

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

August 21, 2017

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, and David Parker, Jr. 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 Melvin Grimes called the meeting to order at 5:30 p.m.
2. **Approval of the Minutes of the Regular Meeting of July 17, 2017:** Minutes of the Regular Meeting of July 17, 2017 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of July 17, 2017, 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 he had spoken to the company selling bed bug heaters and had been given references at the housing authority. They confirmed they bought the heater, it is working and they recommend it. He is recommending maybe purchasing one now and see how that works. If it is working, then buy another and get one for each AMP. Vice-Chairperson Capan asked if we have enough electric service to power these things. Mr. Afoun said he believes so. He will speak to the maintenance supervisor to see if we have the capacity to run the heaters. He asked if we are able to do it do we have the authority to go ahead. Commissioner Parker, Jr. and Vice-Chairperson Capan both said they are fine with it.

Mr. Afoun announced that we have again retained our high performer status and he is pleased to make the Board aware of that. This is very good for the housing authority. Next, he stated that Section 8 is similar. He has attached the letter from HUD as well as given a break down on the report. He wants the Board to know that we went from being troubled to become high performer five consecutive years. As a result, HUD has recommended us to help other housing authorities that are troubled. From time to time they ask if we have the capacity to help other housing authorities. He is working with Mount Vernon Housing Authority's Executive Director at the moment. We also had a call from HUD in Indianapolis, which is troubled and is going into receivership asking if we have the capacity to take on the responsibilities. He said we are pleased to offer to help and give advice when we can. These have no monetary benefits to the housing authority but places us in a good light with HUD. Previously we were in their bad books, if we are approved to do it we will be holding the fort until they decide what to do.

Mr. Afoun informed the Board that we have hired Ms. Sharita Pettigrew as housing assistant. Currently she resides in Davenport, Iowa and has experience in customer service.

a. **Resolution #856:**

Resolution #856 was to approve/authorize the Legal Services Contract. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #857:

Resolution #857 was to approve/authorize the Architectural/Engineering Services Contract. 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 month of July 2017. Mr. Afoun said we are doing very well. He is very pleased with the work we are doing. We will continue to monitor it to make sure our expenditures and income are on target. All in all our finances are good. There is nothing to be concerned about. If there is any concern we will bring it to the Board's attention. We have a good fee accountant and they do a good job and we work very closely to resolve any issues.
- c. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun stated that we have good news. We are making progress steadily. Once we complete the arrangement with Gorman we will place 15 vouchers at Garfield. Vice-Chairperson Capan asked when we cut the deal with Gorman will we retain the admin fee and they just get the income. Mr. Afoun responded yes. He said initially it was our understanding that we would get \$200,000 annually, but that was just on paper and will not be happening. Chairperson Grimes said those vouchers stay with the project so they won't port in or out. There is a meeting with HUD on Friday to go over the pros and cons of this project. We have enough money to service the vouchers, so we don't have a problem there.
- 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 in AMP 1 there is not much to report other than arrears. The reason it keeps going up is due to retro rent. This is due to people not reporting their rent and we find out through EIV. Since the Board change the rules where tenants are unable to make arrangements with current rent this has helped the situation.

Mr. Afoun asked the Board's opinion once accounts exceed 90 days we send it to the collection agency. He doesn't know if they want to see those reports or just use that for management. Commissioner Parker, Jr. said only if there are any anomalies that need to be brought to their attention.

Hillside has no major concerns. Their turnaround time has gone down to 12 days there, Vice-Chairperson Capan mentioned.

Mr. Afoun mentioned we are on top of things concerning pest control. Now that the Board has given the green light we can get the heater and make it even better. We are struggling a little bit with the roaches. The bedbugs are our main concern and we appear to be doing a good job. Commissioner Parker, Jr. asked about getting rid of carpet at Hillside. Mr. Afoun said the concern we have there is the amount of work and dollar amount involved in getting rid of the carpet and abating asbestos. We haven't reached a conclusion yet, but it is something we are looking in to. We are on top of the bedbug situation.
- 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. The interior painting has been completed. Hillside work has been almost done for elevator. The steel panels around the elevator buttons is all that is left. There have been no breakdowns. He then went over future projects such as plumbing modifications that this year we want to carry out. We are waiting for the money to be released.

The City has been working with us through Commissioner Parker, Jr. to get signs. The crime officer also came to introduce himself and will install those signs strategically. We will also be installing new cameras. Chairperson Grimes asked if the cameras have gone out for bid yet. Mr. Afoun said as soon as we receive the money into our eLOCCS system we will.

All work orders have been completed for the month. Vice-Chairperson Capan talked about using any extra money to take care of the Hillside Heights carpet removal if possible.

