

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

July 18, 2016

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, Leslie Stange-Crotty, David Parker, Jr., and Comlan Houanvoegbe. Staff members present were Executive Director John Afoun and Recording Secretary Maria Nino. Board Counsel was in attendance. Also in attendance were Diane Fox, Lee Westlund, Laurie Elhers, and Dodji Mawougbe.

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 June 20, 2016:** Minutes of the Regular Meeting of June 20, 2016 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of June 20, 2016, as presented. All voting members present voting "aye", none against; the Chairperson declared the motion carried.

Chairperson Grimes introduced the new Resident Commissioner Comlan Houanvoegbe.

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

Mr. Afoun talked about the Super Circular, which is the guidance on how Federal awards are determined by the Office of Management and Budget to tell us what is allowable and not allowable as for expenditures. The auditors are going to use this principle when they come. Several circulars have been combined to create a Super Circular. This prohibits the use of laptops, cell phones, tablets, and vehicles to be used for personal purposes. Mr. Afoun stated that the only person that is allowed to use a vehicle to take home is himself. There is a form that has been developed internally called an Equipment Form that anyone using these equipment items will need to fill out. Mr. Afoun said we have issued a revised personnel policy that changes the language in the affected area.

Mr. Afoun said that the Board had directed him to contact 33 Carpenters, who came and carried out an inspection. They determined there appears to be hail and wind damage. 33 Carpenters said they could work with our insurance people and do the work themselves, but our insurance agents said that they do not do work that way. Mr. Afoun said we went out to bid and the bid tab is attached. We can file a property claim based on what 33 Carpenters said, or we can go ahead with the bid that was already made. Commissioner Stange-Crotty asked if we can do both options. We file a claim and they tell us what they will pay for. Mr. Afoun said one or the other is what we can do. Commissioner Parker, Jr. said they would like to have the insurance company pay what they can and we pay the difference. If the insurance company falls short for what we think should be done, then the rest could be paid from reserves. Motion was made to run it through the insurance and the balance/whole would be paid by us. Commissioner Stange-Crotty interjected that the only reason they may not pay is if the cause of the damage of this roof is not under what is covered in our policy. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Mr. Afoun stated that the Board had approved for us to purchase a property at 1014 5th Avenue in Moline, a six-plex project based Section 8 property. Initially the seller agreed to pay for the survey, but when the final contract came up, the seller said we should pay for the

survey. Our lawyer then sent a letter backing what the seller's lawyer said. Our lawyer is agreeing with their lawyer that the survey is not necessary. Mr. Afoun asked the Board if we should proceed with doing a survey or not. Commissioner Parker, Jr. said a survey steaks it out and finds out where the boundary lines are at. The commissioners are also wanting to do an inspection. Commissioner Stange-Crotty said she wants an inspection including pipes. There was consensus that pipes must be inspected.

a. Resolution #818:

Resolution #818 was to approve/authorize the Personnel Policy Revision. 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 months of June 2016. Mr. Afoun said there is nothing major to report and we are in good shape. We are where we should be according to our budget.

c. Section 8 Report: The Board reviewed the Section 8 Report as presented. Mr. Afoun stated that our major concern is that we are still struggling with the lease up rate. With the money we get we should be able to lease up about 230, but they just cannot find any landlords. We compile a list of available units, but some are porting to East Moline, where the market is a little bit softer. We have been trying to reach out to landlords, but they are just not forthcoming. The need is there, but it is just a demand and supply situation. Commissioner Parker, Jr. asked if we fixed the communication issue between landlords and the Section 8 department. Mr. Afoun resounded that the issue was taken care of immediately after it was brought to his attention.

