

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

February 23, 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 11<sup>th</sup> Avenue A, Moline, IL 61265.

Board members present were Chairperson Melvin Grimes, Vice-Chairperson Kathy York, Chuck Capan, Leslie Stange-Crotty, 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 Comlan Houanvoegbe.

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 January 12, 2015:** Minutes of the regular meeting of January 12, 2015 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of January 12, 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 reviewed the draft budget for 2015/2016 in detail with the commissioners. The final version of the budget will go for approval at the March 2015 meeting and then will be submitted to HUD. A surplus is being forecasted for AMP 1 and AMP 2 and Section 8 is looking to be in a better position than it was in the previous year, but everything depends on the amount of vouchers that are leased up. Commissioner Parker, Jr. asked if the new employee is considered in the budget and was told yes. He also asked if the utilities were going to be rolled over to the tenants and how that impacts the budget. Mr. Afoun responded that it is on hold until spring of this year and once they start paying their own utilities we will revisit the budget. Commissioner Stange-Crotty asked if each unit has an individual meter and Mr. Afoun responded yes, but only for gas and only at Spring Brook. Commissioner Capan noted the increased amount for payments in lieu of taxes. Vice-Chairperson York noted that tenants who are at the maximum rent can have a utility allowance that would be deducted from the rent.

Mr. Afoun announced that Mr. James Williams has been appointed as the Operations Manager. He mentioned that Mr. Williams has worked for many housing authorities including in Boston, Chicago, Detroit, and New Orleans. He stated that we look forward to working with him and for him taking us to the next level.

Mr. Afoun made reference to the board having approved us to have a kiosk two years ago so the staffing level at Hillside could be reduced. He stated that the infrastructure is now in place to do this, but the reason he is bringing it to the board's attention is because there is a cost per year for the services. He wanted to discuss it and see if it is cost effective. This system is easy to use and sophisticated, his only concern was the cost to run it, although there is money for it and budgetary provisions can be made. Commissioner Stange-Crotty asked if we have paid for the infrastructure and if we could use skype instead. Mr. Afoun responded that our IT person had reservations in using skype due to it not being as user friendly and not as clear or fast as what he is recommending. Commissioner Stange-Crotty suggested using the recommended service for a year and gauge the use and how well it works from there. Commissioner Parker, Jr. asked what this does and the purpose of it. Commissioner Capan responded that by sending a person two or three days a week to

Hillside and them basically just sitting there is not effective and if we had a kiosk set up people could use this rather than the staff going over. Commissioner Parker, Jr. asked if these issues could not be handled over the phone. Commissioner Stange-Crotty stated no. Mr. Afoun explained reasons as to why this is a better option than using the phone. There was a lengthy discussion regarding the kiosk. Vice-Chairperson York suggested we try this for a year. Commissioner Parker, Jr. wished to add on that we were to keep track of how we are using this and the criticality of the issues the kiosk was used for.

Motion was made, and seconded, to suspend the meeting so they could go into session for the MHDC Board Meeting at 6:00pm. All voting members present voting "aye", none against, the Chairperson declared the motion carried.

Motion was made, and seconded, to resume the meeting at 6:20pm. All voting members present voting "aye", none against, the Chairperson declared the motion carried.

Mr. Afoun stated that we received official notice that we are now high performers.

Mr. Afoun said we received a grant that allowed us to give laptops to residents that completed a program. Part of the policy said that the laptops were to remain the property of the housing authority. People have since moved out of the housing authority and turned the laptops in, but they are in poor condition and not worth fixing. He wanted to change the policy so that people who have them could keep them rather than giving them back to us. He also would like to either give the ones we have received to our tenants or to donate them to a not for profit organization, such as youth hope or world vision. Mr. Afoun said first we offer to our residents and what is left we will donate. Legal counsel is worried that there may be private information on those laptops and said we need to make sure that the laptops are treated to make sure there is no private information left on them. Commissioner Capan said we could destroy them or other question would be donate to our not for profit. Commissioner Parker, Jr. said he agrees with Commissioner Capan that we should just get rid of them. The Board decided they want Mr. Afoun to take all of the laptops to Scott County Waste to dispose of them in a safe and environmentally friendly way.

Mr. Afoun discussed some issues raised by the Moline Post Office. He said that the carrier has been harassed and the Moline Post Office is proposing to install cluster boxes in support of ensuring the postal worker's safety. Mr. Afoun spoke to the office and the situation was not brought to our attention. Once they did hear about it then it was too late to bar the person from here. Chairperson Grimes asked if this is the second or third time the Moline Post Office has tried getting cluster boxes here. Vice-Chairperson York said she talked to the post office worker and she had not reported this to the police or to the office, but Vice-Chairperson York recommended she do so. Mr. Afoun said he does not know if the post office has the legal recourse to impose cluster boxes on us, but he wanted to encourage the post office worker to report any issues she is having to both the office and or the police. Chairperson Grimes said the idea of cluster boxes is to save time for the carriers walking so much and agrees if they are going to do it they need to document and report the incidents to their supervisor and police department. Mr. Afoun feels it would be a burden to elderly or disabled tenants if we used cluster boxes. Chairperson Grimes said to let Mr. Afoun and the staff work with the post office. The requirement on the carrier's part is our Office and their supervisor needs to know of issues that arise here and if you feel threatened you need to talk to the police. There was a lengthy discussion about this. Mr. Afoun asked with the Board's directive on this. Chairperson Grimes said to work with the post office and tell them what we talked about in the meeting. We will do our part in maintaining the property and the tenants.

- a. **Approval of Financial Report:** The financial report was reviewed by the Commissioners. Mr. Afoun said we are pretty much on target and we are very happy with how things are going. Motion was made, and seconded, to approve

the financial report for the month of February 2015. All voting members present voting "aye", none against; the Chairperson declared the motion carried.

- b. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun stated that the numbers have gone up to 194 and about 20 people are looking. The Section 8 program has now relocated to the Spring Brook office. Commissioner Parker, Jr. referenced an article in the newspaper that Mr. Afoun had said created a lot of interest. He want to know if going up by 4 is because of the interest from the article that was in the paper. He asked if we have new landlords wanting to rent. Mr. Afoun said the landlords that have signed on since the article is just about half a dozen.
  - c. **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.
  - d. **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. Commissioner Parker, Jr. said he has noticed the maintenance workers have been able to close out all work orders every month. He wanted to know if there was any way to reward them after they have done this for a year or something. There was discussions about how good of a job maintenance does.
4. **Resident Advisory Board (RAB) Report:** Verbal report provided by Mr. Comlan Houanvoegbe.

Mr. Comlan Houanvoegbe wanted to reassure the Board. He said a couple of RAB members had surgery and may not be feeling well and some may not be here due to the weather, but RAB is more than alive and here! Mr. Houanvoegbe said they appreciate the new 2015 calendars as they are very useful and a means of information to help tenants know who to talk to and turn to. He has noticed his especially from the French speaking tenants, as he had a lady from Spring Brook come and talk to him just because she found his picture in the calendar. He also wants to thank the Board for letting tenants who have the laptops keep them. He appreciates this and knows they will like that.

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

Commissioner Parker, Jr. asked where we are at with the bed bug issue. Mr. Afoun said bids are due on Friday. Commissioner Parker, Jr. is excited about that.

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 6:56 P.M.

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Melvin Grimes, Chairperson