

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

December 16, 2013

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 Melvin Grimes, Vice-Chairperson Kathy York, Chuck Capan, and Jennifer Ainsworth. Staff members present were Executive Director John Afoun, and Recording Secretary Maria Nino. Board Counsel was in attendance. Also in attendance were Diane Fox, Tammy Jones, Lee Westlund, Laurie Elhers, Comlan Houanvoegbe, Earnest Vaughns, Officer Becky Sargeant and Officer Pedro Valladares.

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 November 18, 2013:** Minutes of the regular meeting of November 18, 2013 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of November 18, 2013 as presented. All voting members present voting "aye", none against; the Chairperson declared the motion carried.
3. **Approval of Financial Report:** The financial report was reviewed by the Commissioners. Mr. Afoun made note that the report now indicates what the total reserve is showing the breakdown of the admin and HAP fees. Motion wade made, and seconded, to approve the financial report for the month of November 2013. All voting members present voting "aye", none against; the Chairperson declared the motion carried.
4. **COP Report:** Verbal report provided by Officer Becky Sargeant.

Officer Becky Sargeant referred to the report showing police calls for the MHA properties and reviewed the recent activity. She went over the issues from the last month. The fire department has had a couple issues at Hillside with fire alarms going off when people leave stuff on the stove that burns and causes the alarm to go off. Overall it has been a pretty good month.

5. **Executive Director's Report:** Verbal report provided by Mr. John Afoun.

Mr. John Afoun went over the annual and five year plan in depth, including the major changes that are being proposed in the ACOP and Admin Plan. There are only a couple of policy issues and the rest consists mostly of text revisions and changes in language. He noted that the entire ACOP and Admin plan are currently on our website.

Next, Mr. Afoun talked about a meeting he had with the Moline City Administrator concerning the Section 8 program. He went over four options that were discussed between them about ways to help preserve the Section 8 program, as the City Administrator does not wish to see the Section 8 program fail. The City Administrator will take all four options to the Moline City Counsel and get back to us with what they decided.

Mr. Afoun let the Board know that a resident from Spring Valley had passed away during the month.

Mr. Afoun stated that the resident's annual holiday dinners had all taken place and during those events the conducted a consultation with the residents as well as with RAB members on the agency and annual plan. He suggested having the dinner and the consultation on a Saturday in the future to try to get more residents to attend.

Mr. Afoun said the reduction in staffing level has posed a challenge in the day to day administration in both programs. However, the workload is being constantly reviewed and prioritized in order to maintain the high quality standard that has been established. He said the staff has been very flexible, willing and supportive n that aspect and he hopes there will be a change soon in our funding level.

- a. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun reported that last month they received more money unexpectedly. Commissioner Capan speculated that it was due to the end of the year and they might be dumping or their funds will not be replenished. Mr. Afoun said his plan was to give out 10 more vouchers to commit that money and that because the dollar amount has gone up our utilization rate has gone down. Commissioner Ainsworth asked if we are penalized because it is so low and Mr. Afoun said not until they do the SEMAP, which is in September.
- b. **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 stated that the high number of empty units was due to deaths and transfers. He then talked about bed bugs and how there is a new contractor to do heat treatments. He stated he wants to do evictions if tenants do not follow what they need to do for bed bug purposes.
- c. **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 said that the Spring Valley Reroofing Project has been completed and we are just waiting on the closeout paperwork. The GPNA and Energy Audit is currently being performed and will help in our five year plan and our projections to preserve the physical structures.

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

Ms. Fox stated that residents are complaining about the service provided by MacGray, the contractors who service our washing machines and dryers. She said she liked the idea of brainstorming with the tenants on what to spend money on and it is nice to know they get a voice. The Holiday dinners were good, but low in attendance and therefore she liked the idea of doing them on Saturday next year. She hoped to have the invitation next year could go out in French as well. She then talked about the proposed code of conduct that Mr. Afoun had provided RAB with, but they were not in agreement with a lot of it at this point but were willing to work to get it ironed out. She then brought up the bed bug issue and that was discussed at length between the RAB and the Commissioners.

7. **Any other business that may come before the Board:**

Mr. Afoun discussed our 2011, 2012, and 2013 PHA Plans and stated that they were approved by default. He said he researched HUD protocol and that if they are not disapproved within 75 days since being submitted then it is automatically approved. Next he

said he intends to see the lawyer this week on drafting a letter of show of cause to HUD and to discuss the code of conduct for the RAB.

Mr. Afoun then discussed his wishes for getting tablets for the commissioners once our funds were released by HUD. There was discussion amongst the commissioners on the pros and cons of getting tablets, but it was decided not to get them at this time.

Lastly, Mr. Afoun asked for feedback on the new website. The commissioners said t  
They like the improvements that have been made.

Mr. Earnest Vaughns asked if there was any way to make sure none of the Section 8 residents fell through the cracks if the City of Moline ends up taking the program over. Mr. Afoun stated that nobody would fall through the cracks if there was a transition. Next, Mr. Vaughns asked about having an available computer lab in Spring Valley. Mr. Afoun said they are working on making the computer labs available to tenants, but first we have to secure everything before giving fob access to all tenants.

**8. 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 6:43 P.M.

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Melvin Grimes, Chairperson