

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

September 19, 2016

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 Community Room located at 1150 41st Street, Moline, IL 61265.

Board members present were Vice-Chairperson Chuck Capan, Leslie Stange-Crotty, David Parker, Jr., and Comlan Houanvoegbe. Staff members present were Executive Director John Afoun and Recording Secretary Maria Nino. Board Counsel was in attendance. Also in attendance were Tammy Jones, Lee Westlund, Laurie Elhers, and Diane Fox.

1. **Call to Order:** Vice-Chairperson Chuck Capan called the meeting to order at 5:30 p.m.
2. **Approval of the Minutes of the Regular Meeting of August 15, 2016:** Minutes of the Regular Meeting of August 15, 2016 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of August 15, 2016, as presented. All voting members present voting "aye", none against; the Vice-Chairperson declared the motion carried.
3. **Executive Director's Report:** Verbal report provided by Mr. John Afoun.

Mr. Afoun said that during the course of preparation to go out for bid on the elevator at Hillside he got a call from Commissioner Parker, Jr. to see if anything can be done with KONE, since we have the highest level of elevator maintenance contract with them currently. Mr. Afoun said he forwarded the contract to our lawyer to take a look. During that time he met with KONE and invited the representative to come do a presentation for the Board. KONE said we do have the highest contract, and they have taken care of all service calls and replaced all that they can. They are recommending doing a door package on both elevators along with interior renovation. The other option is if we were to proceed to have a brand new elevator, it would be much more expensive. Mr. Afoun recommends going with the overhauling, which would give us 20 more years of use. Commissioner Stange-Crotty asked how old these elevators are and Mr. Afoun responded they are original to the building, so from 1974. Mr. Afoun said he hopes the lawyer has had a chance to look at it, at which point legal counsel responded that they are required to come and take a look whenever we make a call. They should tell us what needs to be done and why it is needed. Commissioner Stange-Crotty asked if other elevators are able to be rehauled by another company. She also asked if you replace it how long does that last. Mr. Afoun said he guessed it could possibly be more than 50 years since there is better technology available currently.

At this time the KONE representative, Mr. Andy Shrake, arrived and took over the questions. Vice-Chairperson Capan asked if we refurb what we have it would give us 20 years and Mr. Shrake said 30 to 35 years if we did a complete overhaul. We would get about 15 years or so if we replace the control. Mr. Shrake gave a presentation regarding the elevators and noted that the approach being recommended is the proactive way to go about things. Commissioner Stange-Crotty asked how long the warranty is for the whole thing, Mr. Shrake responded a year, but since we have a whole maintenance package everything would be covered. Commissioner Parker, Jr. asked what type of elevator it is. He also asked if there is a savings going with the new elevator. Mr. Shrake answered that it would be a little more efficient, but not a significant amount. Mr. Shrake then went over the costs to do the upgrades in detail along with the current issues going on with the elevators at Hillside. Commissioner Stange-Crotty said that we have to bid this out and would issue an RFP, which would be given to KONE as well as competitors to bid on. Commissioner Parker, Jr. said

there are elevator consultants available who can help create the RFP. Mr. Shrake cautioned using an elevator consultant because there is cost associated with that. Mr. Shrake then talked about a rope gripper, which is code but not currently being enforced. A rope gripper is a safety device installed such as an emergency brake. Commissioner Houanvoegbe asked if the interior was necessary and was told that this is just for esthetic purposes.

Mr. Afoun said we have a contract with Kelly & Associates, but that KONE are the experts and we should use a job specification from them rather than getting in touch with an elevator consultant. Commissioners Parker, Jr. and Stange-Crotty are in favor of adding the rope gripper as an option on the RFP. Commissioner Stange-Crotty stated she wants to be proactive. Commissioner Parker, Jr. asked legal counsel if he needs to abstain from voting when it comes to KONE because his wife works there and part of her money comes from profit sharing. Commissioner Parker, Jr. requested no carpet be put into the elevators, only hard surfaces.

Mr. Afoun then said the application to purchase Fiesta Manor has been submitted to HUD and we are waiting for their approval. He spoke to HUD and their time scale should be 30 to 40 days after receiving it. Mr. Afoun said we should get income of \$60,000 after all expenses from this. Once we close the non-for-profit will own it and the Housing Authority will manage it. There will be an agreement between the non-for-profit and the Housing Authority. Commissioner Parker, Jr. asked if this is Section 8. Mr. Afoun responded that it is Multi-Family Project Based, where our Section 8 is Tenant Based. They are administrated by two different divisions by HUD. Commissioner Parker, Jr. wanted to make sure the current tenants could stay in the units and Mr. Afoun responded yes.

