

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

February 25, 2009

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 6:00 p.m. in the Spring Brook Administration Building Board Room located at 4141 11 Avenue A, Moline, IL 61265.

Roll Call: Board members present were Dan Adams, Jim Taylor, Kathy York, Rick Ryckeghem, Susan Llewellyn, and Housing Attorney, John Callas. Staff members present were Emergency Executive Interim Director and Chief Financial Officer Doug Schott, Technical Services Director Mike Sullivan, Rhonda Calhoun, Lorena McMillan, and recording secretary Kelly Maack. Also attending were Lynn Rewerts, Diane Fox, and Mohammed Sow.

- 1. Approval of Minutes:** Minutes of the regular board meeting of January 13, 2009 and the Special meeting on February 7, 2009 were reviewed by the Board Members. Motion was made, and seconded, to approve the minutes of the regular meeting of January 13, 2009 and the special meeting on February 7, 2009. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
- 2. Approval of Accounts Payable 1/2009:** Accounts payable was reviewed by the Commissioners. Inquiries were made by Chairman Adams about a check endorsed to Esterdahl Mortuary. Doug Schott had Kelly Maack explain what the check was for. Ms. Maack explained that a tenant, Thomas Hathaway, who passed away, had a Small Estate Affidavit provided to the Housing Authority stating the refund needed to be sent to Esterdahl Mortuary for burial expenses. Ms. Maack contacted the Housing Attorney, Tim Feeney to verify that the Small Estate Affidavit was acceptable. Mr. Feeney stated it was acceptable. Motion was made, and seconded to approve Accounts Payable 1/09. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
- 3. Financial Reports and Accounts Receivable:** The Board reviewed the Financial Report and Accounts Receivable as presented. Inquiries were made by Commissioner Llewellyn in regards to the interest rates for the CD’s. Mr. Schott stated the interest rate is low but the money is insured by FDIC. Chairman Adams asked are the CD’s insured up to \$250,000. Mr. Schott stated they are 100% insured through a depository agreement with the bank. Motion was made, and seconded, to approve the Financial Reports and Accounts Receivable. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
 - a. Approval of Operating Budget for FYE 2010- Resolution #589. Motion was made, and seconded, to approve the Operating Budget for FYE 2010.

All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.

- b. Approval of Accounts Receivable Write-off’s – Resolution #590. Motion was made, and seconded, to approve Accounts Receivable Write off’s. All voting members present voting “aye”, none against, the Chairman declared the motion carried unanimously.

4. Emergency Interim Executive Director’s Report: Verbal report provided by Doug Schott.

- a. Section 8 Audit- Ms. Calhoun has been presented a copy of the recently received Section 8 audit and is working on a response to the reported issues contained in the audit. Rhonda Calhoun and Lorena McMillan will be out of the office on Monday, March 9, 2009 through Friday, March 13, 2009, in Philadelphia, PA, for Public Housing and Section 8 rent calculation. Commissioner Ryckeghem agreed that it was a good idea to have someone else trained in the Section 8 department.
- b. The COP Contract- There is a 5.8% increase this year. Officer Leach will present information to the Board of Directors once he presents the information/changes to his Supervisor. Commissioner Llewellyn inquired on what the relationship was like now with the Housing Authority and the COP officers. Mr. Schott stated the relationship is good; Moline Housing Authority staff and COP officers are looking for ways to improve services to residents.
- c. EAP conducted a meeting at 1150 41 Street with staff to discuss the changes that are occurring at Moline Housing Authority. EAP staff discussed the option of obtaining EAP services free of charge for employees and their families.
- d. Doug Schott reported that HUD has advised there will not be PHAS scoring for 03/31/2009.
- e. Doug Schott spoke about the stimulus package and stated 99.5% must be used for improvements. Mr. Schott stated that .5% must be used for Administrative expenses. Commissioner York inquired on how much .5% was and Mr. Schott stated approximately \$6000.00.
- f. Doug Schott then asked Board Attorney, John Callas, to update the Board on the status of retaining an Interim Executive Director. Mr. Callas reported that following the Board’s interviewing of the potential candidates it was the consensus of the Board to proceed with an Intergovernmental Agreement to seek the assistance of Susan Anderson, current Executive Director of the Rock Island Housing Authority, to operate as the Interim Executive Director of the Moline Housing Authority. Mr. Callas reported that he had been in contact with both Susan Anderson and Roger Strandlund, attorney for the Rock Island Housing Authority. A proposed Interagency Agreement has been

negotiated and he presented the Agreement for review of the Moline Commissioners. Following review and discussion of the Agreement, a motion was made, and seconded, to approve the Interagency Agreement with three revisions. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously. Mr. Callas is directed to make the required changes to the proposed Interagency Agreement and forward the modified agreement to the attorney for the Rock Island Housing Authority for presentation to its Board of Directors. Ms. Anderson would start on March 2, 2009 or as soon as possible if both she and the RIHA Board accept the revised offer. The revisions were directed to automatic renewal, personnel changes and designated authority to authorize additional services.

