

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

April 19, 2021

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 5:30 PM via teleconferencing due to COVID-19.

Board members present were Chairperson David Parker, Jr., 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 5:30 p.m.
2. **Approval of the Minutes of the Regular Meeting of March 15, 2021:** Minutes of the Regular Meeting of March 15, 2021 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of March 15, 2021, 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 informed the Board that the Moline Housing Authority has been granted \$200,000 for three years ROSS grant. Last year we got the FSS and subsequently we applied for the ROSS and were successful. We will be advertising shortly and develop a job description. Vice-Chairperson McCowan asked if Mr. Afoun can explain what ROSS is again. Mr. Afoun responded that the ROSS is to assist residents and participants to improve their lives. An example is helping a senior with their living to help make them comfortable. ROSS is like a social worker and FSS is like a case worker. Commissioner Fox asked if the life of the grant is three years and is that amount over the three years and Mr. Afoun responded yes. Chairperson Parker, Jr. asked if a press release has been put together for the FSS program successful person. Mr. Afoun responded that she has no problem with that and he will work with the FSS Coordinator to make a press release happen.

Mr. Afoun stated that MHA and MHDC were awarded funds for this the Spring Valley Village Project. He held a kickoff meeting with IDHA representatives. This is the first IDHA project we have undertaken. They drive it and are more specific than HUD. IDHA explained the process in detail on Friday. Certain milestones were discussed such as September groundbreaking and drawings to be submitted in June. They advised we can do a press release anytime now since it has been announced and approved by their board. Mr. Afoun stated that he drafted a press release that had been forwarded to the Chair for his review. He then offered to forward this on to the rest of the commissioners for their ideas as soon as possible. Mr. Afoun said he will send it out tomorrow morning. Commissioner Fox asked if we tell the Mayor and City Council about this before or after the fact. Commissioner McCowan stated it would be a good idea to give them a heads up instead of springing it on them. Chairperson Parker, Jr. said he can work with Mr. Afoun on that. Commissioner McCowan said this is their first project on this side of the state. Mr. Afoun said he thinks mainly they have been doing projects in the Chicago area.

- a. **Resolution #977:**

Resolution #977 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. Mr. Afoun stated it has always been a struggle to get unadjusted figures for the April meeting, but we were able to get them in time this year for the meeting. Commissioner McCowan asked where does the amount of bad debt we reclaim show on here. He asked if we are recouping any money from the write-offs. Mr. Afoun said we have submitted the people who owe money to the state and they have recouped some money in “other income.” Commissioner McCowan asked what the reclaim rate is on that. If we keep writing off every month, how much are we getting back. Mr. Afoun said it is only collected once a year with the state. He said the percentage is very low with our regular collection agency. Commissioner McCowan asked about our money. He wants to know what the plan is regarding vacant units. Mr. Afoun said there are two issues. One is that people are not showing up for their appointments. He mentioned a new appointment reminder system we now have in place, but even with that we still have many no-show appointments.
- c. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun said that our HAP reserve has gone up. HUD normally holds about \$200,000 for MHA. Back in January we had \$23,000 in deficit in terms of the vouchers. In March HUD released the HUD-Held reserve to give us some cushion. We will be absorbing the port-ins that have ported from various programs.
- 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 the impact of a flyer that was sent out reduced the arrears by \$1500. The number of empty units and people not wanting to pay are the issues we are dealing with. Mr. Afoun gave an analysis of today’s situation, but the reports are as of the end of the previous month. Commissioner McCowan asked what is HUD saying about these numbers. Mr. Afoun stated he has a progress review meeting once a month with HUD. They lowered the percentage from 97 to 95. He said that today at the manager’s meeting we anticipate that the number of units that’s being turned around will meet the 95 percent. We are currently 91 percent. Commissioner McCowan said he doesn’t want HUD in here. We have not had a good track record in 2019. Commissioner McCowan said he is a business owner and he cannot have 10% less income.

