

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

November 16, 2020

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., Chuck Capan, and Diane Fox. Staff members present were Executive Director John Afoun and Recording Secretary Maria Nino. Board Counsel and Anne Nelson 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 October 19, 2020 and November 5, 2020:** Minutes of the Regular Meeting of October 19, 2020 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of October 19, 2020, as presented. All voting members present voting “aye”, none against; the Chairperson declared the motion carried.

Minutes of the Special Meeting of November 5, 2020 were reviewed. Motion was made, and seconded, to approve the minutes of the Special Meeting of November 5, 2020, 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.

a. Resolution #954:

Resolution #954 was to approve/authorize the Employee Dental Benefits. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously.

Resolution #960:

Resolution #960 was to approve/authorize the Utility Allowance (Section 8). All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously.

Resolution #961:

Resolution #961 was to approve/authorize the 2020-2025 Strategic Plan. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously. Chairperson Parker, Jr. thanked everyone who was involved in this. It was a healthy discussion and productive.

Resolution #962:

Resolution #962 was to approve/authorize Laundry Services. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously. Commissioner Fox asked if the oversized machines will cost the same as regular machines. Mr. Afoun responded the price will be the same for single load as triple load machines. Chairperson Parker, Jr. would

like to do something nice for tenants with our nonfederal funds and get together to celebrate them once we are back to normal.

Resolution #963:

Resolution #963 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. Commissioner Capan asked if there is a time where we should consider revising our budget, since our income is down, even though our expenses are also down. Mr. Afoun responded that we normally do this around January or February and commented that is a good point.
- c. Section 8 Report:** The Board reviewed the Section 8 Report as presented.
- 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 we have been working very hard since the last meeting and have since leased 16 units, but we have lost six tenants who have moved out due to the low interest rates. He stated that we are making progress and believe we will soon be able to reduce the number of vacant units. Mr. Afoun mentioned that there are people who are refusing to pay their rent. We have sent them notices that it is their obligation to pay and as soon as the moratorium is over we will be taking them to court. We have called every person who owes money and the majority have the attitude of you can't evict me, so too bad.

- 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.

Chairperson Parker, Jr. asked about some roach issues in AMP 1. Mr. Afoun replied that we are continuing the treatment, but we are on top of it. Chairperson Parker, Jr. responded that the next time we meet he expects this to be zero. Mr. Afoun agreed that would be the case.

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

Mr. Afoun announced we have retained an unqualified audit. The main report will be sent direction to the commissioners once it has been completed by the auditor. Everything went well and the auditor commended us for a job well done.

Mr. Afoun said we had solicited proposals for employee health insurance and had four respondents. Given the directive the board gave as far as the commissioners wanting staff consultation to happen we will be meeting with staff to review the options with employees. We will do a phone poll once staff gives their opinion regarding the options for health insurance.

Mr. Afoun then spoke about a budget work session that he and Chairperson Parker, Jr. had talked about. He said this is the board's budget since they are responsible for it. They delegate this responsibility to Mr. Afoun, but they are ultimately responsible. They will have

an annual budget work session prior to the budget being put together for them to approve. He wants to suggest looking at a date in February and during the week would be fine since we are doing everything by zoom. A draft will be presented after this work session for the board to approve. Chairperson Parker, Jr. asked what dates would work for everyone. He then asked Mr. Afoun how long he thought this would take. Mr. Afoun responded that it would probably take an hour or hour and a half. The commissioners decided to do this on February 22nd, directly following the board meeting. Chairperson Parker, Jr. wants the regular meeting to be very short and concise that day so it doesn't go too long.

Mr. Afoun informed the board that a tenant from Spring Valley had passed away. The board expressed their condolences.

Mr. Afoun stated that we have engaged a private contractor to work with maintenance to help turnover units. He also talked about the coronavirus updates as well as how we are handling the pandemic. We are working with Walmart to purchase gift cards to send to Section 8 participants. We were hoping to do it before Thanksgiving, but it has proven difficult to open the required account with Walmart Corporate Gift Cards. Commissioner Capan asked if the laundry cards are funded by the Cares Act and then we are collecting commissions from the gift cards, is that a liability for us? Mr. Afoun said the cards are purchased by Cares Act money but the laundry itself is run by another agency. He can talk to our representatives at the Chicago field office on this. He will let the board know before we take any action on that.

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

Ms. Nelson stated that it has been pretty quiet up here lately. She heard a lot of good things about the Hillside Heights intercom system from a few people. The gutters are starting to fill up and when it does rain a lot of the gutters are overflowing. People are asking when they are going to clean that. Mr. Afoun said where we notice the gutters are clogging we clean them, but in the spring is when we clean all of the gutters. He suggested she let him know where any of these issues are located at.

Commissioner Fox added that Mr. Lee Westlund, who was one of our RAB members, is doing ok, but he cannot use the computer. He said when COVID-19 goes away he plans to come back. Also, she asked about copies of the board packet for RAB. Commissioner Fox said providing the packets after the meeting is too late, after John said they could provide that after the meeting. Chairperson Parker, Jr. said isn't this public information and why can't it be available to review all the background information. He asked legal counsel for a legal prospective. Chairperson Parker, Jr. said the question is the board packet. Legal Counsel responded that it is not a problem to provide the board packets to the RAB people prior to the meeting. Chairperson Parker, Jr. said he is for being legal and being transparent. He said if there is anything on the agenda that is not appropriate to be released early Mr. Afoun can communicate that to him and they can run that past the attorney. He said we can get in more trouble with keeping information than with sharing it. Mr. Afoun confirmed we will send the RAB members the full board packet.

Mr. Afoun informed the board that there is a new person interested in joining RAB. We have sent the information from HUD as to what the RAB board does and she has that. The next thing is to try and meet in person to see how we are able to introduce her to other RAB members. Once she agrees with everything involved in being on RAB we will have a new member. She is from Spring Valley.

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 6:28 P.M.

David Parker, Jr., Chairperson