- g. Mr. John Callas then discussed the process of hiring a permanent Executive Director. Mr. Callas has recommended that the Board of Commissioners issue an RFP for search firms to conduct a nation-wide search for a new permanent Executive Director. He suggested such firms as Leo Dauwer, the Schiff Group, and post the Request for Proposal (RFP) on the PHADA and NAHRO web sites. The Board of Commissioners will make the final decision on hiring a permanent Executive Director. Mr. Callas suggested that a committee of two Board Members be created to refine the process of the RFP. Motion was made, and seconded, to proceed with an RFP for a search firm to assist the Moline Housing Authority in its search for a new Executive Director with Commissioners Llewellyn and York to work with Housing Attorney, John Callas to develop and proceed with the RFP. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.

- 5. COP Report- The COP officers had a prior commitment. A report was provided to the Board of Directors with information of any criminal activity that took place on Housing Authority property.

6. Technical Services Report

- a. Update of Hillside Heights Kitchen and Bathroom Renovation Project. Mr. Sullivan asked the board to approve the low bid of \$953,000 to Precision Builders for the HH kitchen and bathroom renovation project. Motion was made, and seconded, to accept the low bid of \$953,000 from Precision Builders. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.
- b. Pest Control Contract- Mr. Sullivan asked the Board of Directors to approve the low bid from Emerick Pest Control for \$8,160 a year; totaling \$16,320 for two years. Mr. Sullivan

stated the contract could be terminated if Emerick doesn't perform up to the Housing Authority's satisfaction. Motion was made, and seconded, to approve the low bid from Emerick Pest Control totaling \$16,320. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.

- c. Kelly & Associates-Architecture- Section 504 (ADA) Study. Mr. Sullivan requests the Board to accept Kelly and Associates to investigate the HUD 504 requirements. Commissioner Ryckeghem asked if they are going to accept our ADA Accessibility. A transition plan was discussed and needs to be in place. Commissioner Taylor asked about a subcontractor and Mr. Sullivan responded that we would be working with Kelly and Associates. Motion was made, and seconded, to approve a contract with Kelly and Associates for \$17,500 to do a comprehensive 504 study on both AMPs. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.
- d. Tile Removal Bid. Mr. Sullivan requests the Board to approve the low bid of \$15,480 by Iowa/Illinois Taylor for Asbestos tile removal in six fully accessible handicap apartments at Hillside Heights. Commissioner Ryckeghem inquired about Ironwood and Champion Environment. Motion was made, and seconded, to approve the low bid of \$15,480 from Iowa/Illinois Taylor for Asbestos tile removal at Hillside Heights. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.
- e. Engineer Services for Erosion Control (Spring Brook). Mr. Sullivan requests the Board to approve Townsend Engineering for \$7,139.00 for ground water control in Spring Brook. Mr. Sullivan commented that we have utilized Townsend Engineering in the past. Motion was made, and seconded, to approve the low bid of \$7139.00 for ground water control in Spring Brook. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.
- f. Commissioner Llewellyn inquired if it was possible to convert some efficiency units into larger units. Mr. Schott stated the last time he contacted an employee at HUD they stated we could not build new units without demolition. Mr. Schott stated he would contact HUD again.

7. Section 8 Report

Ms. Calhoun stated there are currently 224 vouchers leased through Moline Housing Authority. Four vouchers are port-ins. 3 vouchers are port-outs. As of 3/15/09 there will be an additional four families leased up.

8. Public Housing Report

Ms. McMillan reported there are three apartments vacant in Spring Brook and six apartments on hold at Hillside Heights for the renovation project. There was one eviction for January and February 2009. In February 2009, Kelly Maack and Lorena McMillan worked on a grant requesting funding from the Moline Foundation for additional services and activities for residents of Spring Brook, Spring Valley, and Hillside Heights. This grant was received last year from the Moline Foundation. Rhonda Calhoun, Lorena McMillan, and Kelly Maack assisted the COP officers on February 24, 2009 with Pay for Grades. News Channel Six was on site during this activity. Ms. McMillan and Ms. Maack are working with the COP officers to plan a trip to the IMAX for residents of Spring Valley and Hillside Heights. There were three resident meetings conducted in February. The next resident meetings will occur at Spring Brook, Spring Valley and Hillside Heights in April 2009.

Mr. Sullivan asked if Mr. Schott would approve the contracts. Chairman Adams answered if Ms. Anderson takes the job offer she will then approve all contracts.

9. RAB Report

There are six individuals going to the National Low Income Housing Coalition on April 19-22, 2009, in Washington, DC. Commissioner Llewellyn had inquired about the trip also. She will let Ms. Maack know if she plans on attending.

10. Discussion of Any Other Business Which May Come Before the Board

There being no further business, a motion was made, and seconded, to adjourn the meeting. All voting members present voting "aye", none against; the Chairman declared the meeting adjourned at 6:56 p.m.

Dan Adams, Chairman