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. The pest control and lease violation spreadsheet was also reviewed. Mr. Afoun stated there are no major issues other than the rent arrears. Most of the issue is retro rent, when they do not report their income on time. We go into EIV to check income and if we discover there is something not being reported we have to go back and charge them what should have been paid. We are on top of unit turnaround and are trying to bring that down. Mr. Afoun stated he worked with the office, Ms. Lorena McMillan in particular, and all infested units were treated and did see improvement. Commissioner Stange-Crotty said the percentages showing on the pest control report are wrong and she wants them to be fixed. She also wants to know what type of lease violations can fall under the "other" category listed. Commissioner Parker, Jr. wants to know what is going on with the roach problems. Mr. Afoun responded that it is pretty much the same units each month. Commissioner Parker, Jr. wants to know what the plan is. Mr. Afoun said we are contemplating a few things. We do pest control in-house and we are either going to bid out pest control entirely or hire someone who is licensed. Commissioner Stange-Crotty wants to know what the percentages actually represent on the pest control report. She said the percentages do not mean anything and it doesn't really make sense. She said you could even eliminate that line. Mr. Afoun said he thinks there is a logical reason as to why it is there and he will be bringing that back to the board.

- 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. Mr. Afoun stated that work is complete at Hillside, except for four units where we have pest control situations and one move out for the painting project. Spring Valley is in progress and Spring Brook will be started next week. The asphalt sealing and parking lot striping project is almost done. Future projects are roofing at Spring Brook and plumbing modifications is another big project that we need to have done.

Commissioner Stange-Crotty asked if we are testing the water regularly to make sure there is no lead in the water. Commissioner Parker, Jr. asked if we have had conversations with the City water department to check the outflow and if they have any way to help since we are a larger water user and are kind of associated with them to a certain extent. Just say "hey, we are having problems with backups, what would you suggest before we tear out all the piping?" Maybe there is a way to save money or make things the easiest way possible. There is new technology that comes out all of the time and these guys are really good at what they do. If we don't ask them their advice then shame on us. Mr. Afoun said we need the outflow and pipes inside the units need to be looked at. He said he will talk to Tony and see what he has to say. Commissioner Stange-Crotty said if they give alternatives then they would like a comparison of longevity between the options. Mr. Afoun will include the information we got from Dennis.

Mr. Afoun let the Board know that we lost a member of staff last week, Mr. Steven Moross. He was the longest standing member here at the housing authority. He was here for 31 years. Mr. Afoun said it was very unfortunate.

Mr. Afoun stated that the newsletter was revamped. Commissioner Parker, Jr. wants this to be uploaded onto our Facebook page as well as our website.

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

Ms. Fox introduced Mr. Dodji Mawougbe as their new representative from Hillside. He is French speaking and will be a great benefit. He can't always be at our meetings, but he will come when he can. Ms. Fox said Steve Morross from maintenance will be missed. There probably wasn't a tenant or Section 8 participant that didn't know him. They want to congratulate Mr. Comlan Houanvoegbe and they think he will do a great job in filling in Kathy York's shoes. They had another young lady that had been chose for RAB, but they have not heard anything from her. They will send her a letter. Ms. Tammy Fox is not here because she fell and hurt herself. This happened last week and it is a compression fracture of the vertebrae. She did tell them to say the tenants are happy that the cloth furniture is gone. As far as the painting goes, nearly everyone was initially grumbling because they had to move everything, but once everything was done they were happy about it. So far they have only had positive things come from the end results of the painting project.

Mr. Afoun said everyone seems to be happy with the work. The quality is good and the speed is good.

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

Commissioner Parker, Jr. asked about Mr. Steven Clark and his non-responsiveness to anything. Mr. Afoun said that very day he sent an e-mail and Mr. Clark responded. A meeting is scheduled for next week. The lawyer also followed up to see if they needed to send an official letter and Mr. Afoun said he would let her know. Commissioner Parker, Jr. wants to get weekly update e-mails concerning Mr. Clark and Gorman. Maybe a paragraph of what happened in the meeting would be good. He said that on anything that is kind of ongoing would be nice to get updates. Commissioner Stange-Crotty wants to be reminded as to what exact projects Mr. Clark is doing for us. Commissioner Parker, Jr. said the Chairman and he went to an employee meeting. There was a downpour. Commissioner Stange-Crotty also showed up afterwards to the employee meeting.

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 6:26 P.M.

Melvin Grimes, Chairperson