

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

November 20, 2017

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 5:30 PM in the Commissioner's Hall in Hillside Heights building located at 825 17<sup>th</sup> Street, Moline, IL 61265.

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

1. **Call to Order:** Vice-Chairperson Chuck Capan called the meeting to order at 6:00 p.m.
2. **Approval of the Minutes of the Special Meeting of October 6, 2017, Regular Meeting of October 17, 2017 and Minutes of the Special Meeting of November 4, 2017:** Minutes of the Special Meeting of October 6, 2017 were reviewed. Motion was made, and seconded, to approve the minutes of the Special Meeting of October 6, 2017, as presented. All voting members present voting "aye", none against; the Chairperson declared the motion carried.

Minutes of the Regular Meeting of October 17, 2017 were reviewed. Motion was made, and seconded, to approve the minutes of the Regular Meeting of October 17, 2017, as presented. All voting members present voting "aye", none against; the Chairperson declared the motion carried.

Minutes of the Special Meeting of November 4, 2017 were reviewed. Motion was made, and seconded, to approve the minutes of the Special Meeting of November 4, 2017, 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 stated that we have hired Al Cueller, the new Chief Operations Officer, and hired Sedrick McDowell, as a new maintenance employee. They seem to be settling ok and Al will start coming to the Board Meetings as well as one or two key staff members will rotate and come to the meetings starting at the next meeting. We only have one more position to fill for maintenance and then we will be fully staffed.

**a. Resolution #865:**

Resolution #865 was to approve/authorize the 2018 Utility Allowance for Section 8. All voting members present voting "aye", none against, the Chairperson declared the motion carried unanimously.

**Resolution #866:**

Resolution #866 was to approve/authorize the Fee Accounting Services Contract. 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 month of October 2017. Mr. Afoun said we are above target on income and below target on expenses.
- c. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun stated that we leased up over 220 vouchers and our reserves are being depleted due to this because what we get from the government is not sufficient to support the number of vouchers that we lease. Once this is finished we will sustain the vouchers at the number what the government gives us, but as of now we have money to support the amount we have. Commissioner Parker, Jr. said it looks like in 4 or 5 months we will deplete our reserves. Mr. Afoun said after that we will use shortfall funds that are to fund vouchers. Commissioner Parker, Jr. said he just wanted to make sure we were not going to kick people out of the program. Mr. Afoun responded that will not happen.
- 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 the situation is relatively stable. Now that we have an additional maintenance person we are working to reduce the turnaround time. One reason for high turnaround is pest control and the number of people moving out. He said we have had an exodus of people moving to Iowa sometimes without giving proper notice. He believes the situation has stabilized and other than that everything is quite stable and nothing really to report as far as the AMPs are concerned.

This month at Spring Brook, which is our largest and family site, we have zero infestations at the end of the moth as far as bedbugs are concerned. The roaches are a little bit of a challenge. Commissioner Parker, Jr. asked to achieve this did we use chemical or heat treat. Mr. Afoun responded both were used. Commissioner Stange-Crotty asked if we have received our heat treatment equipment yet and Mr. Afoun responded no. Commissioner Parker, Jr. asked how much we are currently spending on these treatments and said he wants to know how much we have spent this last year and what the average amount spent per month is. He wants to determine where the breakeven point is on these heating units if we do it and does it make sense to purchase them. Commissioner Stange-Crotty said she recalls last month the Board approved purchasing the heat treatment equipment. Commissioner Parker, Jr. said it might make sense to make these big purchases before any money might be recaptured. Commissioner Stange-Crotty said the payback would be approximately six and a half treatments. Mr. Afoun said we are doing further research to see about possibly wiring each unit. There was a debate between Commissioner Parker, Jr. and Mr. Afoun as to how our current pest control company puts their cord into the unit versus how we would put the cord into the unit. Commissioner Stange-Crotty was talking about using a generator regarding bedbug heat equipment. Commissioner Parker, Jr. talked about using a pedestal from outside and run the cords exactly like our current pest control company does. Also mentioned was the fact that we do have a generator at Hillside Heights.

Currently we have the drainage project. Everything is complete except for seeding. The roofing project at Hillside just has a little work to be done and will be completed shortly. We have received our CFP 2017 money and have been working with the police force to identify strategic places in which security

cameras and additional lighting would be good places to install. We have the money and will be doing that shortly. We will be doing the lighting first and once we finish that we will be doing the security cameras. IF we have money left we will do the asbestos project.

Work orders were reviewed and Mr. Afoun informed the Board that they were completed for the month.

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

Ms. Jones was hoping the new RAB member was going to be introduced today, but she didn't show. She stated that Commissioner Fox told her about the Riverbend food bank that has been delivering at Spencer Towers. They are wondering about having a food bank come to Spring Brook, Spring Valley, or Hillside. Commissioner Fox had heard it had to be all elderly, but Spencer Tower is now getting service. Chairperson Grimes said he is sure that they would welcome the idea of getting assistance at all three of our sites. He suggested they contact Mike Miller, who is the Executive Director at Riverbend Food Bank. He also suggested thinking about opening a pantry within the complex. Ms. Jones said she thought they had to have a nonprofit to have that. Chairperson Grimes said they don't have to do that. He said you don't have to have a nonprofit to come in and that the RAB itself is a nonprofit. Mr. Afoun said they can check into that and they will follow it up and try to get things going. Commissioner Stange-Crotty said in order for people to get a tax write off the organization needs to be a 501(3)c. Ms. Jones thanked Chairperson Grimes for the information.

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

Mr. Afoun said he will be on vacation as of tomorrow and that Ms. Maria Nino is in charge during his absence as well as being the point of contact. He stated he has every confidence in her to take care of the task at hand. The new person, Mr. Al Cueller, just started and he will be in charge of maintenance. Ms. Lorena McMillan is in charge of Public Housing and Ms. Teresa Chapman is in charge of Section 8.

Commissioner Fox asked why we get the graphs with the Public Housing reports. She stated we don't ever do anything with this. Vice-Chairperson Capan made a motion to eliminate the graphs from the Public Housing report. All voting members present voting "aye", none against; the Chairperson declared the motion carried.

**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 6:15 P.M.

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Melvin Grimes, Chairperson