Commissioner Parker, Jr. asked if we can see if it requires additional electrical services lets be sure we have the funding for that before we do tree removal, etc. He said he would be in favor of offloading some of the projects in order to make the bed bug heater project work because it is very important. If we do that we would need to do a revised 5 year plan if moving any projects around or putting a new project in, replied Mr. Afoun. Vice-Chairperson Capan asked how it worked for our pest control contractor when they would use their heaters. Mr. Afoun said there is a long hose and the generator stayed outside of the building. Chairperson Grimes suggested doing the homework on the bedbug heaters and if a generator will be necessary or if electric service will be sufficient. Mr. Afoun said he will talk to the maintenance supervisor and have him get a professional electrical opinion regarding the electrical system if we purchase the bedbug heater.

Mr. Afoun said that the staff are constantly encouraged, motivated and inspired to do the best they can and it appears there is a much better cohesion between the staff now and what we had previously.

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

Mr. Westlund had nothing to report at this time.

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

Mr. Afoun said they met with the Mayor and City Administrator. He said it was a very positive and informational meeting. He does seem amenable to letting us take a look at that land out by the airport. He said he would be willing to talk about it some more. She made clear she wants to do higher income, but Mr. Afoun said we just want a little corner of the world. It was a good meeting. Mr. Afoun said he went away very impressed with the Mayor and he believes she is going to do great things for the City. He hopes she will give us audience from time to time and he really enjoyed the meeting. Commissioner Parker, Jr. said his feedback was similar. They were very impressed with you guys as well and an opportunity to touch base. Vice-Chairperson Capan said they don't really think of us. Commissioner Parker, Jr. said it is one of those weird partnerships. Chairperson Grimes said it was a very positive experience.

Commissioner Parker, Jr. wanted to touch base with regards to changing the By-Laws. He wants to know if we are moving forward with that. It doesn't indicate the resident commissioner can be a Section 8 person, it just talks about being a resident of the housing authority. Mr. Afoun said he would like to talk to the board and legal counsel and was thinking that the annual meeting would be a good time to go over this. Mr. Afoun talked about language with HUD that indicates that a tenant through Section 8 qualifies. Commissioner Parker, Jr. would like our by-laws be broader as opposed to narrow. Right now it is defined as anybody living in one of our three projects rather than also in Section 8. He just wants to make sure future decisions are not scrutinized due to her voting on those.

Commissioner Parker, Jr. mentioned Commissioner Stange-Crotty hasn't been here for several months in a row and wants to know if there is something the Board can do. Mr. Afoun said he thinks there is something in the By-Laws about it. Commissioner Parker, Jr. said he likes her, but he just wants to have someone who will be here. Chairperson Grimes asked to have a conversation with Commissioner Stange-Crotty as Board Chair. He said it is important to have consistency. Vice-Chairperson Capan said a By-Law should have language determining abandonment of office. Commissioner Parker, Jr. said he thinks there is some trigger to remove. He asked Chairperson Grimes to set an expectation, because it is not fair for them to not know if they can expect her here or not. Commissioner Parker, Jr. said it is not a reflection on her, he would do it to anyone even himself.

Commissioner Parker, Jr. said we are getting to appraisal time and wants to know how we will be handling that. Chairperson Grimes said he will be talking to the Board in the September meeting and they will then make a recommendation in the October meeting. They want a closed session in September meeting to talk about Mr. Afoun's evaluation.

Commissioner Parker, Jr. said to put "closed session if appropriate" always on the agenda just to have a boilerplate just at the bottom of the agenda. He said it is on every council agenda at the City. Closed session to consider litigation, salaries, etc. Chairperson Grimes said this is also on the RIHA agendas. Mr. Afoun asked if we just put closed session on the agenda. He said we have been stating what the reason is for going into closed session such as personnel, litigation, etc. Commissioner Parker, Jr. said he has a sheet that he gave Mr. Afoun that has all the different categories along with the state law and the codes. Commissioner Parker, Jr. and Chairperson Grimes in said it is on the agenda just in case.

Mr. Afoun said he was going to contribute to the discussion earlier. What the commissioner can do is develop a code of conduct as a supplement to the By-Laws that the meeting attendance could be spelled out. That is then a practice that governs everyone. Chairperson Grimes said he is going to talk to Commissioner Stange-Crotty first. Commissioner Parker, Jr. said we do need to formalize something because it is not fair to everyone else. Mr. Afoun asked if he should develop something for board's consideration for next month. Commissioner Parker, Jr. said he wants Commissioner Grimes to take care of this situation but Mr. Afoun can develop something for the October meeting. There was a lot of conversation about this.

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 6:225 P.M.

Melvin Grimes, Chairperson