

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

February 22, 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, Leslie Stange-Crotty, and Diane Fox. Staff members present were Executive Director John Afoun and Recording Secretary Maria Nino. Board Counsel, Anne Nelson, and Joni Feliksiak were 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 January 11, 2021:** Minutes of the Regular Meeting of January 11, 2021 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of January 11, 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.

The proposed budgets were reviewed. Mr. Afoun stated that we have two sources of income: rental income and subsidy. We are projecting by using the actual figures through December then extrapolating based on those figures for the rest of the year to project the budgeted figures. Mr. Afoun said this is just an estimate. It is not definitive so we are using what we received this year as a forecast for next year. There were no initial questions on the AMP 1 budget.

The AMP 2 budget was reviewed. Chairperson Parker, Jr. asked why legal expenses have gone down so much. Mr. Afoun said that this was reduced down in AMP 1 as well. Board Counsel said that the fees may have been much lower because of the lack of evictions during 2020 due to the restrictions associated with the pandemic. Chairperson Parker, Jr. said that there will be a point in time when the moratorium goes away and we will need to increase this a lot. Vice-Chairperson McCowan asked why are we going to put ourselves in that position and said he agrees with Chairperson Parker, Jr. that we will have a lot of fees coming up. Chairperson Parker, Jr. is looking to Board Counsel and Mr. Afoun to give their views. Mr. Afoun said he can tweak the budget to increase legal expenses. Chairperson Parker, Jr. thinks if we evict people we will have more legal expenses, which in turn will cause more expenses to turn units, and so on, which will result as lack of income. Chairperson Parker, Jr. said to look at how one thing can affect more than one bucket. Mr. Afoun said we took a global view of how the different anomalies came into play. Chairperson Parker, Jr. suggested leaning on our fee accountant to try to get the budget more in line with what may happen in the next fiscal year. Mr. Afoun stated that the estimated surplus is fairly high for AMP 2, so he will move some of this to legal fees.

Vice-Chairperson McCowan asked why there was a decrease in AMP 1 maintenance salaries. Mr. Afoun responded it is because we are replacing a higher-level maintenance personnel with a lower level one. Vice-Chairperson McCowan stated that this is not always the correct way to proceed and we should look into promoting from within.

The Section 8 budget was then discussed. Mr. Afoun stated that the Section 8 manager will be leaving and we will be replacing her with a lower cost person. Vice-Chairperson McCowan asked if we have an 18-dollar person stepping into that higher position. John said you replace with someone at the lower end of the scale and let them work up to that. Vice-

Chairperson McCowan said he has a problem than that. We are bringing someone at a lower rate and less experience. Mr. Afoun said the way we are structured HUD doesn't allow internal. Internal applications would be accepted and considered. We have cross training but the complexity of the Section 8 program does not allow us to integrate both departments at this time. Vice-Chairperson McCowan said if there is an opportunity for our people to move up that is great. The philosophy to bring in lower people instead of moving up internally is not what is always best. Commissioner Stange-Crotty said you can hire within that pay band you can put them anywhere in the band. Vice-Chairperson McCowan said we need someone who can do the job, not necessarily someone at a lower pay. Mr. Afoun said that we will only accept the best when hiring.

Chairperson Parker, Jr. said the budget sounds great and he appreciates Mr. Afoun walking them through this. They understand this is the best estimate of things. He appreciates all his work and patience on this.

Mr. Afoun will get a revision of the budgets done and forward it to the commissioners so it can be approved at the next Board Meeting.

a. Resolution #967:

Resolution #967 was to approve/authorize the Overtime Policy. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #968:

Resolution #968 was to approve/authorize the Write Off Policy. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #969:

Resolution #969 was to approve/authorize the On-Call Policy. An amendment was made to clarify the hours included in the on-call work week. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

Resolution #970:

Resolution #970 was to approve/authorize the Bedbug Re-Infestation Policy. All voting members present voting "aye", except for Commissioner Fox who voted "nay", the Chairperson declared the motion carried.

