

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

October 21, 2019

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 6:00 PM in the Hillside Heights Community Room located at 825 17th Street, Moline, IL 61265.

Board members present were Chairperson Leslie Stange-Crotty, Vice-Chairperson David Parker, Jr., 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 was Tammy Jones and Trevor Grogg.

1. **Call to Order:** Chairperson Leslie Stange-Crotty called the meeting to order at 6:00 p.m.
2. **Approval of the Minutes of the Special Meeting of September 14, 2019:** Minutes of the Special Meeting of September 14, 2019 were reviewed. Motion was made, and seconded, to approve the minutes of the Special Meeting of September 14, 2019, as presented. All voting members present voting "aye", none against; the Chairperson declared the motion carried.

Approval of the Minutes of the Regular Meeting of September 16, 2019: Minutes of the Regular Meeting of September 16, 2019 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of September 16, 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.

Mr. Afoun said that this is one of the most important announcements he has ever presented to the board. The Family Self-Sufficiency (FSS) Program application was approved. We have been trying to do this for ten years. Mr. Afoun said that the board wanted him to turn Section 8 from troubled to high performer and to get the FSS program when he was first hired. We have a meeting with the federal government to go into details to see how much money we will actually receive. We will be funded for three years. It is a very good program and the Rock Island Housing Authority has had it for many years. We will be hiring an FSS Coordinator, which will come from the grant money. That person's job is to coordinate the FSS program. This person would go check on seniors, help them with their medication, this person would be like a social service contact, which we have never had.

Mr. Afoun stated that the second good news, which is just so thrilling, is that Pamela Simpson, CPA, conducted the audit and we had no findings. It was stated at the exit interview that the housing authority has regained its unqualified status. This time around there were only three observations. We have improved on our operations. He is suggesting that when the commissioners get the report to please read through it. It has been a good year for the housing authority.

Vice-Chairperson Parker, Jr. asked what the three observations were. Mr. Afoun responded that he will send these to the board tomorrow. He then asked if he should include those in his report in the future and Vice-Chairperson Parker, Jr. said just bring it with you next time. Vice-Chairperson Parker, Jr. stated he would like to know what our soft spots are so we can firm those up.

Mr. Afoun stated that the board had authorized us to engage an outside firm to help us prepare for the physical inspection (REAC) and the results have come in. We were two

points short from being a high performer. The night before the inspections it rained and there was erosion on one of the units. As a result of that we lost seven points. Mr. Afoun said he feels that because it was an act of god and not intentional he feels we have a strong case and will appeal this. He is hoping we will get some points back. He said that we only need two points in order to be a high performer in that regard. Mr. Afoun wants to commend the maintenance staff. They worked diligently and made sure we were fully prepared for the inspection. Our goal is to be ready all the time. We have since put measures in place and he hopes that this will materialize.

In the financial portion of the score we lost one point. Ms. Maria Nino has done due diligence conducting research on how methodology is assessed and how to possibly get higher points. We spoke with HUD, our fee accountant, and auditor. We were unaware that inter-amp transfers could happen with excess cash. We are going to talk to the auditor on Friday. The report you have is interim, it is not final. Once the adjustment is made we should realize additional points. There is a thing called fraud accounts, one of which is comprised of unreported income. The regulation stipulation is that it should be recorded on a different line in the FDS. The total arrears is \$27,000. Once this is deducted this should lower our liabilities and raise our points in the management portion of the scoring.

Vice-Chairperson Parker, Jr. asked about the bottom five items that were in a report provided to the commissioners showing where we lost points on the REAC Inspection and asked why this was not addressed in the preparations. Mr. Afoun responded that the items were just an oversight in regards to the fire extinguisher. Chairperson Stange-Crotty was going over the facts saying that there were violations that should have been caught with the mock inspection. Vice-Chairperson Parker, Jr. said that he hopes all the issues have been addressed. Chairperson Stange-Crotty said her point was being that she would like to have the maintenance staff pointed out to them and that it is their responsibility to catch these. Vice-Chairperson Parker, Jr. said also these are things that should have been found by the outside vendor. Chairperson Stange-Crotty talked about how the inspectors are very picky because this means that if less housing authorities are high performers the less money the government will have to pay out.

