

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

September 16, 2013

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 5:30 PM in the Spring Valley Community Building located at 1150 41st Street, Moline, IL 61265.

Board members present were Chairperson Melvin Grimes, Vice-Chairperson Kathy York, Chuck Capan, and Leslie Stange-Crotty. Staff members present were Executive Director John Afoun, and Recording Secretary Maria Nino. Board Counsel, Mike Halpin, was in attendance. Also in attendance were Diane Fox, Lynn Rewerts, Tammy Jones, Lee Westlund, and Officer Becky Sargeant.

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 August 19, 2013:** Minutes of the regular meeting of August 19, 2013 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of August 19, 2013 as presented. All voting members present voting "aye", none against; the Chairperson declared the motion carried.

Approval of the Minutes of the Special Meeting of August 23, 2013: Minutes of the special meeting of August 23, 2013 were reviewed. Motion was made, and seconded, to approve the minutes of the special meeting of August 23, 2013 as presented. All voting members present voting "aye", none against; the Chairperson declared the motion carried.

3. **Approval of Financial Report:** The financial report was reviewed by the Commissioners. Mr. Afoun made note that he had received an email sent from HUD stating they may have to revisit the subsidy level further than what it is and possibly take it back to the 2008 subsidy level. Motion was made, and seconded, to approve the financial report for the month of July 2013. All voting members present voting "aye", none against; the Chairperson declared the motion carried.
4. **COP Report:** Verbal report provided by Officer Becky Sargeant.

Officer Becky Sargeant referred to the report showing police calls for the MHA properties and reviewed the recent activity. She gave a recap of activities that had occurred in the previous month as well as mentioned no activities were planned due to lack of money. Commissioner Stange-Crotty commented that she appreciates the report and goes over it and likes how well the services are.

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

Mr. John Afoun said that the staffing level is having an impact on the operations and we are reviewing the work load to make sure we maintain the level of services we have come to see. The managers and he as well as the maintenance department are working hard to reprioritize and stabilize operations so that the quality of work does not go down. Commissioner Stange-Crotty said that eventually when everything gets stabilized it will be reflected in their job descriptions.

- a. **Resolution #720:**

Resolution #720 was to approve/authorize the Public Housing Tenant File Quality Control Policy. Mr. Afoun stated that this was implemented due to the HUD internal audit performed in January of 2012. Commissioner Stange-Crotty asked if any of the responsibilities were new and are they reflected in job descriptions. Mr. Afoun stated he would discuss this with our human resources person. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #721:

Resolution #721 was to approve/authorize the Health Insurance Benefits Renewal. Mr. Afoun referenced the bid tab and recommended renewing with the current company. He stated that the Housing Authority will be paying 80% and the employees will pay 20%. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #722:

Resolution #722 was to approve/authorize the Revision of 2011 PHA Plan. Commissioner Stange-Crotty stated that she would like to revisit the plan for the administrative building. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #723:

Resolution #723 was to approve/authorize the Revision of 2012 PHA Plan. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #724:

Resolution #724 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 #725:

Resolution #725 was to approve/authorize the Spring Valley Community Building Reroofing Project. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #726

Resolution #726 was to approve/authorize the Use of MHA's Non-Federal Funds to Support the Housing Choice Voucher Program. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

- b. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun reported that we are unable to issue any more vouchers.
- c. **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 mentioned that a pest control and lease violation report has been added to let the Board see what is going on. Commissioner York stated she really likes this because it gives them a good overview. Commissioner Stange-Crotty agreed the information was useful. Commissioner Capan said it looks like community services are improving quite a bit.
- d. **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 said that the door project is now completed and that he is very proud of the maintenance department for working so hard under pressure.

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

Ms. Jones thanked the Board for sending her to Colorado for a seminar and gave an overview of what she had learned and found interesting.

7. **Any other business that may come before the Board:**

Mr. Afoun stated that our annual strategic planning meeting is scheduled next Saturday. Since they laid out the framework last year there is not a lot to do other than add and subtract. This will take place on September 21, 2013 at 9:30am and will be held at the same place as last year, Tabernacle Baptist Church in Moline.

9. **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 6:06 P.M.

Melvin Grimes, Chairperson