

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

September 19, 2011

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 5:30 PM in the Spring Valley Building in the Community Room located at 1150 41<sup>st</sup> 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, AMP Manager Mike Sullivan, and Recording Secretary Maria Nino. Board Counsel, John Callas, was in attendance. Also in attendance were Moline City Mayor Don Welvaert, Moline City Council member Ted Ronk, Diane Fox, Lee Westlund, Mohamed Sow, Tammy Jones, and Officer Becky Sargeant.

1. **Call to Order:** Chairperson Melvin Grimes called the meeting to order at 5:46 p.m.
2. **Approval of the Minutes of the Regular Meeting of August 15<sup>th</sup> 2011 and Special Meeting of August 23<sup>rd</sup> 2011:** Minutes of the regular meeting of August 15<sup>th</sup> 2011 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of August 15<sup>th</sup> 2011. All voting members present voting "aye", none against; the Chairperson declared the motion carried unanimously.

Minutes of the special meeting of August 23<sup>rd</sup> 2011 were reviewed. Motion was made, and seconded, to approve the minutes of the special meeting of August 23<sup>rd</sup> 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. Mr. Afoun said that he would be providing a quarterly analysis of the budget and will work with the Finance Manager to come up with a draft of the new format for the next meeting. Motion was made, and seconded, to approve the summary of bills expended for the month of August 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 and what type of calls they have been receiving. Officer Sargeant said the highlights of the past month's activity were that there had been some domestics, fights between kids, and some issues with one particular tenant at Hillside Heights. She said that other than that, things have been relatively quiet. Officer Sargeant mentioned that they took the kids to a clean-up day. She stated that the kids cleaned up the complex and were then taken up to Whitey's for ice cream. She said the activity was very popular and the kids did a very good job of cleaning up Spring Brook.

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

Mr. Afoun stated that representatives from the U.S. Department of Housing and Urban Development Chicago field office came and conducted a Section 8 Management Assessment Program (SEMAP) confirmatory review of the Housing Authority from August 29<sup>th</sup> to September 2<sup>nd</sup> 2011. He said that Public Housing Authorities are required by law to submit

program data for SEMAP scoring and certification. The SEMAP certification takes place every year, and to pass the certification, PHAs must submit the SEMAP profile within 60 days from their fiscal year end and must score over 60. HUD uses the SEMAP as a performance measuring tool to determine the overall performance and rating of a PHA. If a PHA fails to submit for SEMAP certification or gets a very low score, then the PHA is considered to be troubled. The Moline Housing Authority is currently considered to be troubled. However, corrective measures have since been put in place to ensure proper administration of the program and this was confirmed by the HUD representatives at an exit interview of their visit. Chairperson Grimes stated that he sat in on the entrance and exit meeting for this review and agreed with Mr. Afoun's observations.