Mr. Afoun next mentioned that at the last Board Meeting the issue of communications came up because of the Super NOFA. He said we got a great deal with Sprint using Direct Connect.

a. Resolution #826:

Resolution #826 was to approve/authorize the Revised Internal Control Manual. 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 August 2016. Mr. Afoun said there is nothing major to report and we are in good shape. We are where we should be according to our budget. Commissioner Stange-Crotty wanted to confirm our fiscal year begins in April. There was discussion regarding the budget and some items that are very high in comparison to the budget at this point in the fiscal year.

c. Section 8 Report: The Board reviewed the Section 8 Report as presented. Mr. Afoun stated that we are making steady progress. The vouchers are there and we have the applicants on the list, but finding a place is the challenge. We are pushing to get to 230. Hopefully our efforts will pay off in order to bring in more admin fee. There are no issues or problems to report other than utilization. Commissioner Parker, Jr. asked if we have talked to other housing authorities to try to attract new landlords. Mr. Afoun said he does talk to the neighboring Executive Directors and the Section 8 Manager talks to her counterparts. He said we work with realtors, we attended a realtor's association meeting last month where we presented the program and the advantages. At that meeting we got two landlords to sign up. Commissioner Parker, Jr. asked if we ever reach out outside of our neighboring areas to see about new ideas. Mr. Afoun

responded that we are a member of NAHRO and PHADA, who publish magazines each month, which he reads to see if any one has any ideas that can be shared. John said it is just a demand and supply issue and it is a concern nationally. HUD wants us to maximize and we have been keeping our eyes and ears open. Commissioner Stange-Crotty said part of the problem is most people who own property know what we may ask them to do in terms of improvements that might cost a lot of money. Mr. Afoun said he hopes we will find new creative and innovative ways to maximize our vouchers. Commissioner Parker, Jr. wants to know if we work with Brad Haumon from the City who does inspections of rental properties around the city. We may want to get with him and see if we can work together to see if maybe he can give some ideas on what might work. Commissioner Stange-Crotty said coming up with coming up with security deposits might be a hindrance. She asked how well you think landlords understand that if you have any problem with your tenants you can request another inspection. This is to protect the landlord, as she feels many people do not know this. Mr. Afoun said that is why he tries to educate the landlords. Commissioner Stange-Crotty thinks all of that in a brochure that could be sent to landlords that are not on Section would be a good idea. Mr. Afoun said that he already has that information such as the advantages to be in the program. He said that networking with Brad to get trust from landlords to know it's a good program would be great. Commissioner Stange-Crotty asked how many vouchers we have out there currently. Mr. Afoun said we cannot issue vouchers to everyone at the same time. Commissioner Stange-Crotty said we have vouchers out there and 20% of them are searching for a landlord.

- 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 said that pest control issues are improving. Commissioner Stange-Crotty said that the Spring Valley part of the pest control report doesn't make sense. Commissioner Parker, Jr. said he doesn't understand how it is getting better when we started with 11 overall and end with 13, but according to Mr. Afoun it is getting better by the day. Mr. Afoun said he means that we are on top of it. Commissioner Houanvoegbe said that our maintenance guys don't have license for pest control and we should get them trained. Mr. Afoun responded that he is in the process of recruiting two maintenance personnel who have that certification.

- 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 talked about the painting project and that residents are happy with the work. The Spring Brook roofing project will start soon and future projects include the waterproofing and entry doors at Spring Valley as well as plumbing modifications at Spring Brook and Spring Valley. He has been advised that spending all this money at this point would not be cost effective and we should first see where it fits into our overall strategy to modernize at Spring Brook. Mr. Afoun wanted to let the Board know that he is commending the maintenance department for a job well done. Mr. Afoun also said that the capital fund money is all committed and we have obligated everything and drawn everything related to the painting project through the capital fund program.

Mr. Afoun stated that a board retreat is scheduled for next Saturday. It is recommended by HUD and industry practice to review the strategic plan and

achievements from the prior year. The five year plan will be reviewed and we will go over what has been achieved so it will not be a long day. It will be held at the Spring Valley Community Building. Commissioner Stange-Crotty will bring bagels and donuts, while everyone will bring their own beverages.

Mr. Afoun said everything is on course. He met with RAB and they brought a few issues to his attention, but they have been taken care of. It seems the residents are generally satisfied. The reception area has been painted at Hillside and is looking new.

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

Mr. Afoun said they had an election today and Ms. Diane Fox was elected as president of RAB. Ms. Tammy Jones is elected as the Vice-President of RAB. He also said we had a gentleman in Spring Brook that expressed interest in joining RAB, but he did not show up at this meeting as he stated he would. He hopes to get someone from Spring Brook to complete the RAB board.

Ms. Jones said they always meet with Mr. Afoun on Fridays. Last Friday Ms. Laurie Elhers had a list of issues, mainly at Spring Valley. Mr. Afoun had everything resolved by 3:15pm today.

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

Motion was made, and seconded, to go into executive session at 6:58 P.M. and a roll call was taken. Voting Yes were Cuck Capan, Leslie Stange-Crotty, David Parker, Jr., and Comlan Houanvoegbe. The Vice-Chairperson declared the motion carried unanimously.

The Board then commenced Executive Session.

Motion was made, and seconded, to close executive session at 7:36 P.M. and a roll call was taken. Voting Yes were Cuck Capan, Leslie Stange-Crotty, David Parker, Jr., and Comlan Houanvoegbe. The Vice-Chairperson declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 7:36 P.M.

Motion was made, and seconded, to find out costs of expenses related to Mr. John Afoun's vehicle for the last year, along with lease costs for comparable vehicle. 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 7:37 P.M.

Melvin Grimes, Chairperson