

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

August 17, 2015

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 Kathy York, and Leslie Stange-Crotty. Staff members present were Executive Director John Afoun, and Recording Secretary Maria Nino. Board Counsel was in attendance. Also in attendance was Diane Fox, Tammy Jones, Lee Westlund, and Laurie Elhers.

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 20, 2015:** Minutes of the regular meeting of July 20, 2015 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of July 20, 2015 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 stated that he had received an email from both commissioners that were not going to be here, so he subsequently called the Chair and was directed that since it is such an important decision that is to be made, they decided to reschedule the presentation by SE Clark & Associates so all board members could be present. Mr. Afoun recommended scheduling a special board meeting next week to get moving on this.

The SEMAP certification was submitted in May of this year. Mr. Afoun referenced a letter from HUD showing we have retained high performer status for the Section 8 program. He stated this is a tremendous achievement from where the program once was. He congratulated Ms. Teresa Chapman and the team for their hard work to retain that status.

Mr. Afoun said that PHAS includes the REAC Inspection score. We are one of the few housing authorities where both programs achieved high performer status. He said that in HUD's eyes we are considered a high performing housing authority.

Mr. Afoun spoke about the IT Contract that the board had approved about two months ago with Intensify. He said we have sent a contract to them for execution, but they have yet to do so. He talked about how Intensify has issues with the contract and will not sign it as is. He has asked Intensify to submit their issues they have with the contract. If we are not able to reach a comfortable compromise we will need to go back and bid it out again. Chairperson Grimes said that if Intensify has not responded by the next Board Meeting, we are going out for bid again. Commissioner Stange-Crotty asked why should we wait that long and said by the next board meeting we should have the new information at hand to see if we have to go out for bid again or if we can negotiate with the next bidder in line. There was discussion about what they should do in this situation. Chairperson Grimes said if they don't want to sign and we have not heard anything from them or reached an equitable agreement by the next Board Meeting we have already taken the steps to proceed with another company. Commissioner Stange-Crotty has hesitations if we even want to see a contract with them due to this situation. Legal counsel said you can spend more time negotiating, but unless you are willing to compromise on the terms proposed initially then there is not a lot to be gained from that. Mr. Afoun said Intensify said the contract is with their lawyer. Commissioner Stange-

Corry asked if we are in immediate need. Mr. Afoun asked for two weeks to see if he can get something within that time frame and if not he will come to the Board. Vice-Chairperson York is wondering if we couldn't just go ahead and direct our lawyer to talk to their lawyer to see if it can't be resolved. Mr. Afoun said once he gets something from them he will get it to our lawyers. Mr. Afoun said tomorrow he will write to the company to get the name of the lawyer and once gets that he will forward it on to our lawyer.

Mr. Afoun informed the Board that Ms. Angela Espinosa and Ms. Nysha Conroy have resigned from the housing authority. Ms. Espinosa went back to school and Ms. Conroy got a better job, but both stated MHA was a good place to work and would consider coming back in the future. We have a temporary worker covering for the housing assistant position as well as at the reception, which is helping the Property Manager to keep things going currently.

Mr. Afoun also mentioned we have appointed a new Maintenance Level 1 employee, Kokou Vonde, who is a resident. This also complies with Section 3 requirements. Mr. Afoun mentioned that Mr. Vonde also speaks and writes French fluently.

a. Resolution #783:

Resolution #783 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 #784:

Resolution #784 was to approve/authorize the Assistant Property Manager's Position. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #785:

Resolution #785 was to approve/authorize the New Organizational Chart. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

b. Approval of Financial Report: The financial report was reviewed by the Commissioners. Mr. Afoun said in AMP 1 we are a little above where we ought to be income wise and exactly where we need to be on expenses. In AMP 2 income is one percent more than where we budgeted, but the expenditure is higher than budgeted because we used money from operations for the bed bug treatment at Hillside Heights. This expenditure was originally budgeted out of Capital Funds, but we decided to spend from the Operating account instead. We hope the Section 8 deficit will balance out at the end of the year once we get to our targeted utilization.

c. Section 8 Report: The Board reviewed the Section 8 Report as presented. Mr. Afoun stated that we are issuing the vouchers in increment as they lease up. The PIC reporting is supposed to be 100%, but it is 98% since there was an issue that has now been rectified.

