

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

August 15, 2016

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 Melvin Grimes, Vice-Chairperson Chuck Capan, David Parker, Jr., and Comlan Houanvoegbe. Staff members present were Executive Director John Afoun and Recording Secretary Maria Nino. Board Counsel was in attendance. Also in attendance were Tammy Jones, Lee Westlund, Laurie Elhers, and Dodji Mawougbe.

1. **Call to Order:** Chairperson Melvin Grimes called the meeting to order at 5:30 p.m.
2. **Approval of the Minutes of the Regular Meeting of July 18, 2016:** Minutes of the Regular Meeting of July 18, 2016 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of July 18, 2016, 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 said they had a phone conference on Thursday and the contract was changed to say they will no longer do a survey, but will do an inspection. The contract for the purchase has now been signed by both parties. Everything is ready in terms of documentation, but we are waiting for HUD's approval to see if we are going to use reserve money or borrow from the bank.

A meeting was held with Clark and Associates, our development consultant, two weeks ago to discuss the way forward regarding the Spring Hill development. Mr. Clark advised there were issues with the tax credit. Apparently the Illinois Development Authority, which funds tax credit projects, had stopped approving projects for the Moline area due to oversupply. He had also advised that 32 units on the corner lot will not be attractive to people for the tax credits. Mr. Clark met with Commissioner Parker, Jr. to discuss potentially acquirable properties in Moline as he feels that land is not large enough to build what they want to build. Commissioner Parker, Jr. said he told Mr. Clark that the City doesn't have a lot of property that they own, but he gave three different properties that could be acquirable, although they were not owned by the City. Mr. Clark also said he has to have a large enough number of acres to be able to put the design properties on them to make it worth everyone's while. He would like to make it similar to what they did in Rock Island. Those are kind of what he would like to model these new construction properties as. We are still early on in the process and tax credits are very competitive so we need to have support from all kinds of agencies. We are nowhere near breaking ground on anything, as we have no ground to break. Vice-Chairperson Capan asked if the City is downsizing their park inventory. Commissioner Parker, Jr. replied not that he knows of. He elaborated that there was some talk of trying to acquire the baseball diamond old hospital park, but they can't do that because it was given with certain restrictions.

Mr. Afoun stated he met with the RAB board and kept them appraised of what we are working on. He said that behind Hillside Heights there is an old building that MHA had an opportunity to buy in the past, but turned it down. He said there are some issues, such as the owner does not want to sell, but he was wondering if the City has any influence. Commissioner Parker, Jr. said he doesn't know anything that the City could do. Mr. Afoun said the property

could be acquired and demolished rather than have the asbestos abated. Chairperson Grimes said he thinks what we need to do, is we need to keep an eye on the horizon and hope that things will open up to us. It is going to be necessary and viable because the face of public housing is changing. Mr. Afoun said he wanted to put to the Board if anyone is aware of any vacant property that is available, maybe we can investigate more so we can begin the process of application. We have opportunity to submit the application this year, if we miss this year then it will be March of next year. Commissioner Parker, Jr. said he believes it is 5 acres with utilities what Mr. Clark is searching for. Mr. Afoun said the cost of the acquisition can be part of the application. He also said if we don't get the land we won't be able to proceed as much as he would like to. Vice-Chairperson Capan asked about the land off 41st Street next to Genesis. Commissioner Parker, Jr. said it is owned by Genesis, so that is up to them.

a. Resolution #819:

Resolution #819 was to approve/authorize the Spring Brook Re-Roofing Project. This resolution was approved through phone poll and was ratified at the Board Meeting. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #820:

Resolution #820 was to approve/authorize the Check Signing Policy Revision. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #821:

Resolution #821 was to approve/authorize the Organizational Structure Revision. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #822:

Resolution #822 was to approve/authorize the Discontinuation of Flat Rate Telephone Reimbursement Policy. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #823:

Resolution #823 was to approve/authorize the Personnel Policy Revision. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #824:

Resolution #824 was to approve/authorize the Bad Debt Write-Offs. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #825:

Resolution #825 was to approve/authorize the Appliances Purchase. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously.

- b. **Approval of Financial Report:** The financial reports were presented and reviewed by the Commissioners. The reports included the months of July 2016. Mr. Afoun said there is nothing major to report and we are in good shape. We are where we should be according to our budget.
- c. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun stated that we are making steady progress. The vouchers are there and we have the applicants on the list, but finding a place is the challenge. We are pushing to get to 230. Hopefully our efforts will pay off in order to bring in more admin fee. There are no issues or problems to report other than utilization.
- 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. The pest control and lease violation spreadsheet was also reviewed. Mr. Afoun stated that unit turnaround should have been reduced to our target of 14 days, but one of our units had roaches and we therefore did not lease it until it was taken care of. We don't want to lease anything that has pest control issues. We did meet our turnaround target at Hillside though. Commissioner Parker, Jr. asked about the bedbugs. He wants to know if the three that were cured and the five that were new, were any of the five reoccurring. He said it states on the report that one is re-infestation and two are new. Mr. Afoun said that although it states it is re-infestation, it is a re-infestation of a “new” unit. Commissioner Parker, Jr. asked what “other” entails regarding lease violations. Mr. Afoun said the other is that we invited residents to come to a resident meeting and we issued lease violations for those who did not attend. He wanted to know if the disturbing the neighbors in Spring Valley violation was a police call. Mr. Afoun said sometimes the neighbor brings to our attention, sometimes the police bring it to our attention. Generally it has been quiet as far as the police are concerned.
- 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 and that the maintenance staff is taking care of work orders in a timely fashion. Mr. Afoun stated that in terms of the quality of work and schedule there are no issues. The residents are cooperating and they are happy with the end results. The asphalt sealer and striping project has been completed. At the last board meeting the plumbing information needed further clarification. Mr. Afoun contact he water department, but he has not yet heard back from them. Apart from re-roofing the plumbing modification is the other large project we plan to undertake in the near future. After the plumbing project, he was talking to the RAB board to see what they thought our next project should be. Mr. Afoun said it was brought to his attention that there is a problem with the elevator at Hillside. That will be the next major project. Mr. Afoun said the issue with the elevator had been brought to his attention at least six months ago. Mr. Afoun said he will look at it and bring a report back to the Board next month.

Vice-Chairperson Capan asked if we have backups and problems and why we want to replace the laterals on the main. Mr. Afoun responded yes. Commissioner Parker, Jr. said we have REAC inspections and want to know if

there are any coming up on the horizon. Mr. Afoun responded we have three years until we have another one.

Mr. Afoun said we had two ceilings collapse. He said Chairperson Grimes's concern was to get portable storage units such as pods to be available for residents to store their items in while work is being done in their units. The portable storage units are now on site.

Board Counsel, Ms. Carrie Clark, requested her contact information be included in the Board Contact sheet rather than just John Callas. She also stated that "Church" should be omitted from their firm name.

4. Resident Advisory Board (RAB) Report: Verbal report provided by Ms. Laurie Elhers.

Ms. Elhers said she spoke with Ms. Lorena McMillan. The Principal of Washington Elementary called and wanted to thank us for the wonderful care we took for the programs. The people who had complained the most over having their apartments painted are the ones who are the happiest about it once it was all done.

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

There was 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 6:23 P.M.

Melvin Grimes, Chairperson