

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

February 28, 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 Dan Adams, Vice-Chairperson Kathy York, Amy Valdes and Mike Crotty. 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 City Council member Ted Ronk, Officer Becky Sargeant, Mohamed Sow, Lee Westlund, and Diane Fox.

1. **Call to Order:** Chairperson Dan Adams called the meeting to order at 5:30 p.m.
  
2. **Approval of the Minutes of the Regular Meeting of January 2011:** Minutes of the regular meeting of January 2011 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of January 2011. 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. The Commissioners approved the new presentation format with changes recommended at the last meeting. Motion was made, and seconded, to approve the summary of bills expended for the month of January 2011. All voting members present voting "aye", none against; the Chairperson 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 said there had been some domestic calls and disturbances. Officer Sargeant also mentioned that they will try to send out a flyer at Hillside Heights because some of the tenants are letting in people who do not live in the building that are causing problems. She said some of the fighting is starting up again and it seems to be due to the weather warming up.

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

Mr. John Afoun went over the proposed resolutions as well as how the housing authority will be purchasing its gas from the City of Moline as was discussed at the prior board meeting. Mr. Afoun also mentioned the press release he had put out on the housing authority's high performer status.

- a. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. John Afoun said that with the use of this report he is now able to track the program to see that the program is indeed on track. He also stated that they are working diligently to try to use more of our funding. Mr. Afoun said there had been a meeting held to try to recruit new landlords into the program, but due to the blizzard not many people showed up. Commissioner Valdes asked if this was something we could partner with the City of Moline on

and was informed that the City had been invited to be a part of the meeting, but had been unable to be in attendance due to the weather.

- a. **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.
  - b. **Development/Maintenance Reports:** The Board reviewed the Capital Funds & Maintenance Progress Report, which showed the current and future projects. Another element was work orders and that shows that the maintenance staff took care of 100% of the past month's work orders in a timely fashion.
6. **Resolutions #643, #644, #645, #646, #647, and #648:** Verbal report provided by Mr. John Afoun.

Resolution #643 was to approve/authorize the April 1, 2011 to March 31, 2012 operating budget. Mr. Doug Schott stated that the presented budget was basically the same on that they have done for the past ten years. He stated that we do not know how much our subsidy is or even how we are going to apply for it at this point. Commissioner York added that HUD is talking about having a 35 to 40 percent cut in funding. Motion was made, and seconded, to adopt the April 1, 2001 to March 31, 2012 operating budget. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #644 was to accept the 2010 audit report. All of the commissioners received a copy of the audit in their original board packets. The audit report was discussed and Mr. Afoun mentioned that we knew about the Section 8 issues from the exit report. There was concern from Commissioner Crotty expressed about the audit period versus presentation of the report and concern about the existence and findings that may be contained in the auditor's management letter. Mr. Afoun advised the Board Management had been made aware of the audit issues at the exit interview. Mr. Doug Schott added the Commissioners are always welcome to attend the exit interviews. It was noted that the audit had been done prior to the new Section 8 person coming on the scene and that we are doing all we can to rectify the issues from the audit for Section 8. Mr. Afoun assured the Board that the Section 8 person is working right now to get 100% of the files in acceptable condition. Motion was made, and seconded, to accept the 2010 audit report as presented. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #645 was to approve/authorize the revised community room policy. Mr. John Afoun went over the items that were changing in the revised community room policy. Commissioner York stated that there would need to be a 45 day posting period before this could be approved. Mr. Afoun responded that according to HUD it would be that the Board could approve the policy now and then post it for however long they needed to in order to give the residents proper notice of the change, but that if the 45 day posting period has been the custom here, then he said he would follow that custom. Chair Adams said he feels that we should look into the whole insurance issue and if people that were not residents who attended functions held at the community center would be covered. The other question brought up was whether 1:00am was a reasonable time to allow the rooms to be used through. Motion was made, and seconded to adopt the revised community room policy. The second and the motion were withdrawn.

Resolution #646 was to approve/authorize a change order on the Spring Valley Accessible Apartments Renovation Project with Gilbert E. Leech Company for the additional cost of \$10,839.00 and to extend the contract period for 40 additional days. The original amount of the contract was \$234,900.00. A previous change order changed the contract total price to \$245,348.00 and with the added cost of this change order the new contract price is now \$256,187.00. The new completion date on this project is April 15, 2011. Motion was made, and seconded, to approve the change order on the Spring Valley Accessible Apartments Renovation Project with Gilbert E. Leech Company for the additional cost of \$10,839.00 and to extend the contract period for 40 additional days. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #647 was to approve/authorize a contract to carry out a kitchen renovation/replacement project at Spring Brook accessible apartments with the lowest responsible bidder, Lower Construction Company for a total amount of \$54,800.00. Mr. John Afoun stated that on the bid tabulation there was a lower bidder than Lower Construction Company, but they were disqualified because they had worked for MHA previously and their work was not acceptable. Motion was made, and seconded, to approve a contract to carry out a kitchen renovation/replacement project at Spring Brook accessible apartments with the lowest responsible bidder, Lower Construction Company for a total amount of \$54,800.00. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #648 was to approve/authorize a contract to provide waste removal services for Spring Valley, Spring Brook, and Hillside Heights properties for a two year period with the low bidder, Allied Waste Service for a total amount of \$31,799.52. Motion was made, and seconded, to approve waste removal services for Spring Valley, Spring Brook, and Hillside Heights properties for a two year period with the low bidder, Allied Waste Service for a total amount of \$31,799.52. 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 there were two people interested in becoming RAB members for Hillside Heights. They will be meeting with those people. Ms. Fox also talked about how the RAB Board had discussed their upcoming Washington, D.C. trip and how there will be six of them going. She talked about how they are going to try to meet with a legislator while there. Ms. Fox said the RAB Board had discussed the proposed new policy for the community room and they are all in agreement to change to the new policy because they all feel that the residents should be able to use the whole entire community room area including the kitchen area. They discussed the fees proposed and they were very ok with that, and in fact they suggested higher fees, so they were very ok with the \$25 dollar deposit and \$25 fee.

**8. Any other business that may come before the Board:** Chair Adams requested that Mr. John Afoun have no retribution against any staff member who was interviewed by the committee that is doing the review for Mr. Afoun. Mr. Afoun responded that he is a professional and would not have any form of retribution against any staff member who was interviewed during the review. Commissioner Valdes stated that they are going to do a 360 degree evaluation on Mr. Afoun. This was scheduled for the last Monday in March, March

28, 2011. The issue of the executive session will occur in April rather than in March as was originally planned.

**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 6:35 P.M.

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Dan Adams, Chairperson