a. Resolution #920:

Resolution #920 was to approve/authorize the Section 8 Utility Allowance for 2020. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #921:

Resolution #921 was to approve/authorize the Section 8 Payment Standard for 2020. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #922:

Resolution #922 was to approve/authorize the Bad Debt Write Offs. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #923:

Resolution #923 was to approve/authorize the Donation/Seed Money to the Moline Housing Development Corporation (MHDC) that was given to purchase Fiesta Manor four years ago. 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. Mr. Afoun said our concern here is that we have so many people on the waiting list and the reduction in FMR and admin fee. He said it is going to create a problem that it is going to take a long time to house the people who are on the waiting list.
- 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 said that as of today there are 32 vacant units. This is a result of residents moving out, people buying homes, and people on the transfer list that can no longer wait. We have hired a painting contract who will come in after the unit is ready. The issue is getting the units ready as we have the people ready to rent. The arrears that are not being reported to the Board is showing everything instead of reporting only what is over 90 days.

Pest control and policy activity were discussed. We have a fulltime dedicated worker doing the best he can for pest 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 which had all been completed for the month.

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

Ms. Jones said the idea of meeting with Mr. Afoun, the office staff, and Commissioners is a great idea. She offered Mr. Trevor Grogg a job to serve on RAB. There is not really much going on. She had not heard from the rest of the RAB members. Mr. Afoun suggested doing a welfare check on Mr. Lee Westlund because nobody had heard from him in the past two months, which they found strange. Ms. Jones is very happy about the FSS grant and thinks it is a great thing.

Mr. Afoun suggested celebrating and have an inauguration of the FSS program and to invite the community. Chairperson Stange-Crotty asked how often would the RAB members meet with Mr. Afoun. Ms. Jones responded they would always have a meeting with him on a monthly basis. Chairperson Stange-Crotty said at that meeting she would like to see that they have the same agenda and entire board packet as the commissioners.

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

Chairperson Stange-Crotty distributed the old evaluation that we used to use for the Executive Director. She is holding back by saying that this thing is not an effective evaluation tool. She said that Human Resources is her background. What she really would like to have is that everyone be evaluated off their job description. What she is going to do is get together with Mr. Afoun and his job description then design a different job evaluation tool that they will design together that is off his job duties and it will not be this many pages long. The current evaluation created all kinds of tension. She said that is the tool the Human Resources person created and she respects her and it may have worked somewhere else, but it is just not effective. She said she will keep the Board informed as we go along. Whatever is developed will be sent to the commissioners and comments will be elicited. We hope to have

that done by the next meeting. Vice-Chairperson Parker, Jr. said he would like to see us going forward working on this in August so it can match up with Mr. Afoun's contract and compensation or figure out a way to have it line up with the PHAS scores. In his mind there should be a lot of it is deliverables. That is an objective score. Chairperson Stange-Crotty agreed. Vice-chairperson Parker, Jr. said this is the last year of Mr. Afoun's 3 year contract. Next year would be negotiation of contract.

Mr. Trevor Grogg, a resident spoke to the Board in regards to many concerns he has such as with a bill he received, problems with other residents being drunk and problematic, issues with police responding to his calls, and issues with management. He also mentioned several maintenance issues around the property he feels need to be addressed better and that he felt were not being looked over appropriately.

Mr. Grogg has agreed to meet monthly with Mr. Afoun to try to resolve the issues that he is having as well as to have some terminology explained to him. Chairperson Stange-Crotty said this is why we are trying to have a public relations and it is a difficult thing to do. She said she wants the concept of a payment structure put onto the next agenda. Chairperson Stange-Crotty said she is appreciative that Mr. Grogg is coming and giving them this information. She said if she seems defensive it is because she cares so much about the people here. On the other hand she wants the respect that the employees need. Ms. Jones said that there has never had any issues with the Moline Police Department although Mr. Grogg said he had issues with them not responding to his calls.

Vice-Chairperson Parker, Jr. said he hopes when Mr. Afoun meets with the staff he re-emphasizes the relationship with the police department.

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 7:18 P.M.

Leslie Stange-Crotty, Chairperson