

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

June 20, 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, 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 were Diane Fox, Lee Westlund, Laurie Elhers, and 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 April 18, 2016:** Minutes of the Regular Meeting of April 18, 2016 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of April 18, 2016, 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 #812:**

Resolution #812 was to approve/authorize the Needle & Syringe Disposal Policy. Mr. Afoun stated we had training with our insurance company, AHRMA, and they suggested we approve this policy. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #813

Resolution #813 was to approve/authorize Bad Debt Write-Offs. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #814:

Resolution #814 was to approve/authorize the Spring Valley Attic Insulation Project. Mr. Afoun stated that no money will be paid out of our account, only what MidAmerican gives as a rebate is what will be paid. Commissioner Stange-Crotty had questions regarding the differences between the bids such as what material was being quoted and the longevity of it. Her concern was that we would be saying ok to something that will be less superior as compared to the other bids being there are such a big difference in costs. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #815:

Resolution #815 was to approve/authorize a two-year Debt Collection Services Contract. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously.

Resolution #816

Resolution #816 was to approve/authorize a two-year Vision Benefit Contract. Mr. Afoun mentioned that our current provider is no longer providing insurance services. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously.

Resolution #817:

Resolution #817 was to approve/authorize the Waterproofing at Spring Valley Apartment #173 Project. Commissioner Stange-Crotty asked if the resident had any damage and Mr. Afoun responded no. 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 March, April and May 2016. Mr. Afoun noted that this is the first time in the last five years that the Section 8 program has made a net gain. Commissioner Stange-Crotty asked how the budget is built. Commissioner Parker, Jr. asked why the utilities were at 40% of what we budgeted. Mr. Afoun said the difference is because in Spring Brook the residents are now paying a portion of their utility bills.
- c. Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun stated that we are still having issues getting sufficient landlords to participate in the program. We have received a letter from HUD stating we will get additional funding. Last year we were funded at 76% and now it is 85%. Mr. Afoun stated we are pushing for HUD to increase the admin fee for the Section 8 program to at least 95%.
- 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 we have opened the public housing waiting lists from June 15 to July 15. He also said that the only places left to be treated in Hillside is the common areas for bedbugs. The Hillside residents have been pushing for heat treatment, but the contractor had advised against it. Mr. Afoun said since the residents are calling for it to be done, we will be doing it. The commissioners asked why there are so many new cases at Hillside. They wanted to know how many are new infestations, how many are re-infestations. They also want to know who it is and if it is a chronic issue. Commissioner Parker, Jr. said in the meantime this needs to get taken care of as soon as possible. We need to come up with a policy to either get rid of the bedbugs or get rid of the tenants. Chairperson Grimes said it is time to get tough if they are chronic offenders. Mr. Afoun said once it is identified we keep on top of it and engage the contractor to take care of it. If it is a heavy infestation we get the contractor in as soon as possible. Commissioner Parker, Jr. said it doesn't look like it is working very well because we went from 1 to 4 to 16. Chairperson Grimes said when we see that kind of spike it is going to get bigger and grow exponentially or we will be in the same boat as we were before. Commissioner

Parker, Jr. said there are two issues; one is to stop it and second is to create a policy that follows the guidelines because it is not fair to the other tenants to be in constant fear of getting re-infested with bedbugs. Chairperson Grimes said we already have it in the lease agreement that the tenant is to cooperate with the housing authority. The basis to go into eviction is that you have to have a file that proves that there have been repeated violations and we as a housing authority have given them reasonable accommodations. The commissioners are tired of this subject. Mr. Afoun stated he will investigate further. Commissioner Parker, Jr. asked if next month we will see the number going down. Mr. Afoun responded that he ensures this will be the case and that first thing tomorrow morning he will be meeting with staff to make sure this gets taken care of.

- 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 the exterior sign project has now been completed and everything seems to be going well. He also said that all of Hillside has been completed with the painting and range hood project except for 4 outstanding units. Everything went smoothly and the tenants should be commended. The work will now move to Spring Valley. The asphalt sealing and striping will commence tomorrow. Mr. Afoun spoke about reinvesting money into the housing authority. One project the money will go into is the reroofing for some units in Spring Brook. We are able to undertake this project from the net gain we made. He also identified some plumbing issues in Spring Brook. We need to upgrade the plumbing because from time to time we have backups. When we add the two it is almost two million dollars. Mr. Afoun said he is going to recommend doing the roofs first. The contract period is for two years and we would have used some of our next year's capital fund money for the painting project. We may have to use some of our reserves to pay that and replenish it. We will present detailed bid analysis when we go out for bid for the roofs. Commissioner Stange-Crotty also recommended addressing the roofs then maybe the plumbing. Commissioner Parker, Jr. asked if we have had anyone out to look at our roofs lately to see if insurance could pay for any hail damage. Mr. Afoun talked about how this is a process of replacement of units that did not get new roofs last time. Commissioner Parker, Jr. said sometimes you may not see hail damage, but we may be able to get something paid for by insurance. Mr. Afoun said we will not proceed until we speak to the roofing companies. Mr. Afoun asked Commissioner Parker, Jr. to e-mail a suggested company to him before moving forward on anything.

