

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

January 22, 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 Chairperson Melvin Grimes, Vice-Chairperson Chuck Capan, David Parker, Jr., Leslie Stange-Crotty, and Diane Fox. Staff members present were Executive Director John Afoun and Recording Secretary Maria Nino. Board Counsel was in attendance. Also in attendance was Tammy Jones.

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 20, 2017:** Minutes of the Regular Meeting of November 20, 2017 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of November 20, 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.

a. **Resolution #867:**

Resolution #867 was to ratify the 2018 Agency Plan (Annual/5 Year Plan) that had been previously approved in a phone poll. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously and ratified.

Resolution #868:

Resolution #868 was to approve/authorize the Annual Audit (2016-2017). All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #869:

Resolution #869 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:** Due to our fee accountants installing a new system they do not have the December reports ready at this time. Mr. Afoun stated that what is included is the November reports. Next month we will present the December reports. Commissioner Stange-Crotty asked if this is the eight month of the year. Mr. Afoun responded that we are putting together the Annual Report now that we have received the audit report.

- c. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun stated that we are proceeding very well. As of today it has gone up to 224 vouchers. Vice-Chairperson Capan asked where we are finding housing stock.

Mr. Afoun responded that we are pushing and working with landlords. He said we have less than \$50,000 in the reserves and we should be able to make up the difference between the vouchers and the reserves. There will be about 160 people we will not be able to serve once we get to the maximum vouchers available. Commissioner Fox asked if once it gets to that point in order to get a voucher they need to wait for a current voucher holder to move or pass away. Mr. Afoun said yes. He said that once we get to that point he will put a notice out stating that there will be no further vouchers issued. The only way to get a voucher would be dependent on a current voucher becoming available.

- 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 the Public Housing, or Asset Management, looked over the statistics on the reports. We have had a lot of turnover as a result of employment opportunities in Iowa. Arrears are due to vacated tenants. Current tenants are on time and paying, it is just the vacated tenants. Vice-Chairperson Capan was confirming we have 14 vacancies. Mr. Afoun said the issue is them moving out quickly. Another reason for a delay is we want to be certain the units are pest free prior to leasing them. In terms of the three properties there are not any major operational issues to report, other than the bedbugs when we get to the pest control.

Pest Control was discussed. In November the Board asked for the financial breakdown of the bedbug costs during the year. He passed that report out. The information showed the yearly cost for 2017 as well as the average monthly cost. Commissioner Parker, Jr. was asking questions regarding the specifics of different invoices and unit costs as well as the difference between chemical and heat treatments. Commissioner Stange-Crotty said the reason this breakdown was asked for was to compare with the alternative methods in order to make an informed decision regarding the way forward.

Commissioner Parker, Jr. said when Illinois/Iowa comes they have a generator outside and run a cord up through the window and that powers the unit. Our conversation was either installing electrical outlets in each floor or each apartment. Instead of having a general how much would it be to install an outlet or pedestal outside so you can connect the power cord to that then run it up just like IA/IL does, except we are using our stationary full time power source rather than using a generator. He thinks we can save a lot of the money to upgrade the electricity. Mr. Afoun said he thinks our issue was the cords. He said if the board is ok with investing in the cords this could be a good option. Commissioner Stange-Crotty was wondering how long would the pay back come for pedestals and cords. She would like to see a comparative thing and the key element in the formula is to beat \$30,000 per year. How much is the cost of the equipment, how much is the electricity, how long does the cord last, is the pedestal cost, as well as the heater itself. Chairperson Grimes said to keep in mind we are going to have to train someone to do it as well as pay personnel. She asked what we do with our other two AMPs. Commissioner Parker, Jr. said he doesn't have all the answers, but just wanted to further explain what he was trying to say last meeting. Mr. Afoun said he will go back to the drawing board to find out the costs associated with having pedestals as well as possible pedestals at AMP 1. He said the fixed costs may be more in the first year as opposed to subsequent years. There was a lot of discussion about this.

Commissioner Stange-Crotty said when we have a yearly cost we break Hillside Heights away from this total. Leslie wants the yearly cost 2017 down to each

site. Mr. Afoun said he will bring a report next month. He then asked if they want to have the breakdown of the report provided 2017 by AMP.

Mr. Afoun said we had a very unusual situation in Spring Valley. We had a breakout of bedbug activity there after having no activity for quite some time. Chairperson Grimes said they did an effective job of getting everything curtailed. He thanked Ms. Lorena McMillan, Ms. Maria Nino, and the Maintenance staff for helping to get things under control.

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. The Site Drainage project has been completed as well as the Hillside roofing project has also been completed. We had several meetings with the police department last year regarding the lighting project to solicit their input on where they think the light should be placed to best place the cameras.

Project budget was gone over for capital funds. We normally get the new capital funds in the middle of the year. We normally get around \$700,000 so that will be sufficient to carry out the cameras and site lighting. As far as the CFP is concerned we are in good shape and we have projects to undertake as soon as we get the money.

4. Resident Advisory Board (RAB) Report: Verbal report provided by Ms. Tammy Jones.

Ms. Jones said there is really not much going on with RAB. They are trying to work on getting a food pantry up here. Ms. Jones said we have a meeting next Wednesday with lady from River Bend. Her name is Diane Erickson and they have a meeting with her next week.

Commissioner Stange-Crotty had a question. When you have a food pantry would you have the food drop off at Hillside heights? Ms. Jones said you would have to have two one at each AMP for those without vehicles. They were thinking that since they have the kitchen and Spring Valley they have the whole empty building over there. Commissioner Fox said at Spencer Towers they go by floors and they would need to see how that would work. Commissioner Stange-Crotty said she loves the idea. If you had one place and transported a certain amount it would be easier to advertise drop off locations. Mr. Afoun said once the lady comes after Wednesday we will look at the logistics. Commissioner Fox said she wants to see the logistics and find out. They said last year they only did low income elderly apartments but they had changed that. Commissioner Stange-Crotty asked if they would run the program. Ms. Jones said yes River Bend would run the program that way. Ms. Jones is against having three sites because then we would need helpers at each location. Commissioner Stange-Crotty said she would think they may have volunteers.

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

Mr. Afoun said unrelated to the program they have been working with Blackhawk Bank & Trust for a while and Mr. David Lamb is retiring after 46 years. He said he enjoyed working with us and he brought in his successor to meet with us. He was a good ally.

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 6:14 P.M.

Melvin Grimes, Chairperson