

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

April 15, 2019

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 Leslie Stange-Crotty, Vice-Chairperson David Parker, Jr., Chuck Capan, Diane Fox, and Jay McCowan. Staff members present were Executive Director John Afoun and Recording Secretary Maria Nino. Board Counsel was in attendance. Also in attendance was Lee Westlund.

1. **Call to Order:** Chairperson Leslie Stange-Crotty called the meeting to order at 5:30 p.m.
2. **Approval of the Minutes of the Regular Meeting of March 18, 2019:** Minutes of the Regular Meeting of March 18, 2019 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of March 18, 2019, as presented. All voting members present voting "aye", none against; the Chairperson declared the motion carried.
3. **Executive Director's Report:** Verbal report provided by Mr. John Afoun.

Mr. Afoun talked about how it was brought to his attention that a rotary floor machine had gone missing. He stated that it was bought but never delivered as it were. He said they suspect that a former employee may have taken it. Circumstances had lead them to believe that. He stated he had discussed this with our human resources director and said we should speak to our lawyers. The lawyer said we have suspicious circumstances, but things are not black and white. They said that if we were going to take someone to court we would need an air tight case. Mr. Afoun said the equipment cost is about \$500 and was purchased a few years back. He recommends to just let it go and chalk it up to a learning experience because it would cost much more to pay a lawyer to chase this guy all over town. Commissioner Capan asked if we have talked to the Moline Police. Mr. Afoun responded no. Commissioner McCowan asked if anything else has been taken. Mr. Afoun said an item was bought in the name of MHA and the person was contacted, he then went and paid for it after us calling him to ask about the purchase. At this stage we are not exactly sure how many things have gone missing as a result of his activity, but we do have reasonable well established inventory control systems in place. It is not the norm, but an exception to the system. Commissioner Capan said it is not an inventory problem it is a purchasing problem. They said that it should have been received, and had a purchase order prior to paying an invoice. Commissioner Capan and Commissioner McCowan suggest contacting the police saying we suspect this had happened. Chairperson Stange-Crotty asked for our insurance deductible and Ms. Nino responded that it was \$1,000.

**a. Resolution #906:**

Resolution #906 was to approve/authorize the Bad Debt Write Offs. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

- b. Approval of Financial Report:** The Board reviewed the financial reports as presented. Mr. Afoun said this is the first time in several years that we have received the March finance report in time for the April board meeting since March is our year end it normally takes more time to be ready.

- c. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun said we have money and there is really no major concern as far as the Section 8 program is concerned. We have been purging the waiting list. Commissioner Fox asked do we have a projected date of opening the list up again. Mr. Afoun said he wants to wait until the list goes down a little bit before opening it back up again because he doesn't want people to wait a long time and have false hope..
- d. **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 that arrears were reduced a little bit from \$18,000 to \$15,000. Most of the arrears are people who do not disclose their income changes. Commissioner Capan asked can we check people more than annually. He suggested monthly or quarterly. Mr. Afoun said we do the recertification annually. We do have interim recertifications, but he will see if the system will allow us to check more often. Commissioner Capan asked if there was cost to check. Mr. Afoun said EIV use is free. He said a disadvantage to that is their system is a little slow. Commissioner McCowan said maybe quarterly. They were asking what the time involved to do this might be. Mr. Afoun will ask Donica Davis about this.

We are struggling a little bit on unit turnaround. There was discussion regarding possibility of outsourcing lawn care in the future, but for now we are thinking of hiring seasonal help for this. Vice-Chairperson suggested contacting Ms. Allison Fleming at the City of Moline. She does a lot of temp / hire casual hires. She is the manager of the human resources. He said to tell her that David Parker asked us to call. Commissioner McCowan said that around October and November is a good time to bid out lawn care for future reference.

- e. **Development/Maintenance Reports:** The Board reviewed the Capital Funds & Maintenance Progress Report, which showed current and future projects. The report also addressed work orders which had all been completed for the month.

Regarding pest control, Spring Brook has no bedbugs. Roaches have gone down since we employed Mr. Rick Lovett, he is really working hard to make sure these things are good. Vice-Chairperson Parker has a question. He said that on Spring Brook it talks about failure to comply. It is under the combined area on the Spring Valley report, but not on the separate reports so he is not sure if there truly were any failure to comply issues. Mr. Afoun said he would look into this.

Current projects were reviewed. The site lighting project is scheduled to be completed this month. Everything is on track to be completed by the 26th. Mr. Afoun plans to revise the future projects listing once funding is approved to move forward with the tax credit project for Spring Brook. Commissioner McCowan asked what we are going out for bid on. Mr. Afoun responded we will be going out for bid on the security cameras soon. He said that the police were involved in both the lights and camera projects.

Mr. Afoun stated he had not received the monthly police reports. Vice-Chairperson Parker said that he did receive the police reports. Mr. Afoun asked who he can contact in regards to this. Vice-Chairperson Parker said he does see that Mr. Afoun received this actual e-mail. He then said Mr. Afoun can contact him if he does not receive the report.

**4. Resident Advisory Board (RAB) Report:** Verbal report provided by Mr. Lee Westlund.

Mr. Westlund said he had a question from last month. They have tried forever to get people interested in joining RAB. He asked if there is any point in having a RAB board. Mr. Afoun said he thinks there is a person interested in Spring Valley. They talked about the river bend food program. Commissioner Capan asked if serving on RAB satisfied community service and Mr. Afoun responded no. Commissioner Fox said she got into it because she was told that once a year they would go on a trip including a conference.

**5. Any other business that may come before the Board including comments from the general public:**

Vice-Chairperson Parker said he was working with Ms. Nino for a roster of the commissioners and expiration dates. That made us look at the website. We should put the contact information for the commissioners. He requested that commissioner phone numbers and e-mails be put onto the website. The website should also be updated to show a greeting message from Chairperson Stange-Crotty.

Mr. Afoun said that we are required by law to produce and distribute an annual report. It has been suggested that at the next month's board meeting we are going to have a professional photographer to take photos.

Mr. Afoun, Chairperson Stange-Crotty and Vice-Chairperson Parker met with the new Greater Metro Housing Authority. They got to meet their peers, the Chair, and Executive Director. Chairperson Stange-Crotty said she listened while the other commissioner and Mr. Afoun talked. They opened a conversation about how we could help each other. Maybe we could offer our bedbug heating machine. This opened the door with maybe them helping us getting units put together. Our organization looks a lot more like Greater Metro Housing Authority than Rock Island Housing Authority. Vice-Chairperson Parker thinks it's a great opportunity for us to utilize each other's strengths. We were going to try to formalize with an interagency agreement. Once we formalize a project to work on we would develop an interagency agreement. There are two inter-governmental agreements at the moment. We took over the recertification for Garfield School and rent reasonableness for them. The previous Executive Director and Mr. Afoun had a good relationship. Now that the commission is involved it has made it much broader. They will do a joint trip to Chicago. It would be more beneficial to go to Chicago with them. Mr. Sherrod has been promoted and Shirley Wong is now in his old position. Mr. Afoun said that HUD has always wanted us to work together and have economy of scale. One issue that came up was having a joint waiting list. The Greater Metro Housing Authority Executive Director is open to working together.

**6. 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 6:25 P.M.

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Leslie Stange-Crotty, Chairperson