

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

September 21, 2015

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

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 17, 2015:** Minutes of the regular meeting of August 17, 2015 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of August 17, 2015 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 24, 2015: Minutes of the special meeting of August 24, 2015 were reviewed. Motion was made, and seconded, to approve the minutes of the special meeting of August 24, 2015 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 spoke about the Board approved proposal by SE Clark subject to contract. He stated we worked with the lawyers and the final draft has been given to the commissioners. He said that Mr. Clark charges a flat rate and Gorman said they can offer supplementary services, if we need them. Mr. Afoun is recommending to the Board that they give the go ahead for the contract to be executed. Motion was made, and seconded, to execute the contract with SE Clark. All voting members present voting "aye", none against; the Chairperson declared the motion carried.

Mr. Afoun then discussed the corner lot land use. He said that Kelly & Associates-Architecture did a preliminary feasibility study on the corner lot land. The original idea was to have an office. He wants a central office so we can be more cost efficient. The study revealed we can only have 4 units on top due to parking constraints. Our core business is housing and community development, so due to this constraint he is recommending to the Board that we go with option #4, which would give us 30 units and that would address the housing shortage somewhat. Mr. Afoun is recommending to the Board to officially authorize that we pursue that avenue. Commissioner Stange-Crotty asked if there is going to be room for 30 parking places and Mr. Afoun responded yes. Mr. Afoun stated these will not be ACC units and primarily will be rented to Section 8 tenants. Commissioner Stange-Crotty said she was wondering what percentage we will have of Section 8 tenants versus market rate tenants and Mr. Afoun responded that we are not sure of that yet and it depends on the financing source, which will determine the mix. Commissioner Stange-Crotty said she is looking at Options 3 and 4. One will be 14 units for income and other will be 30 units for income. Commissioner Parker, Jr. asked on option 4 and said it is a five story building and it is going to stand out since almost all structures around here are one or two stories. He is concerned if it is going to be a big eye sore. Commissioner Stange-Crotty said in the long run eventually we will be working on improving the whole space. There was a discussion about the building blending in to the neighborhood. Chairperson Grimes said the bottom line is that we are

giving recommendations so we can see some conceptual drawings. The direction is more housing rather than offices. Commissioner Parker, Jr. said if we could see preliminary drawings prior to going “all in” and seeing they don’t like the idea would be great. Mr. Afoun offered to have the architect come to the next meeting. Commissioner Stange-Crotty said we want to have those before getting too far into the drawing process. Commissioner Parker, Jr. said he would like to consider bringing in the Mayor and Alderman from this ward as a partner to help ease the way. Commissioner Stange-Crotty asked why we would want one 3 bedroom apartment in the building. Her thought is children versus a lot of singles and pairs might not be a good mix. She said that children can be problematic if you have singles. Commissioner Parker, Jr. and Chairperson Grimes stated they do not want to be part of this conversation. Commissioner Capan told Commissioner Stange-Crotty to be careful. Board Counsel stated that children are a legally protected class and we cannot discriminate. Motion was made, and seconded. All voting members present voting “aye”, none against; the Chairperson declared the motion carried.

a. Resolution #786:

Resolution #786 was to approve/authorize the Assistant Property Manager’s Job Description. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously.

Resolution #787:

Resolution #787 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. Financial Report: The financial report was reviewed by the Commissioners. Mr. Afoun said there is nothing major to report. He said that he and Ms. Nino spend time talking about and monitoring purchases and expenditures to be in line with our budget. We are hoping that by the end of the fiscal year we will have enough vouchers in the Section 8 Program to balance our budget. He wants to commend Ms. Nino for coordinating everything with our fee accountants and staying on top of things.

c. Section 8 Report: The Board reviewed the Section 8 Report as presented. Mr. Afoun stated that there has been a reduction of the number of people participating in the program. Additional vouchers were issued, so we are hoping that those who have vouchers will secure a unit. Other than that there is nothing significantly changed from the last report.

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 Parker, Jr. asked on the combined report there are 399 people waiting to get into our properties plus 749 waiting to get into our Section 8 program. He said we need housing, that’s for sure! There was discussion on how it could be a resident of public housing on the Section 8 program waiting list. Commissioner Stange-Crotty asked if you can be on two lists at once on here and at a different housing authority and they said yes. Chairperson Grimes said all people in shelters are required to find housing and look for employment that includes transitional housing as well. They talked about homelessness and how some landlords are unwilling to rent to Section 8 people due to the bad taste that some Section 8 tenants have left.

Commissioner Parker, Jr. asked if some of the people re the same ones every month as far as the ones in arrears. Mr. Afoun said that arrears are mostly from people who did not report income change and therefor are on payment agreements for that.

