

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

January 24, 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 11th Avenue A, Moline, IL 61265.

Board members present were Chairperson Dan Adams, Vice-Chairperson Kathy York, Susan Llewellyn, Sonia Berg, and Amy Valdes. Staff members present were Executive Director John Afoun, 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 Moline Mayor Don Welvaert, Moline City Council member Ted Ronk, Mike Crotty, Mohamed Sow, Lee Westlund, Cindy Thennis, and Diane Fox.

1. **Call to Order:** Chairperson Dan Adams called the meeting to order at 5:30 p.m.

Chairperson Adams noted that the Mayor of Moline was in attendance and asked if he would like to say anything. Mayor Don Welvaert said that Commissioner Susan Llewellyn had submitted her resignation after many years of service to the Moline Housing Authority. He advised the City of Moline appreciated her efforts and service very much. He noted Commissioner Llewellyn had asked to retire earlier, but the Mayor requested she remain on the Board until the new Executive Director was hired. Mayor Welvaert then introduced Mike Crotty, a former Moline Alderman, as the new appointed Commissioner who will be replacing Commissioner Llewellyn for the remainder of her existing term. Mayor Welvaert stated that Mr. Crotty has some knowledge of the housing authority, has a good business mind and understands budgets, business, and protocol.

Mayor Welvaert presented two plaques to Commissioner Susan Llewellyn. He read the inscriptions on both and congratulated her. Commissioner Llewellyn said it has been an honor and she has been really grateful and appreciative to serve on the Board for twenty years. She went on to say that the staff does a wonderful job and it has enriched her life to be a part of this Board. Commissioner Llewellyn also thanked and commended the quality of the MHA residents.

2. **Approval of the Minutes of the Regular Meeting of December 2010:** Minutes of the regular meeting of December 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of December 2010. All voting members present voting "aye", none against; the Chairperson declared the motion carried unanimously.
3. **Approval of Bills Expended/Financial Report:** Bills expended were reviewed by the Commissioners. Commissioner Kathy York commented that she does like the new format. Motion was made, and seconded, to approve the summary of bills expended for the month of December 2010. All voting members present voting "aye", none against; the Chairperson declared the motion carried unanimously. The Board requested a slight modification to the information presented regarding represented monthly totals to each vendor.
4. **COP Report:** C.O.P. Officers were unavailable.
5. **Executive Director's Report:** Verbal report provided by Mr. John Afoun.

Mr. John Afoun read over the proposed revised mission and vision statements. He noted that he and the staff had met just before Christmas and these revisions represent the future direction of the MHA. Chairperson Adams said the Board will have a retreat once the new commissioner comes on board and at that point they will review and consider the revised statements.

Next, Mr. Afoun talked about a new Moline Housing Authority service pledge. He said it was for informational purposes and part of his strategy to improve service levels. Commissioner York inquired if this pledge would be put on a plaque on a large board in the main office and Mr. Afoun responded that it would. Chairperson Adams stated that the service pledge would also be tabled for the retreat.

Mr. Afoun stated that the 2011 Agency Plan was successfully submitted to HUD. He acknowledged the staff for their help on the Agency Plan. Chairperson Adams inquired whether the Plan was timely filed and that MHA has complied with all required substantive and procedural provisions for filing. Mr. Afoun advised the Chairperson that MHA had complied with HUD Agency Plan requirements in every respect.

Mr. Afoun spoke about the possibility of purchasing gasoline from the City of Moline. Chairperson Adams commented that the housing authority used to get their gas from the City, but had encountered a problem with the auditors due to the fact that they would only receive a monthly statement from the City showing a lump sum of gas purchased, but not individual receipts showing the date and exact vehicle obtaining gasoline. Commissioner Amy Valdes interjected that now gas purchases can be tracked by vehicle and they also are able to service vehicles through the City of Moline as well. Mr. Afoun said there would be a second meeting with the City of Moline to assure that purchasing gas through the City will meet our requirements before moving forward with this.

Mr. Afoun brought up that the office is now open during lunch time and is serving tenants starting at 8:00am. Commissioner Berg asked about the possibility that maybe one day a week or so that the office could remain open until 5:30pm. Mr. Afoun said we will take that into consideration. Finally, Mr. Afoun mentioned that all new admissions are now authorized by the Executive Director and they have introduced DVD new occupant orientations. Chairperson Adams inquired whether the orientation DVD's were available in different languages. Mr. Afoun advised the DVD's were only currently available in English, but he has already investigated other languages. Mr. Afoun said these DVD's are produced by Nan McKay.