**a. Resolutions #657, #662, #663, #664, #665, #666, #667, and #668:**

Resolution #657 was to approve/authorize a contract with Everywhere Wireless, LLC. Mr. Afoun said that at the last meeting the Board directed him to obtain HUD permission and/or an opinion on entering into a 5 year contract with this single provider. Mr. Afoun also said that they had gone to Chicago to see if HUD would approve a 5 year contract, but was told they will not support this. HUD suggested going for a 2 year contract. Everywhere Wireless has since revised the proposal based on this information. They have changed the contract from \$17 to \$19 per unit per month as well as adding a penalty of about \$40,000 if we do not renew after the 2 year period. Mr. Afoun recommends approving this revised contract because he feels the tenants will sustain it. Commissioner Bloom asked if they cancelled off of our program, would that mean they would remove all of their equipment and then asked if it should. Mr. Afoun responded no. Commissioner Bloom said that maybe we could get a better deal if we do include the tower into the exit deal. Commissioner Capan stated that everywhere Wireless would have a right to maintain their equipment on our building for 10 years. Commissioner Bloom said the real value to them is the tower that allows them to extend services to other businesses in the area and that maybe we can negotiate something with them. Mr. John Callas said that generally antennas have a potential of making around \$3,000 per month. Mr. Callas also said that any approval from the Board today has to be subject to terms in the agreement. Commissioner Bloom mentioned that we are also exposed to a rate hike after 5 years. Commissioner Bloom also said that if the Board approves it, one of the immediate clients they would get is RIHA. Chairperson Grimes said that maybe for the first 5 years we could let the antennae go gratis, but after the 5 years maybe we should look at tower rent and or the per unit fees. Mr. Afoun stated that Everywhere Wireless is hesitant to provide a blank contract and they won't proceed without the initial Board approval. Mr. Afoun suggested the Board approve the Agreement in principle taking into account the Board's direction regarding term, monthly fees, severance fee, and antennae charges after 5years, subject to the Board's approval of the final contract language. Commissioner Capan asked if the termination fee is an allowable expense with HUD for \$40,000. Mr. Afoun said we do have a non-federal fund that we could use or write to HUD for approval of this expense. Motion was made, and seconded, to approve Resolution #657 as amended and is subject to the approval of the final contract. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #662 was to approve/authorize a one year dental benefit contract with the lowest bidder, United Healthcare with a premium of \$37.51 for employee only plans and a deductible of \$50.00. Mr. Afoun said that the current dental insurance contract is due for renewal. Mr. Afoun said he recommends going with the lowest responsible bid. Motion was made, and

seconded, to approve Resolution #662 for a one year dental benefit contract with the lowest bidder, United Healthcare for the total premium of \$37.51 for employee only plans and a deductible of \$50.00. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #663 was to approve/authorize the new organizational structure. Mr. Afoun stated that he had brought this new organization chart to the Board last month for them to look at and is now asking for Board approval of it. The organizational change is being made to bring the MHA into compliance with current HUD regulations. Motion was made, and seconded, to adopt Resolution #663, the new organizational structure. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #664 was to approve/authorize the new mission and vision statements. Mr. Afoun stated the Board identified to him was to develop/revise the mission and vision statements. Mr. Afoun stated it was a comprehensive exercise and the staff had gone to a day retreat and they contributed to making these mission and vision statements. Mr. Afoun indicated these new statements would be published on the website. Motion was made, and seconded, to adopt Resolution #664, the new mission and vision statements. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #665 was to approve/authorize the new service pledge. Mr. Afoun stated that one of the things he wants to accomplish is to increase the service level that we give to the public. He wants us to be held responsible to this service pledge. He will do his very best to hold himself and his staff to that standard. Mr. Afoun stated that this makes it quantifiable and allows us to do a quality control. Commissioner Bloom said that the pledge is a nice professional set of goals. Commissioner Ainsworth suggested this pledge be inserted into the employee manual and recommended that all employees sign it and agree to it. Chairperson Grimes agreed that it should be put into the employee handbook. Motion was made, and seconded, to adopt Resolution #665, the new service pledge. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #666 was to approve/authorize the utility allowance. Mr. Afoun stated that HUD stipulates that we should award a utility allowance. Part of the HUD requirement is to conduct a study to determine if there has been an increase or not. Mr. Afoun stated that we have conducted the study. Mr. Afoun said the study was for Section 8. Commissioner Ainsworth asked if the Housing Authority charges each person for utilities that lives here. Mr. Afoun responded that this applies to the Section 8 residents that get issued a voucher for residents to find housing outside of the housing authority and we pay up to a certain percentage and the participants pay the rest. Motion was made, and seconded, to adopt Resolution #666, the utility allowance. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Resolution #667 was to approve/authorize 110% FMR Payment Standard. Mr. Afoun stated that this relates to Section 8. Mr. Afoun said that HUD does Fair Market Rent (FMR) and housing authorities usually adopt that. He said that this is at 110% of what HUD has determined. Mr. Afoun said the Board can go to 120%, but MHA would have to obtain HUD approval in order to go that high. An Annual Board resolution is required and MHA has done an annual resolution in past years. Motion was made, and seconded, to adopt Resolution

#667, the 110% FMR Payment Standard. All voting members present voting “aye”, none against, the Chair declared the motion carried unanimously.

