

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

April 20, 2020

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 5:30 PM via teleconferencing due to COVID-19.

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.

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 13, 2020:** Minutes of the Regular Meeting of March 13, 2020 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of March 13, 2020, 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.
 - a. **Resolution #942:**

Resolution #942 was to approve/authorize the Hillside Heights Roof Replacement Project. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #943:

Resolution #943 was to approve/authorize the Hillside Heights New intercom System Project. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #944:

Resolution #944 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.
 - c. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun said there was really no movement in the Section 8 program. We are just doing administrative work and adjusting income as people lose their jobs. We are doing inspections, but we ask questions before we go in and wear protective gear when going into homes. There is not a lot going on in the program due to the coronavirus pandemic.
 - 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 there is not much to report.

The number of units that are empty are very low and these are with management. We have about twenty units with management due to the coronavirus pandemic.

Mr. Afoun said that things are good with pest control.

- 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.

Mr. Afoun said that the security camera project is in progress and we are about 97% complete. We are working with our interne4t providers so that the police can view it from the police station.

Mr. Afoun said that the office has been closed to the public, however we are performing duties through telephone, email, and fax. We have suspended all inspections, except for emergencies. Only emergency work orders are being completed. We are not charging late fees and we are not evicting anyone according to government directives.

Mr. Afoun asked the attorney if we are able to issue lease violations instead of late fees or evictions, just to have a record that this has occurred. Mr. Afoun said we are not seeking to evict. Commissioner McCowan asked if we are talking about people who were in this position before the coronavirus or just now. Attorney Remus said with a 14 day for a lease violation you have to be careful that it goes stale after 30 days. Attorney Remus said to send the 14 day notice to him to review. Commissioner McCowan asked are we talking about people who were in arrears before all this happened or due to coronavirus. Mr. Afoun said according to HUD we should not evict under any circumstances right now. There was a lengthy discussion about if they should send out lease violations. Attorney Remus offered to send a letter on his letterhead. Commissioner McCowan asked what the procedure is if someone says they got laid off or let go. Mr. Afoun responded that they are given paperwork to fill out and explained the procedures. Commissioner Fox said there were 22 people who had reported lost their jobs. Chairperson Stange-Crotty said Mr. Afoun is going to put the information in a letter. Mr. Afoun said those who owe and who did not pay their rent could receive a letter or they could send a flyer to everyone. They are going to get the letter out and send out a flyer. Mr. Afoun stated he will send a drafted letter from Attorney Remus as well as a general flyer.

There is one person confirmed with coronavirus at Hillside. Chairperson Stange-Crotty said they would like to be kept up to date on anyone who may test positive. Commissioner Fox asked if we can pass out masks. She doesn't think we have enough help as far as tenants and doesn't think they have the money for masks or hand sanitizer. Mr. Afoun said each entrance has hand sanitizer. We are advising tenants to stay indoors and practice social distancing. Commissioner Fox said she doesn't like not providing masks and hand sanitizer, but there is nothing she can do about it after Mr. Afoun said it is not practically feasible to purchase masks for every single tenant and section 8 participant. Chairperson Stange-Crotty said she is in the high risk category and has chosen to self-quarantine, which they could also practice as far as tenants and participants. Mr. Afoun said we will continue to send flyers and remind people to practice social distancing, but we are doing the best we can in order to keep operations going.

4. Resident Advisory Board (RAB) Report:

No report provided.

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

No other business to come before the Board.

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 6:09 P.M.

Leslie Stange-Crotty, Chairperson