The pest control report was reviewed. The Board expressed concern that we appear to be addressing the bedbugs and not so much the roaches. Mr. Afoun stated he look at both and devise an effective means of treatment for roaches as well. Commissioner McCowan said the month before when signing checks, he went with on an inspection. He saw the condition on a couple of apartments that we need to focus on. He saw that there was a really good rapport with Mr. Rick Lovett and the tenants and that was good to see.

- 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.

Mr. Afoun stated that we are scheduled to work with the architect to get the projects started.

Commissioner Fox asked about the list of things anticipated for projects. She talked about there being a lot of water pooling when there was a lot of rain. Commissioner Stange-Crotty asked if the list is prioritized. She asked if we know cost of any of these projects. Mr. Afoun responded we do not know costs yet. We find out from architect before commencing and that would be provided in an Independent Cost Estimate. She asked who our architect is and Mr. Afoun replied Tyson and Billy. Commissioner Stange-Crotty wants to know when and who decides things are ready and what kick starts everything. Mr. Afoun said when the architect is ready we will begin. We tell him what our priorities are and then we solicit his technical input. Once that is done he goes out to bid. Commissioner Stange-Crotty said because it is Spring this should be started soon. She wants to know which projects we will be able to get done during this season. She also said the action is to be pushed by us. We should say to him we want to have an idea of what is happening with this. We want them soon so we can get as much of this done as we can. We are directing him and we don't want to wait for him because he is going to be paid by us. She wants to know when are we going to get started on this. Chairperson Parker, Jr. said we have a sense of urgency to get things moving. We want to be sure we are constantly moving forward. Vice-Chairperson McCowan is concerned about getting a contractor and getting supplies. Mr. Afoun said we will impress that upon him and get the drawings and specs out as soon as possible.

The Capital Fund budget was discussed. Vice-Chairperson McCowan said there has been a lot of free trainings this year. Mr. Afoun said he is encouraging everyone to get training. He stated he lists what everyone's expected training is. Chairperson Parker, Jr. was saying that people need to be held accountable for training. Commissioner Stange-Crotty said we need to put together a letter that we tell our fee accountant and that would be if its late again we are going out for bid. Mr. Afoun said since the board sent a letter to them they have done well and have improved tremendously. Vice-Chairperson McCowan stated he is against keeping our current fee accountants.

- 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 new CDC recommendations. We will be revising our procedures based on that. We had a problem with the fiber optics to the Spring Valley building. The team, led by Mr. Don Wales, under the directives and guidance of Mr. Afoun was able to take care of the issue before Mr. Afoun returned from his vacation. He wants to acknowledge Mr. Wales for leading that and making it happen.

4. Resident Advisory Board (RAB) Report: No Verbal report provided.

There was no Resident Advisory Board (RAB) Report.

Mr. Afoun stated that the RAB Board has not been very active because of their health. Chairperson Parker, Jr. asked Mr. Afoun to reach out to residents he feels are leaders that he could encourage and lead to become potential RAB members. Mr. Afoun replied he will be working with Ms. Lorena McMillan to help identify people who might fit this role.

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

Chairperson Parker, Jr. said that the terms of office have technically expired for Commissioner Stange-Crotty and Commissioner Fox, however until someone replaces them then you are not expired. Commissioner Fox and Commissioner Stange-Crotty said yes they want to stay on. Vice-Chairperson McCowan also wants to stay on. Chairperson Parker, Jr. said he will get in touch with the new mayor and get those formalized. Commissioner Stange-Crotty said the last time this issue came up Mr. Afoun went and met with the mayor because of the education and knowledge we have she realizes that bringing in one or two people explaining that we are a different type of board. Chairperson Parker, Jr. said he doesn't have the same relationship with the new Mayor, but he will try to foster a new relationship with her. She has never in person attended a council meeting. There was a lot of talk about the new city council and Mayor.

Chairperson Parker, Jr. asked when are we going to start meeting in person again. Mr. Afoun suggested to do in person starting in June. It was decided the meeting would be virtual in May and in person in June. It was discussed to invite the Mayor in June to come and do a meet and greet. We want to introduce the new council members as well.

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 6:54 P.M.

David Parker, Jr., Chairperson