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.

- e. **Development/Maintenance Reports:** The Board reviewed the Capital Funds & Maintenance Progress Report, which showed current and future projects. The Concrete & Asphalt project is going on well other than some changes and delays, but we are still in the time period allowed. Mr. Afoun stated we have established that the speed bump is not what we expected as it is not long or high enough and people are still driving over it. He will talk to the contractors about this. The next project will be internal painting and we want to do some sign work as well.

Mr. Afoun then talked about pest control. He said there are still signs of infestation in computer lab and 4 units are still infested at this time. He is going to organize a meeting with Iowa Illinois to try to hash out these things. It has been at least 90% successful. Commissioner Stange-Crotty said that on the pest control report she wants to know how many of those are repeat? They have been treated but then they get it again. We could add next month with an asterisk to show how many are repeat. She wants to know which ones are constantly having a problem and sees a failure to cooperate with pest control and wanted to know if that is a repeat person. Chairperson Grimes is beginning to get concerned about that and wants to know repeats and who the individual is and if we are having problems with them. Mr. Afoun said he will get the information tomorrow. Chairperson Grimes said that with the amount of money we have spent addressing the problem at Hillside we need people to understand we are serious about this since it is threatening the health and safety of the rest of the residents. Commissioner Stange-Crotty asked about the legality of fining people that are non-compliant. Mr. Afoun said if it is not in our ACOP we cannot do that. Commissioner Stange-Crotty asked if we should apply to try to add this and be able to get that. Mr. Afoun asked if it would be in lieu of eviction, and Commissioner Stange-Crotty said it would be in addition to eviction. There was talk about dealing with hoarding through housekeeping inspections.

The current work orders were reviewed and showed that all monthly work orders had been completed within the month.

Mr. Afoun stated that a long time resident had passed away last week at Hillside Heights.

Mr. Afoun said that everything is going well, evidenced by the two reports we had from HUD, the SEMAP and PHAS scores.

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

Ms. Diane Fox said Spring Brook has had another successful summer. The Summer Lunch Program averaged 57 kids over its 5 weeks. The 6-week Summer School program had 33 students. Students made 4 trips to the Moline Library under the "Buses to Books" program provided by Metro Link. We want to thank all those who participated to make these programs a success. They wished to thank Project NOW for making and serving the lunches, Head Start for providing their classroom for the students, Washington Elementary for another successful Summer School program, Metro Link for providing free transportation to the library, Moline Public Library for their summer reading program, TLC for providing their director and tutors to help with the Summer School program, MHA office staff for providing support and assistance when needed, and Moline Housing Authority Maintenance staff for keeping the bathroom supplied with supplies. She also handed out a copy of the health fair

flyer and stated they have about 12 vendors that are supposed to be coming. This is a few less than last year, but they think it will work well. Ms. Fox mentioned that Mr. Comlan Houanvoegbe would not be here to translate French during the Health Fair and asked if we could have Mr. Kokou Vonde come for translation. Mr. Afoun said we will ask him.

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

Chairperson Grimes said it is coming close to time for Mr. Afoun's evaluation. He met with our Human Resources professional and she showed them a copy of Knox County Housing Authority's review form. As it was essentially the same as ours, we will continue to use our current evaluation form. Chairperson Grimes stated that this year he will be completing Mr. Afoun's evaluation by himself. He is asking input from the commissioners to him and this year he is going to talk with a couple of employees as well. That will factor in to his evaluation as well. Chairperson Grimes is going to take care of it since he is Mr. Afoun's direct supervisor as per our bylaws. Commissioner Stange-Crotty said that makes much more sense since when you take information from 5 people to combine together things can get confusing.

Mr. Afoun stated we normally meet in September on a Saturday to review the 5 year Strategic Plan, which will be held at the Spring Brook Board Room. There isn't going to be a lot this year. This retreat is preliminarily scheduled for September 19th and it normally starts around 9:00am. We will eat breakfast and it will end about noon. That is right before the September Board Meeting. Commissioner Stange-Crotty said she will provide some kind of breakfast food for the retreat.

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 6:36 P.M.

Melvin Grimes, Chairperson