Resolution #668 was to approve/authorize bed bug treatment and prevention services for a period of one year at Spring Brook, Spring Valley, and Hillside Heights with the lowest responsible bidder, Springer for a total cost of \$54,780.00. Mr. Afoun stated that we have a bed bug issue here that we are trying to resolve. He said that they have identified 67 units that are affected, but will go back and do a canine inspection as well as a one year preventative treatment and they will go to each unit and make sure that they are bed bug free. Commissioner Ainsworth asked when they can start. Mr. Afoun responded that they can start as soon as the Board approves it. Commissioner Capan asked if we have done business with Springer in the past and Mr. Afoun responded that yes, they are our current pest control provider. Motion was made, and seconded, to approve Resolution #668 for bed bug treatment and prevention services for a period of one year at Spring Brook, Spring Valley, and Hillside Heights with the lowest responsible bidder, Springer for a total cost of \$54,780.00. 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 stated that one of the comments that HUD passed was that they were very pleased with the format we use for this Section 8 report and encouraged us to continue to use this format. Mr. Afoun also said that we have some money in our reserves and that he intends to write to HUD to allow us to use the reserves and also the admin fees for use in getting an assistant for the Section 8 Manager. This was recommended by HUD since we are on the right track and in order for us not to go back onto the wrong track. Mr. Afoun said that another thing HUD looked at while they were here was utilization rate and that they were very pleased that we were utilizing the money.

**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 said we are in good shape and there are no major issues.

**d. 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 is taking care of work orders in a timely fashion.

Mr. Afoun said that currently there are no ongoing projects at the moment other than a mock demo of the main/screen door project that is in process. Mr. Afoun also spoke about how much we have available in capital funds and that we are not proceeding with any major projects right now because of the new administration building project that we are planning for and are planning on using reserves along with capital funds to build this building. Mr. Afoun indicated we are waiting for a response from HUD to move forward with this project.

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

Ms. Diane Fox said that the kids are back to school so there are no more activities going on for the kids right now. She mentioned that Connected Living had their 2<sup>nd</sup> graduation at Spring Valley on the 16<sup>th</sup> and there were 9 people that graduated from that session. There is another graduation from Hillside coming up with 14 students graduating. These people will be receiving computers if they so choose. Ms. Fox mentioned that people are frustrated

because they have not gotten any high speed internet service yet. They feel all this stuff was promised to them, but they still haven't received anything. Ms. Fox stated that the RAB is planning a health fair. They have decided to start with a health fair in Spring Valley. They feel that this is more accommodating for elderly and disabled, who they feel will probably benefit the most from a health fair. She said if it goes well they are going to try to have a career fair at Spring Brook. The health fair is tentatively planned for April 13<sup>th</sup> from 2:00pm to 5:00pm. Ms. Fox said they will probably need volunteers, so if anyone is interested, please let them know. Ms. Fox let the Board know that they meet at 5:00pm every time the regular Board of Commissioners meets and that if anyone would like to come and see what they say, visit with them, or anything, please come check it out. Commissioner Bloom asked the date for the career fair and Ms. Fox responded that no date is set yet as they are planning one fair at a time since this is their first attempt at doing any of these types of things. Chairperson Grimes said he wants the message passed to the tenants that we are getting closer to having the internet for the residents, but the negotiations are much more complicated than he originally thought they would be.

7. **Closed Session - 5 ILCS 120/2 (c)(1) & 5 ILCS 120/2 (c)(11) – Personnel Issues & Potential Litigation:** Motion was made, and seconded, to go into executive session at 7:13 P.M. and a roll call was taken. Voting Yes were Melvin Grimes, Kathy York, Chuck Capan, Bill Bloom, 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 8:30 P.M. and a roll call was taken. Voting Yes were Melvin Grimes, Kathy York, Chuck Capan, Bill Bloom, and Jennifer Ainsworth. The Chairperson declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 7:57 P.M.

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

The board expressed its consensus that the Asset Management Project (“Amp”) realignment as required by HUD should be implemented by the Moline Housing Authority.

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 7:58 P.M.

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Melvin Grimes, Chairperson