- a. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. John Afoun said the utilization of the funds is very good. He commented that we need more landlords to deal with supply and demand issues. Mr. Afoun stated that there is nothing to be concerned about with the Section 8 program.
- 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.
- c. **Development/Maintenance Reports:** The Board reviewed the Capital Funds & Maintenance Progress Report, which showed the current and future projects.

6. Resolutions #640, #641, and #642: Verbal report provided by Mr. John Afoun.

There had been a telephone poll conducted on January 7, 2011 to approve Resolution #640, which approved and authorized the submission of the 2011 PHA/Agency Plan. Motion was made, and seconded, to ratify Resolution #640 to approve and authorize the submission of the 2011 PHA/Agency Plan. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #641 was to approve/authorize a contract to provide pest control services for Spring Valley, Spring Brook, and Hillside Heights properties for a two year period with the low bidder, Springer Pest Solution for a total amount of \$29,220.00. Chairperson Adams questioned whether Springer Pest Solution would be a responsible vendor company and able to get the job done. Mr. Mike Sullivan assured the Board that he felt confident that Springer would do a good job. Motion was made, and seconded, to approve pest control services for Spring Valley, Spring Brook, and Hillside Heights properties for a two year period with the low bidder, Springer Pest Solution for a total amount of \$29,220.00. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #642 was to approve/authorize a contract to purchase a new trashpacker for Hillside Heights from the low bidder, Elliott Equipment Co. for the amount of \$23,640.00. Motion was made, and seconded, to approve the purchase of a new trashpacker for Hillside Heights from the low bidder, Elliott Equipment Co. for the amount of \$23,640.00. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

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

Ms. Diane Fox stated that the RAB Board had discussed the laundry rooms at Spring Valley and Spring Brook. The problem is that the washing machines are getting overloaded or too much soap is being put in. The people then open the doors because they think there is a problem. A suggestion to possibly put the time span on the washers saying to expect this washer to take up to 55 minutes or something to that nature. Ms. Fox also said the RAB Board had talked about putting information for and from Section 8 into the monthly newsletter. Also discussed was their upcoming Washington trip and that they are all looking forward to it. She mentioned that Ms. Kelly Maack will also be attending the Washington trip and has been looking into the itineraries and details of the trip. Ms. Fox commented that last year at the Washington conference she learned that roaches can contribute to asthma attacks and other things, so she was glad to hear that the housing authority is working on the pest issues.

8. Any other business that may come before the Board: Mr. John Afoun said he had an exciting and important announcement. He advised the Moline Housing Authority has just received its HUD rating and our authority was determined to be a High Performer. He noted that the finance rating is near perfection and he had never seen the figure this high. He stated that he was very proud to be a part of this housing authority. The overall score received was a 97. Mr. Afoun said he would be doing a press release on this news as well as informing the Moline City Council.

Commissioner Berg inquired on the status of the website redevelopment. Mr. Afoun stated that we have put the proposal together and are just fine tuning it. The proposal is ready to go out after having the attorney review it.

Chairperson Adams said that he would like to have Commissioner Valdes and Commissioner York to be on a committee to do a six month evaluation for Mr. John Afoun. He said they could talk to staff, police, or anyone else they need to talk to in order to do a thorough evaluation. Chairperson Adams stated that they would like to have the evaluation completed for the March meeting.

Chairperson Adams said that he would not be able to attend the March 2011 Board Meeting due to a prior commitment. He stated that the Board could either reschedule the March meeting or have it without him. He left the decision to the other Board members Commissioner Berg and Commissioner Valdes also said they would be unable to attend the March 2011 Board Meeting on the scheduled date. It was proposed that the March 2011 Board Meeting date be changed. Motion was made, and seconded, to change the March 2011 Board Meeting date to March 28, 2011, with amended meeting notices to be published in accordance with IL law. This meeting will be the regular meeting and a closed session for personnel issues. All voting members present voting "aye", none against; the Chairperson 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 6:19 P.M.

Dan Adams, Chairperson