

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

March 18, 2009

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

Board members present were Chairperson Dan Adams, Kathy York, Susan Llewellyn, and Rick Ryckeghem. Staff members present were Operations Manager/Controller Doug Schott, AMP Manager Mike Sullivan, Rhonda Calhoun, Kelly Maack, Lorena McMillan and Recording Secretary Maria Nino. Board Counsel, John Callas, was in attendance. Also in attendance were Mohamed Sow, Lee Westlund, Cynthia Thennis, Officer Leach, and Diane Fox.

1. **Approval of Minutes:** Minutes of the regular meeting of February 2009 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of February 2009 as presented at the meeting. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.
2. **Approval of Accounts Payable 2/2009:** Account payables were reviewed by the Commissioners. Inquires were made by the Commissioners regarding certain bills and charges. Mr. Schott and staff responded to the Commissioners' inquiries. Motion was made, and seconded, to approve the summary of accounts payable for the month of February 2009. 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. Mr. Schott stated that he had spoken with Commissioner Jim Taylor that afternoon and relayed to the Board that Mr. Taylor was satisfied with the reports as presented. A motion was made to approve the Accounts Receivable as presented. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.
4. **Executive Directors Report:**
 - a. **Approval of ARRA Funds – Resolution #591:** Mr. Schott stated that this was the Stimulus Package and that HUD wants this to be spent right away for contracts the Housing Authority have in progress right away. He stated that last month we had approved a \$953,000 contract to renovate Hillside Heights and he proposed to transfer the money from 2008 Capital Funds, where this project was originally going to be paid from, to the Stimulus Package in order to do exactly what HUD wants us to do. He also said that on the detail we added a few other things to complete out the money. He said that usually the Board does not have to approve this type of thing, but this time HUD wants the Board to approve because of how quickly HUD wants everything to move on this Stimulus Package. Commissioner Llewellyn asked what the Reconditioning of Hillside Heights is and Mr. Sullivan responded that it has to do with caulking, resurfacing of bricks, and work on the outside of the building that needs to be done at Hillside. Motion was made, and seconded to approve the ARRA Funds – Resolution #591. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.

Commissioner Llewellyn asked to go back to the Stimulus money topic. She asked about an ARRA handout and the last page's recommendations. She was told by Mr. Schott that this document was from the Executive Director. Commissioner Llewellyn

was concerned because the recommendations made by the Executive Director did not match the items that had been presented to the Board for the Stimulus Package. Mr. Schott said that Mr. Sullivan had stated just putting in 504 Compliance was too general. Mr. Schott explained that originally they had said they were going to spend the stimulus money on 504 Compliance, but Mr. Sullivan thought we needed more detail on exactly what all we were going to do, so they just flipped 2008 items and the stimulus items around. Commissioner Llewellyn asked if we have run this by the Executive Director, Susan Anderson and Mr. Sullivan said he has talked to her about it, but not necessarily run it by her. He also said that the stimulus money needed to be spent on residents. Mr. Schott said we still have the money on 2008 to get all the 504 compliance issues taken care of. Commissioner Ryckeghem inquired about 2008. Mr. Sullivan clarified that he is referring to 2008 Capital Funds.

- b. **Approval of Police Contract – Resolution #592:** Commissioner York stated that she had found one error in the Police Contract on page 5 stating that they will work with the Authority’s Deputy Director or their designee and we do not have a Deputy Director anymore. Commissioner Ryckeghem stated that he did not have a copy to look over and was told by Mr. Schott that he had handed them out at the prior month’s Board Meeting. Mr. Callas stated that it was the same as last year’s contract except for the pricing. The substitution would be inserting the term Executive Director instead of the term Deputy Director located on page 5 of the Contract as proposed. Motion was made, and seconded to approve the Police Contract – Resolution #592, with the correction. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.

5. **COP Report:** Verbal report provided by C.O.P. Officer John Leach.