Resolution #971:

Resolution #971 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 that we will be doing a budget revision next month to reflect actual figures in time for our fiscal year end.

c. Section 8 Report: The Board reviewed the Section 8 Report as presented. Mr. Afoun said there has not been a lot of movement for Section 8 because of the HAP situation. HUD hasn't given us a lot of money so we haven't been able to

issue additional vouchers. Our HAP payments have been reduced substantially. Our waiting list has been reduced substantially through purging the list and ascertaining people's interest.

- 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 not a lot has changed in terms of rent arrears with asset management. Tenants are still in the mood that there is moratorium in place and you can't make me. It has been affecting the bottom line. We have been reminding them that they are obligated to pay from the terms of their lease, but their attitude is "take me to court." We are working very hard to bring back at least 98% of our units online. We have engaged a contractor to get the units back online and help maintenance. Vice-Chairperson McCowan asked what the timeline is for reducing the number that are still vacant. Mr. Afoun said we are looking at 6 weeks. We have 37 vacant units at the moment. The contractor we have has been told they have 6 weeks to get these back online. Vice-Chairperson McCowan asked if we have enough staff to get done everything we need to get done considering our size. Mr. Afoun said we have more staff than our 2 neighboring housing authorities. Vice-Chairperson McCowan asked how about now because that comparison was a couple of years ago. Mr. Afoun responded it is still the same.

The pest control report was reviewed. Mr. Afoun said that roaches have been a challenge. Vice-Chairperson McCowan asked what sanitization looks like in the roach apartments. Mr. Afoun said all together there are some issues and challenges. Vice-Chairperson McCowan said normally those are tied together. Chairperson Parker, Jr. instructed Mr. Afoun to try to get those numbers down. Mr. Afoun replied he is working on it. Chairperson Parker, Jr. said let's be successful. Vice-Chairperson McCowan said exterminators have their hands tied as to what they can actually spray in people's homes when children are present and it goes back to sanitation. Chairperson Parker, Jr. said get that number down from 12 and if it doesn't go down maybe we need to expand our policy to help this happen.

- 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 mentioned it has been determined that Spring Valley main road belongs to the City of Moline. We will redirect the money that had been intended for that project elsewhere. Chairperson Parker, Jr. said out of the projects to be considered he feels that the fire doors would be of greatest urgency. Mr. Afoun said the fire doors are not failing. Vice-Chairperson McCowan asked who comes and inspects the property. Mr. Afoun responded the Moline Fire Department and REAC inspects. Vice-Chairperson McCowan asked about boilers and when they are inspected. Mr. Afoun said he will email everyone the priority listing on the proposed Capital Fund projects.

- f. **FSS Report:** Mr. Afoun gave an update on the program including the number of people who have signed up to date.

Mr. Afoun said he has nothing new to report about the coronavirus. Commissioner Fox asked if the staff is going to get the vaccine. Mr. Afoun said

we have not been contacted, although we are considered a front-line agency. Chairperson Parker, Jr. recommended reaching out to the county health department. He knows the regular city employees are receiving their vaccines. Mr. Afoun said he will follow up with the Rock Island Health Department to ascertain information. He added a gift card of \$25 had been distributed to Section 8 participants as part of the CARES Act.

4. Resident Advisory Board (RAB) Report: Verbal report provided by Ms. Anne Nelson.

Ms. Nelson said about the only thing that people have been talking about is when the laundry facilities is going to open back up. Mr. Afoun said we are updating the rooms and are also planning to install new machines, but there is a contract issue which is holding up the process. There will be new flooring, walls, and televisions installed. Vice-Chairperson McCowan asked if we are married to this laundry company. Mr. Afoun responded they are the only ones responding to bids. He said the alternative is we will do it ourselves. We will purchase the machines, install them and take care of them ourselves. Vice-Chairperson McCowan said maybe get ahold of our peers at NAHRO, PHADA, and Greater Metro to see what they are all doing. Either everyone is having the same problems or there is another company we don't know about. Ms. Joni Feliksiak had a question. She asked if Mr. Afoun could see if there was any way to get someone to come and give shots to people who are unable to get out and about when he speaks with the Rock Island Health Department. Chairperson Parker, Jr. asked Mr. Afoun to report back to the board on this.

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 7:05 P.M.

David Parker, Jr., Chairperson