Mr. Afoun talked about public relations and how he and Ms. Maria Nino had went before the Quad Cities Rotary Club and did a presentation as part of our public relations. The presentation was well received and the members were pleased with what we achieved and of what the goals and plans are.

The Garfield project is moving along. Adrian was supposed to be here to update the board, but got held up in Chicago and could not make it. There will be an open house on Wednesday, so if the Board can attend it would be greatly appreciated. We would redraft the agreement and forward it to the legal people to make sure we are getting a good deal.

The other development program for the corner lot is at a standstill currently because Mr. Afoun has sent Mr. Clark three e-mails within the past three months, but has not heard a response. HUD had engaged Mr. Clark to be an interim Executive Director at Danville Housing Authority, so he had been preoccupied with that. They have now appointed a new Executive Director, so that probably

could be what has kept him, but he has not responded. Chairperson Grimes suggested sending another e-mail giving a last chance and he has not yet responded. When Mr. Clark was appointed last year we could have submitted a tax credit alongside Gorman and we could have been doing something, and time is going. He was thinking the lawyer could send an e-mail. Commissioner Stange-Crotty asked if we have a development agreement with them and Mr. Afoun responded yes. Mr. Afoun said Gorman would be more than happy to work with us. Commissioner Parker, Jr. made a motion that we provide Mr. Clark with a certified letter giving him 10 days to respond otherwise we will engage with our lawyers to proceed. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Mr. Afoun wanted to bring to the Board's attention that we have solicited residents to expand the RAB Board and we had 4 or 5 tenants show interest.

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

Ms. Fox said one of the things that they have going on is Project Now is doing a lunch program that lasts until the end of July. The late Commissioner Kathy York was a big advocate of this program. They are also having a breakfast program through Washington School and a Tuesday after school cooking class for 20 kids that signed up. They are in need of volunteers as they have very few. They need volunteers for the summer lunch and the reading program. Commissioner Stange-Crotty asked about the cooking class. Ms. Fox said it is for 20 kids and is after the lunch program being held at Washington School. Commissioner Stange Crotty asked if this volunteer work would credit them for their volunteer hours and suggested letting people know this could count towards their community service hours as long as they go directly through Washington School, not through MHA. It was suggested a flyer be sent out to tenants regarding this. Commissioner Parker, Jr. asked if Mr. Afoun ever followed through with Ms. Cecilia O'Brian because it sounded like she had people who would like to help with tutoring. Mr. Afoun replied that she wants to do things independently from the school. Commissioner Parker, Jr. wants Mr. Afoun to push it forward with Ms. O'Brian.

Ms. Fox said before last month Mr. Comlan Houanvoegbe and Ms. Laurie Elhers had received scam calls from people claiming to be the IRS. Congresswoman Bustos sent an e-mail regarding a meeting about scams that are going around and how the state could help you if you are a victim of a scam. Congresswoman Bustos offered to come speak or if we needed any help she would like to come.

Ms. Fox said the painting has been going very well. Ms. Tammy Jones recommended getting rid of the lobby furniture at Hillside in order to get rid of bedbugs. She said the tenants that have bedbugs hang out in this area and since the furniture is cloth it is an issue. She said the tenants believe the lobby furniture is the cause. Mr. Afoun said he will take care of it.

Ms. Fox said we got a really nice thank you from the late Commissioner Kathy York's family, the message read "Thank you for your expression of sympathy and thank you for all the years that you spent with our mother."

There were 4 people they chose from for the new RAB members. They chose two people. One is Doji, who is an African from Hillside and speaks French and works second shift, they

felt he would be a very good addition. The second person is Jami, who is also form Hillside and working second shift currently, but may be switching shifts soon.

Ms. Fox noted that the people at Hillside and Spring Valley are very unhappy about the blacktop. Mr. Afoun stated that he would have liked this matter to be brought to his attention prior to this meeting. Ms. Fox stated the tenants felt they were not given sufficient notice for the upcoming work and had issues with blocking both entrances of Hillside at the same time. Commissioner Parker, Jr. is concerned if there is going to be an issue if an emergency situation were to occur with the need for ambulances or fire trucks.

5 Closed Session – Personnel Issues – 5 ILCS 120/2(c)(1):

Motion was made, and seconded, to go into executive session at 6:52 P.M. and a roll call was taken. Voting Yes were Melvin Grimes, Leslie Stange-Crotty, and David Parker, Jr. The Chairperson declared the motion carried unanimously.

The Board then commenced Executive Session.

Motion was made, and seconded, to close executive session at 6:59 P.M. and a roll call was taken. Voting Yes were Melvin Grimes, Leslie Stange-Crotty, and David Parker, Jr. The Chairperson declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 6:59 P.M.

Motion was made, and seconded, to approve bonuses for staff as discussed in the closed session. All voting members present voting “aye”, none against; the Chairperson declared the motion carried.

Motion was made, and seconded, to submit Comlan Houanvoegbe to the City Council for approval for filling the open Board of Commissioners seat as discussed in the closed session. All voting members present voting “aye”, none against; the Chairperson declared the motion carried.

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

There was no other business to come before the Board.

7. 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 7:05 P.M.

Melvin Grimes, Chairperson