Officer Leach stated that he was unable to get the print outs because of software issues. He went on to say that illegal live-ins continue to be a problem. And that since the weather is getting nicer they are seeing some violence including some domestic violence arrests around here. He also stated that they had their pay for grades at the end of last month, which provided children with a pizza party and gift cards for Wal-Mart. Officer Leach also mentioned they have an Easter Egg Hunt planned for next month.

6. **Technical Services Report:** Verbal report provided by Mike Sullivan.

- a. **Update on Contract Signing:** Mr. Sullivan stated that the contract for the Hillside Heights renovation had been signed with the low bidder, Precision Builders, on March 3, 2009 and that the work will begin in the middle of this April. He also stated that the Pest Control Contract had been signed on March 3, 2009 with the low bidder, Emerick Pest Control and services would start this week on their monthly schedule. Next, Mr. Sullivan informed the Board that the Architectural and Engineering services contract for the ADA Assessment Report by Kelly & Associates-Architecture had been signed on February 25, 2009. Lastly, Mr. Sullivan stated that the contract for Asbestos Tile Removal at Hillside had been signed on March 4, 2009 with Iowa/Illinois Taylor Insulation and the work on that project would start around the 1st of April. Commissioner Ryckeghem asked if the engineering project for the erosion was done yet and Mr. Sullivan responded that it had not been started yet. Commissioner Llewellyn asked if people will have to be moved for the Hillside heights project. Mr. Sullivan stated that they will not have to move, but that we will have empty apartments available if they need somewhere to go, just like we did for the Spring Valley project. He also mentioned that they have bathrooms downstairs available for the tenants while their apartments are being renovated. He added that we also provide totes for tenants during the time that the cabinets are down.

7. **Section 8 Report:** Verbal report provided by Ms. Rhonda Calhoun.

Ms. Rhonda Calhoun stated that there are currently 226 vouchers leased, including 6 port-ins 3 port-outs and there are 217 MHA tenants. Ms. Calhoun mentioned that she and Mrs. Lorena McMillan had attended training on Section 8 and that they had learned a couple new things for two and a half days they had been at the seminar in Philadelphia. She stated that they should have results on the tests soon. Ms. Calhoun distributed to the Commissioners a written response to the issues raised by the Section 8 Audit. She said that she answered what she thought she should have answered on there and that if the Board wanted more information that she can give that to them as well.

8. **Public Housing Report:** Verbal report provided by Ms. Kelly Maack.

The current available ready apartments include two at Spring Brook, two at Spring Valley, and none at Hillside Heights. There is also one apartment on hold for water damage at Spring Valley and seven apartments on hold at Hillside due to the upcoming project. There were two evictions for the months of February and March.

Ms. Maack also stated that the Housing Authority had received a grant for all the residents. She went on to say that they had sent out a thank you letter and will be keeping track of how this money is being spent. They are currently working on setting up a neighborhood watch program due to the recent events that have occurred here. Also the reservations for the Washington trip have been made. Ms. Maack also wanted to comment that they are very happy with the new addition to the occupancy department.

9. **RAB Report:** Verbal report given by Ms. Diane Fox:

Ms. Fox discussed the renovations at Hillside Heights, the Washington trip, and how please the tenants are with the new pest control company.

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

Mr. John Callas stated that Commissioner York and Commissioner Llewellyn have presented him a draft of what they want to have authorized to hand out on the RFP for the Executive Director search. Mr. Callas stated that he just wanted to circulate it among the Board members. He noted the responses come to the Moline Housing Authority, but addressed to the Commissioners. Chairman Adams said that with those corrections he would like Mr. Callas to go ahead and get the RFP sent out to where ever it needs to go to. After discussion, Mr. Callas will be sending the RFP to Leo Dower, Joe Schiff, Ed Goodwin, and one or more local executive search companies. Commissioner Adams asked when we will be sending those out and was told by Mr. Callas that they will most likely be sent out on Friday or the 1st of April. No Board action was required on the RFP as the matter was previously approved.

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 6:57 PM

Dan Adams, Chairman