Mr. Afoun stated that the bedbug situation he reported last month is completed. Satisfaction rate is reasonable and in the event there are no new infestations in 90 days then it will be a zero on the report. Ms. Tammy Jones said she has an issue about the way the information was worded to the Board and the residents and the way it actually happened for follow ups. She feels it should be 3 month follow ups, but it is only one follow up at two weeks. Mr. Afoun said the follow ups are only if it had reinfestation. Ms. Jones said people that have been previously infested want to have the once a month for 3 months follow ups. Mr. Afoun said once it is treated and everything is good to go then they don't come back, but if it is treated and there is reinfestation, there will be follow up. He will check on this and get back with Ms. Jones tomorrow. Commissioner Parker, Jr. said he would like to be given an update as well. Ms. Jones said there are people complaining of being bit at the computer lab.

- e. **Development/Maintenance Reports:** The Board reviewed the Capital Funds & Maintenance Progress Report, which showed current and future projects. The Concrete & Asphalt project has been completed and we are waiting for close out documents in order to make final payment. On a while he believes that program went very well.

Mr. Afoun said the next program we are considering are the sign and the painting contract. He felt the architect's fee is a little too much to oversee the contractors. He spoke with some of the maintenance staff and feels we can pull the information for the contract ourselves and have our own people supervise the project as opposed to paying \$28,000, because he feels that is a little too much. Vice-Chairperson York said a contractor came to her apartment to check on it and said the resident would have to be out of the apartment from 8:00am to 4:30pm and it could go on 1, 2, or maybe more days depending on how much they have to do. The resident cannot come back in until 4:30pm each day. This leaves a place for the resident to go. She was told that they would have community rooms to go to, but for Spring Brook, their community room has Head Start using the area for their meals. Mr. Afoun said maybe we can look at doing it during the summer months and Vice-Chairperson York said then you have the summer school and lunch programs there. Commissioner Stange-Crotty asked how many people would be inconvenienced at the same time. Mr. Afoun said we don't have a schedule yet. He said it needs to be done. Vice-Chairperson York said her problem is she is sitting there with 4 bookcases, 3 video cases, and everything has to be moved out from the wall with the resident being responsible for moving everything out. What if it is a 2 day thing and you come back and have no place to sit because everything is all jumbled in the center? Mr. Afoun said there is going to be inconvenience, but we have to incorporate and it is part of our strategic plan. We will work with seniors and disabled with contractors helping them, but for general population they have to take care of their own things. Commissioner Stange-Crotty was asking if this would qualify for community service and Mr. Afoun responded no. Vice-Chairperson York added no, because a community service slip has to be signed off by a person. Mr. Afoun said when we met with an architect we talked about logistics and it will be an inconvenience. We will give a 2 week notice. Chairperson Grimes said at this point those logistics and that discussion can be moved down the line as we begin to look at some maintenance items there is going to be some inconvenience and compromise and has to be give and take on both sides so we can get the job

done. Mr. Afoun made a request that we have a project team consisting with the resident commissioner and maybe one or two of the RAB because we need to obligate that money. IF the board will sanction that he wants to get rolling. All the commissioners were OK with this.

Mr. Afoun staid we had the CPA auditors here last week. He is pleased to inform you that again we have an unqualified audit. There were no findings or issues, just observations and comments. He wants to thank the Board for their leadership and guidance. He thanked Ms. Nino for coordinating everything. He said we did well and she has been our auditor for a while. She stated she has seen the improvement that is being made and said we have made tremendous improvement and said he is happy. The final report will be given in October.

4. Resident Advisory Board (RAB) Report: Verbal report provided by Ms. Diane Fox.

Ms. Diane Fox said the only thing that they have to bring up is the health fair, which they had. She would first like to thank Ms. Nino for being creative to help getting things looking really cool. Mr. Leonard Harvey went out and picked out the baskets and Mr. Rodney Walkup did all the tables. They were amazed by those two young men who are huge and could do everything. She said just the three ladies, Ms. Diane Fox, Ms. Laurie Elhers, and Ms. Tammy Jones were there. They had Mr. Kokou Vonde, the new maintenance employee there to translate because Mr. Comlan Houanvoegbe was not here for the French speaking residents. Ms. Fox said we had planned on twelve vendors that were supposed to come, but had seven that did not show up and did not call. She called everyone 2 weeks in advance and reminded them. She was very disappointed in CHC, Walgreens, etc. We also didn't have that many people stop by. We had it on a weekend and usually have it in April. She would like it to be in April again next year and on a Friday. She would also like to have it put on the resident calendar. They were disappointed and have said there was no senior management, no chairpersons, or commissioners that came to the health fair. The felt underappreciated as residents. The commissioners apologized for not attending the health fair.

5. 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.

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 6:43 P.M.

Melvin Grimes, Chairperson