

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

March 18, 2019

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

1. **Call to Order:** Chairperson Leslie Stange-Crotty called the meeting to order at 5:30 p.m.
2. **Approval of the Minutes of the Regular Meeting of February 25, 2019:** Minutes of the Regular Meeting of February 25, 2019 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of February 25, 2019, 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 #902:

Resolution #902 was to approve/authorize the 2019/2020 Operating Budget for AMP 1. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #903:

Resolution #903 was to approve/authorize the 2019/2020 Operating Budget for AMP 2. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #904:

Resolution #904 was to approve/authorize the the 2019/2020 Operating Budget for HCV (Section 8). All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #905:

Resolution #905 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 Board reviewed the financial reports as presented. Mr. Afoun said since the revision of the budget, our position has somewhat improved. We are now within our target ranges. We are very happy that at the end of the fiscal year we are going to have a break even budget.

- c. Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun said the statistics look good. We had a situation where HUD gave us

more money for the HAP payment out of the HUD held reserves. We want to absorb as many port ins as well as issue more vouchers.

- 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. Commissioner Capan asked if snow removals are dragging maintenance down. Mr. Afoun we are progressively making headway on the empty units, which are now at 17. Last time we had about 20 empty units, but with approval from the Board to use contractors and temps we are able to get to this point. He said he has found that tenants are moving out because they are buying homes and due to transfers. He said most Africans come and subsequently bring in their families. The larger units are not available and they get tired of waiting and living in a unit that is too small for their family so they move out.

Mr. Afoun talked about arrears for people who have been found to not report income increases. Commissioner McCowan asked to have 14 day notices explained. Commissioner Capan said our turnaround time has now gone to four months. He asked if HUD is going to give us consequences. Mr. Afoun responded that HUD is livid and he has explained why this is happening as far as the high turnaround time. He said that we are at the 96% that is required as far as occupancy rate. The problem is turning the units around as quickly as we want. The irony is that they are having issues finding contractors that want to work with us. Commissioner Capan asked if we bid this out and Mr. Afoun responded we have been asking for quotes. He is thinking if we did a formal request for proposal and asked the architect to put that documentation together we might be able to find someone. Mr. Afoun said the issue is that we shouldn't pay the contractor higher than we pay our maintenance staff.

Vice-Chairperson Parker asked if losing our maintenance personnel has caused issues. Mr. Afoun responded no it has not affected us significantly. He then asked if we have a succession plan in place for people being promoted in house. John said we do have succession plans as far as cross training. We do encourage internal candidates to apply along with anyone else. Vice-Chairperson Parker asked if the other area housing authorities are having the same issues. Mr. Afoun responded no. Commissioner McCowan asked if they are doing the same extent of work we are doing. Mr. Afoun responded they are structured differently. They have decentralization and we are more centralized. Their number of units per staff level is similar and everything is done by the assigned maintenance people. Mr. Afoun said we are not understaffed in comparison to our neighbors. Commissioner Capan asked if we have reached out to the other housing authorities to see if their people could come and help us get caught up. Mr. Afoun said Diane would maybe have been open to this, but he has not reached out to the new Executive Director at Greater Metro Housing Authority. He said that Susan at Rock Island Housing Authority is not as open. Commissioner Capan said it may be worth emailing. Mr. Afoun said he will e-mail Susan and will probably reach out to the new Executive Director at Greater Metro. Chairperson Stange-Crotty asked if we did an exit interview to all maintenance staff. Mr. Afoun said one we terminated and the other resigned because he wants to have his own business. Mr. Afoun said that many have gone to Rock Island Housing Authority because they pay more money, have better pension and better benefits. The reason is because when housing authorities were deregulated RIHA went into that and is now able to reinvest more money into the housing authority.

- 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 which had all been completed for the month.

Pest control and lease violation reports were looked at along with the police activity reports.

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

Ms. Jones said they are at a standstill. Everyone wants to complain, but nobody wants to join. She has been pushing for over a year and she feels we just don't have the people who care. Mr. Afoun said we push it and we put it in the newsletter. Ms. Jones said she is having issues having resources. Mr. Afoun wants her to talk to him and see what they can do.

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

Commissioner Fox gave a report about the conference they had in Miami in January. The things she picked up was that they say we have to do more with less. There was a big push on needing to get extra not for profit activities and they had said there were ways to develop it. Besides the tax credit is we can ask for money from big businesses from Deere and such. Chairperson Stange-Crotty said you can go to other organizations and solicit funds. Mr. Afoun said we can, but traditionally we are hoping to get co-developer fees, which would be substantial. Commissioner Fox asked who we got the co-developer fee from and Mr. Afoun responded it is part of the low income housing tax credit procedure. Chairperson Stange-Crotty said usually when you go to other endowments they have committees who oversee that. What they usually require is to see how much you have done. She thinks eventually we should go, but right now we haven't really done anything. Mr. Afoun feels we will not need to do this and said it has been the language from HUD for the last five years to do more with less. They have been reducing the subsidy. Commissioner Fox said it sounds like this trend is going to continue. Mr. Afoun said our savior is the not for profit and once it is running we will be ok. Commissioner Fox said the ACC controversy was brought up. Mr. Afoun said the ACC needs to be signed saying we will accept money from them and they will subsequently monitor the use of the money. Commissioner Fox said in the class they said we now do not have to sign the ACC, Mr. Afoun responded we do still need to sign this. He said until we are financially viable we are at HUD's mercy. Commissioner Fox said it sounds like HUD doesn't want us to invest in families specifically. Mr. Afoun said they are encouraging asset repositioning. Most housing authorities no longer have 4 or 5 bedrooms due to the smaller average family size. Commissioner Fox said last one is that every one of us need an individual attorney as we are all liable. She said every commissioner needs a personal attorney. Mr. Afoun said no you do not need your own attorney. Chairperson Stange-Crotty said we already have coverage from what we just said. Mr. Afoun said he listed dates for conferences for PHADA and NAHRO.

Vice-Chairperson Parker said at what point do we need to do a pre REAC inspection to identify our soft spots so we do not end up where we were last year. Mr. Afoun said we do general inspections quarterly. We have decided to engage a REAC inspector to do a mock inspection for us. He said that we usually get inspected in the summer, so that would probably be done in June. Chairperson Stange-Crotty said we should give ourselves 30 days to fix anything that is identified. Mr. Afoun said HUD gives us notice. He wants to do this before the notice period.

- 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 6:28 P.M.

Leslie Stange-Crotty, Chairperson