so we are not able to use the money on the new administration building as we were hoping to do.

Mr. Afoun then stated that he had received an unusual e-mail from HUD concerning resident advisory boards. He said that the information stated that the RAB's role is specifically for the annual plan and the 5 year plan. Mr. Afoun said he was not aware that the RAB was already aware that that was their specific role. They told him they understood that and that the RAB is happy with their umbrella role they currently have and they would enjoy keeping the role they currently have. Commissioner York gave a brief history on RAB and how it came to be. Chairperson Grimes stated that he likes the relationship they have going right now and he enjoys having such an active RAB board here and wants it to stay the same.

Lastly, Mr. Afoun talked about morale building. He said he would like to boost morale by recognition of birthdays, anniversaries, and other special occasions. He mentioned that we do have over \$200,000.00 in non-federal money that we could use to do activities to boost morale. Mr. Afoun mentioned that he would like to let the staff go home early for Thanksgiving as an appreciation and thank you. He talked about how we have a great staff and they have been through a lot with the incidents that have happened during the past three or four years.

**a. Resolutions #669, #670, #671, and #672:**

Resolution #669 was to approve/authorize bad debt write-offs. Mr. Afoun said it is our intention to collect 100% of the budgeted revenue, but some people do move out with bad debt. He referenced a resolution and attachment that was included in the Board Packet showing the list of the ones we want to write off. He said these will be written off of our books, but will be sent to our collection agency. Commissioner Ainsworth asked who our current collection agency was and Ms. Nino responded Sunrise. Commissioner Ainsworth then asked what the "AC" and "DR" after each name was referring to. Mr. Afoun responded that he was not sure, but that he would find out for her. He stated that when the residents move out they have 90 days to take care of their debt and after that they are advised it will go to collections. Motion was made, and seconded, to approve Resolution #658 to approve/authorize bad debt write-offs. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #670 was to approve/authorize the purchase of five (5) John Deere Gators along with the trade in of five (5) Club Cars. Mr. Afoun stated that this is a bid that we solicited from qualified manufacturers to supply club cars for the maintenance staff. They are posing some health and safety issues. Mr. Afoun then commented that Ms. Nino had recently attended training in Springfield, Illinois where she learned that we could move some money from capital funds budget line item 1406 to 1470 to provide the funding for this purchase. Commissioner Ainsworth asked if we take care of the maintenance on the carts in house. Mr. Afoun responded that our maintenance staff takes care of minor repairs and major repairs are taken care of by the dealer. Commissioner Ainsworth said she asked because the second lowest bidder, River Valley, is much closer than the lowest bidder, Holland and Sons, for maintenance purposes. Motion was made, and seconded, to approve Resolution #670 for the purchase of five (5) John Deere Gators along with the trade in of five (5) Club Cars with the lowest bidder, Holland & Sons from Geneseo, IL for the total cost of \$39,500.00. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #671 was to approve/authorize the purchase of two (2) John Deere Mowers (Model 1435 with 62" Deck and Curtis Cab) along with the trade in of two (2) John Deere 1435 Mowers. Mr. Afoun stated that two of our current mowers needed to be replaced. Motion was made, and seconded, to approve Resolution #671 for the purchase of two (2) John Deere Mowers (Model 1435 with 62" Deck and Curtis Cab) along with the trade in of

two (2) John Deere 1435 Mowers with the lowest bidder, Holland & Sons from Geneseo, IL for the total cost of \$31,350.00. All voting members present voting “aye”, none against, the Chair declared the motion carried unanimously.

Resolution #672 was to approve/authorize 110% FY2012 FMR Payment Standard. Mr. Afoun said that this was for the fair market rent for the Section 8 program. He said one of the reasons why we lost the 25 points during our last SEMAP was because we did not have it as a resolution. Passing this resolution is required by HUD to be a high performer. Unfortunately, the rental information was not available earlier and the proposed resolution was not posted 48 hours in advance of the being. Because this resolution had not been posted for the appropriate amount of time with the revised agenda, Mr. Callas said that the Board could take action today and ratify the action at the next meeting. Motion was made, and seconded, to approve Resolution #672 to approve/authorize 110% FY2012 FMR Payment Standard. All voting members present voting “aye”, none against, the Chair declared the motion carried unanimously.

- b. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun added that we are doing very well on our utilization rate and that Ms. Teresa Chapman is doing an excellent job.
- c. **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. Mr. Afoun added that we are in good shape, but the waiting list is a concern.
- d. **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. Mr. Afoun added that there are currently no major ongoing projects, but we are working to finalize the Spring Brook Entry/Screen Door Project which is estimated to cost about half a million dollars.

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

Ms. Diane Fox discussed the role of RAB. The RAB board understood their basic role and duties were to review and comment on the annual and 5 year plan, but they have liked their role of doing more than that. They discussed going to Washington, DC for the conference, which isn't until March, and they would like to go to the White House. This conference gives them a lot of workshops to pick from to learn their role as a RAB member. Ms. Fox also said that they had spoken amongst themselves and said they are very amenable to doubling up for 2 to a room to keep the costs down. Ms. Fox recalled last year at the conference where a speaker's message, which was “as low income housing we have always taken crumbs, we shouldn't ask for crumbs, we should ask for the whole loaf.”

7. **Closed Session - 5 ILCS 120/2 (c)(1) – Personnel Issues:**

- a. **Executive Director's Cost of Living Increase**
- b. **Performance Review**

Motion was made, and seconded, to go into executive session at 6:35 P.M. and a roll call was taken. Voting Yes were Melvin Grimes, Kathy York, Chuck Capan, and Jennifer Ainsworth. The Chairperson declared the motion carried unanimously.

The Board then commenced Executive Session.

Motion was made, and seconded, to close executive session at 7:23 P.M. and a roll call was taken. Voting Yes were Melvin Grimes, Kathy York, Chuck Capan, and Jennifer Ainsworth. The Chairperson declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 7:23 P.M.

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

Motion was made, and seconded, to approve a 4% cost of living increase of \$3,600.00 annually or \$300.00 per month, for the Executive Director as required under the terms of the contract. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Motion was made, and seconded, to approve and pay a one-time performance bonus to the Executive Director of \$3,600.00 to be paid at the next regular payroll interval. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

**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 7:25 P.M.

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Melvin Grimes, Chairperson