

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

February 26, 2018

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 Vice-Chairperson Chuck Capan, David Parker, Jr., and Diane Fox. Staff members present were Executive Director John Afoun and Recording Secretary Maria Nino. Board Counsel was in attendance. Also in attendance were Police Chief John Hitchcock, Lee Westlund, and Laurie Ehlers.

1. **Call to Order:** Vice-Chairperson Chuck Capan called the meeting to order at 5:30 p.m.
2. **Approval of the Minutes of the Regular Meeting of January 22, 2018:** Minutes of the Regular Meeting of January 22, 2018 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of January 22, 2018, 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.

Police Chief, John Hitchcock was introduced from the Moline Police Department. He passed around his business card and reaffirmed commitment to the housing authority and working with us. He stated Mr. Trevor Fisk is going to act like our liaison. He said not to hesitate to contact him. He gets his messages and emails and he will respond as soon as possible. Whatever we need he will try to get it done.

Mr. Afoun stated we have had a good working relationship with the police over the years. He had heard we had a new police chief and met with him. He is happy to hear that the new Chief and Capitan are very committed. They have been working with Mr. Afoun to help with the site lighting and security camera projects. He wants to commend Chief Hitchcock and Capitan Fisk who are good guys and helping to achieve a crime free environment. He has also helped to translate signs into French. Commissioner Parker, Jr. said maybe we can get Capitan Fisk to come by next month. He asked if we are interested in meeting the Fire Department Chief as he is also new. Mr. Afoun responded yes. Vice-Chairperson Capan said opening up communications is always good. Commissioner Parker, Jr. said we couldn't be luckier with the new chiefs we have, they are just fantastic.

Mr. Afoun mentioned that at the last board meeting the Board asked we provide written response to the 2017 audit observations, which we have done. It is outlined in the yellow and has been duly addressed. We got the resolution from the bank. Mr. Afoun said that he received a letter from HUD commending us for an audit with no findings. Commissioner Parker, Jr. asked the status of the OIG audit where we owed money. Mr. Afoun responded the ball is in HUD's court at this time and that either they will forgive us or make a repayment agreement.

The board wanted us to find out the price for cords as well as the pedestals themselves for the bedbug heating machine. The cost for the cord is \$5,581 and pedestals is \$1,792. According to the contractor this is necessary in order to use the heat treatment machine. Commissioner Parker, Jr. asked how much the machine was gain and Mr. Afoun responded about \$3,800 for Hillside Heights. He wanted to know what the direction is from the Board regarding this. Commissioner Parker, Jr. asked if the cost was just for Hillside. He said at

AMP 1 a generator would probably be a better way to go. He likes this a lot better than the propane use. Mr. Afoun asked if he should proceed or hold off on this purchase and maybe do a little further investigation. Vice-Chairperson Capan and Commissioner Parker, Jr. want to find out cost on smallest generator that will handle that capacity. Maybe cost for a second cord that is shorter and better for this situation at AMP 1, about 50 feet or so. Vice-Chairperson Capan wants to know if this would be capital fund expense eligible. And wants to know where we have capital sitting there. They discussed suing the operating reserves since there is about a \$30,000 expense. Commissioner Parker, Jr. asked if we feel comfortable that we can handle the capacity of doing this in house. Mr. Afoun said he is in the process of trying to hire someone for pest control services in house and therefore he does feel we can handle this. Vice-Chairperson Capan asked if we can keep him busy for 40 hours a week with pest control. Mr. Afoun said we have written it up that he can help with maintenance if he has time as well. By the next meeting we will be able to know if the new person has accepted the position.

Mr. Afoun gave the cost per site spent for bedbug heat treatments during 2017.

a. Resolution #870:

Resolution #870 was to ratify the 2018-2019 Public Housing Operating Subsidy for AMP 1 that had been previously approved in a phone poll. All voting members present voting "aye", none against, the Vice-Chairperson declared the motion carried unanimously and ratified.

Resolution #871:

Resolution #871 was to ratify the 2018-2019 Public Housing Operating Subsidy for AMP 2 that had been previously approved in a phone poll. All voting members present voting "aye", none against, the Vice-Chairperson declared the motion carried unanimously.

Resolution #872:

Resolution #872 was to approve/authorize the Bad Debt Write Offs. 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 December 2017. Due to our fee accountants installing a new system they do not have the January reports ready at this time. Mr. Afoun stated that next month we will present the January reports.

c. Section 8 Report: The Board reviewed the Section 8 Report as presented. Mr. Afoun stated that he had good news and we are at 234 vouchers at the moment. We have the funds and had a conference call with HUD last week. We have e3 reserves. If the budget is decreased we will have to stop issuing vouchers and maintain it at the dollar amount they have given us to sustain. The waiting list is what the issue really is. Since we have those reserves we would rather issue as many vouchers as possible. What he wants the Board to understand is that the more vouchers we issue the more admin fee we earn. It is a win win situation for us. Commissioner Fox asked if the budget money we get is lowered too much we wouldn't take people of the program, would we? Mr. Afoun responded we would stop issuing vouchers and wait until people get off through attrition and

HUD would pay the difference though shortfall until we get to where they want us to be. Commissioner Parker, Jr. asked when the Garfield project does come online that doesn't affect our numbers, correct. He asked if someone with a voucher through us would go to Garfield would that free up a voucher for us. Mr. Afoun said no that would be a port out.

- 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 stated that there is not much to report other than bringing to the Board's attention that rent arrears are mainly vacated tenants. Current tenants are meeting their obligations and doing very good. Current tenants can no longer have arrangements on current rent and that has improved the position very much. Commissioner Parker, Jr. asked about the violation showing for someone not following their pest control instructions. Mr. Afoun will find out if this is the person's first or second time violating the policy. He said he met with the property manager today and they discussed this and are working very hard to eradicate the pests. We are committed to working to resolve that issue. At Hillside heights there are no bedbugs as of today.
- 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 drainage project and roof projects are completed. Mr. Afoun talked about the projects we wish to do in the future once we get our next capital funds.

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

Ms. Ehlers said if anyone wants to smell the fumes from chemical bedbug treatments just come to her house on Wednesday. It already killed a cat as she stated. Mr. Lee Westlund said the Riverbend Food Program is starting on Friday and there will be 3 deliveries of 20 boxes each. Mr. Afoun stated this information had been distributed to tenants through the resident newsletter. Ms. Ehlers asked when the range hood filters will be changed because it has been a year now.

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

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 Vice-Chairperson declared the meeting adjourned at 6:12 P.M.

Melvin Grimes, Chairperson