

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

October 19, 2020

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 6:00 PM via teleconferencing due to COVID-19.

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

1. **Call to Order:** Chairperson David Parker, Jr. called the meeting to order at 6:00 p.m.
2. **Approval of the Minutes of the Regular Meeting of September 21, 2020:** Minutes of the Regular Meeting of September 21, 2020 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of September 21, 2020, 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 #954:**

Resolution #954 was to approve/authorize the Employee Dental Benefits. Changes that were made to the bids after being received were discussed. It was recommended this be rebid and tabled until next month per Board Counsel recommendation. Motion was made to table this action until the November meeting. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #955:

Resolution #955 was to approve/authorize Task Order #03 with S.E. Clark and Associates. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #956:

Resolution #956 was to approve/authorize Option Agreement regarding the parcel of land adjacent to the Spring Valley offices at the corner of 12th Avenue and 41st Street in Moline, IL. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #957:

Resolution #957 was to approve/authorize the Section 8 Administrative Plan and Agency Plan Amendment. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #958:

Resolution #958 was to approve/authorize the 2021 Payment Standard. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously.

Resolution #959:

Resolution #959 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. .
- c. **Section 8 Report:** The Board reviewed the Section 8 Report as presented.
- 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.

Vice-Chairperson McCowan asked why we have such high vacant units even prior to coronavirus. He said that there are so many vacancies, but we have so many people on the waiting list. Mr. Afoun responded that during coronavirus times we would call people and they didn't show up or they did not want to come to the office. He said we are consistently calling people to come and get them to rent units from us. They come and take a look at it and either they are not wanting the units or not showing up for their appointments. He said last month for Spring Brook two people ported out and two people transferred in. Chairperson Parker, Jr. asked if we are utilizing the virtual tour to set people's expectations before they even come to physically look at the units. Mr. Afoun responded yes, we do. Commissioner Stange-Crotty asked what potential renters need to have. Mr. Afoun said the first months rent is needed as a security deposit. He said they pay first month rent plus security deposit. When they move out they get security deposit back within 30 days of moving out if they are owed that. There was expensive discussion regarding what the issue in renting the units is. Chairperson Parker, Jr. has challenged Mr. Afoun in getting units rented and to get those numbers down. He then said this will be something they will look at regarding Mr. Afoun's performance review.

Mr. Afoun reviewed the pest control report. Mr. Afoun talked about how he had accompanied the pest control technician to a few units during his pest control activities. Commissioner Fox encouraged Mr. Afoun to go with the pest control technician to Hillside Heights. She said they aren't too happy with the pest control technician. Mr. Afoun replied that he will go with to Hillside Heights and walk with him.

- 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.
- f. **FSS Report:** Mr. Afoun gave an update on the program including the number of people who have signed up to date.

Mr. Afoun talked about the legal services and how he met with a representative of the firm, John Remus after the board had approved the proposal from McCarthy, Callas, Feeney. He

said we are very satisfied with the service they are providing and have developed a good relationship. Mr. Afoun stated that a contract has been drafted and will be executed shortly.

Mr. Afoun stated that we have created a situation room where we meet and review what is going on in light of the coronavirus. We operate effectively and efficiently and he believes it is working very well. We remind staff and residents to follow the CDC rules and regulations. We clean and sanitize all buildings on a daily basis.

Mr. Afoun said we will spend some of the money to buy gift cards for Section 8 participants from the grant money we received but we would restrict the purchases so no alcohol and tobacco can be purchased.

Vice-Chairperson McCowan said he got information on what we can use those funds for. Mr. Afoun said that the laundry cards given to residents were appreciated and they welcome the opportunity to have some more. He said we can continue to issue those to public housing residents and look into the changes and what tangible things we can do. Vice-Chairperson McCowan said there are really good things his eyes were opened to.

Chairperson Parker, Jr. wants to know what is going on with the computers. Mr. Afoun said we are waiting for them to arrive. The issue is that there is a backorder with Chromebook type computers and that schools with high orders are being given priority. Chairperson Parker, Jr. said in absence of having Chromebooks, what is your plan on having the retreat for the Strategic Planning Session. Mr. Afoun said one idea is to have the retreat at Spring Valley, where everyone is spread out 6 feet apart. He said he has drafted the new proposal for discussion. Mr. Afoun stated this should have already been done so it could have been brought to the annual meeting. Chairperson Parker, Jr. asked if he could give the information to the Board and they could do this virtually. He said that if someone were to get sick the ends don't justify the means. Mr. Afoun said he can send the draft to them for their review. He asked if it could be done in November. Chairperson Parker, Jr. asked how long he thinks this would take and Mr. Afoun responded probably a couple of hours. Commissioner Capan said during the week is fine with him. Chairperson Parker, Jr. agrees a week day would be good. He said early in the month would be best. Thursday, November 5th, at 5:30pm is what Mr. Afoun suggested. Commissioner Fox said it works for her. Commissioner Stange-Crotty said it's good for her. Chairperson Parker, Jr. asked for the proper declarations be put out for the meeting. Mr. Afoun said that he will get the information out to the board by the end of this week.

4. Resident Advisory Board (RAB) Report: Verbal report provided by Ms. Ann Nelson.

Ms. Nelson stated that some of the traffic that comes through Spring Valley at high rates of speed is an issue. Mr. Afoun said we have many cameras and we can see who is doing this and we can involve the police. Ms. Nelson said she is talking about the back half of Spring Valley. Chairperson Parker, Jr. suggested getting a communication out to the residents stating we have this ability and will be identifying the offenders. He asked Anne to get with Mr. Afoun to identify the offender. He said that they really appreciate the work Anne does. He asked Mr. Afoun if there is anyone else we are going to get to participate in RAB. Mr. Afoun said he is always reaching out.

5. Closed Session (Personnel) – 5 ILCS 120/2 (C) (1):

Motion was made, and seconded, to go into executive session at 7:01 P.M. and a roll call was taken. Voting Yes were David Parker, Jay McCowan, Chuck Capan, Leslie Stange-Crotty and Diane Fox. The Chairperson declared the motion carried unanimously.

The Board then commenced Executive Session.

Motion was made, and seconded, to close executive session at 7:30 P.M. and a roll call was taken. Voting Yes were David Parker, Jay McCowan, Chuck Capan, Leslie Stange-Crotty and Diane Fox. The Chairperson declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 7:30 P.M.

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 7:31 P.M.

David Parker, Jr., Chairperson