

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

May 20, 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, Rick Ryckeghem, and Susan Llewellyn. Staff members present were Interim Executive Director Susan Anderson, Operations Manager/Controller Doug Schott, AMP Manager Mike Sullivan, Rhonda Calhoun, Kelly Maack, and Recording Secretary Maria Nino. Board Counsel, John Callas, was in attendance. Also in attendance were Mohamed Sow, Lee Westlund, Cynthia Thennis, Officer Grawe, Diane Fox, and Lynn Rewerts.

1. **Approval of Minutes:** Minutes of the regular meeting of April 2009 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of April 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 4/2009:** 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 April 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. 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.
 - a. **Approval of Travel Expense Policy – Resolution #594:** Mr. Schott stated that this was something that he was asked to do last meeting. Mr. Schott also commented that the employees already have a Travel Expense Policy located in the MHA Personnel Policy, but the one referenced now is one created by Mr. John Callas for use by Board and RAB Members. Mr. Schott stated that it is essentially the same as the employee policy except for the way meals are treated. This Expense Policy gives the commissioners the option to go per diem or turn in receipts. Motion was made, and seconded to approve the Travel Expense Policy – Resolution #594. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.
4. **Executive Directors Report:**
 - a. **Approval of SEMAP Submission for FY 2008-2009 – Resolution #595:** Mrs. Susan Anderson stated that the SEMAP submission is the way we look at how the SEMAP program is doing. Mrs. Anderson went through the questions and what our answers were for each question on the form. She suggested we review the current policies and make sure everything is in place and the way we want it. Mrs. Anderson also suggested that we may want to consider a family self sufficiency program. Motion was made, and seconded to approve the SEMAP Submission for FY 2008-2009 – Resolution #595. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.

- b. **Approval to Increase the Fair Market Rents to 110% - Resolution #596:** Mrs. Anderson stated that currently the fair market rents have been set to 100%. She stated that the challenges are that many landlords are still charging rents at 110% rather than the current 100%. Mrs. Anderson stated that another thought is that many of the tax credit programs have set the rents at 110% due to our previous standards. The bottom line is maybe we should go back to 110% so people can use their vouchers and we do not lose any landlords. Motion was made, and seconded to approve the Increase of Fair Market Rents to 110% – Resolution #596. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.

- c. **Approval of Search Firm for Executive Director – Resolution #597:** Mr. John Callas stated that he had a memo showing what firms were asked to submit a bid. He also provided each of the Commissioners with a copy of all bids for their review. Mr. Callas noted each entity had submitted a bid except for the Schiff Group, which respectfully declined. The Commissioners then reviewed and discussed each bid. Leo Dauwer had a bid of recommended services for approximately \$6,500 - \$6,600 and Ed Goodwin had a bid of \$7,500. The Employment Source, a local firm, had a bid of \$7,800 plus costs for advertisement, and MRA’s bid, another local entity, was a variable depending upon time expended and upon who the applicant is, plus expenses. MRA’s bid was difficult to determine actual cost to the MHA. The bids were then narrowed by the Commissioners and it was decided that MRA would be eliminated due to the lack of a firm cost. Next, the commissioners eliminated The Employment Source due to lack of knowledge of the Public Housing industry as well as lack of contacts in the industry. It was noted that Leo Dauwer had previous national experience and also prior successful dealings with the MHA. The Commissioners then chose to go with Leo Dauwer over Ed Goodwin. Motion was made, and seconded to accept Leo Dauwer as the Search Firm for Executive Director for the amount of \$6,565. 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 Heidi Grawe.

The Commissioners reviewed the print outs showing police activity for the properties. Officer Grawe then stated that there had been several evictions served. She felt that the reason for the increase in evictions was because either Officer Grawe or Officer Leach had sat in on a lot of the evictions and presented their evidence. Officer Grawe also mentioned that they had taken residents to a Steam Wheeler’s game and were also going to be taking Spring Valley and Hillside Heights residents to the IMAX. Officer Grawe concluded her report by saying that she and Officer Leach are being more involved now than before.

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

- a. **Updates on Hillside Heights Renovations:** Mr. Sullivan stated that the occupied apartment work at Hillside Heights will begin on June 1st. He also mentioned that the contractors are working on completing the handicapped apartments for tenant use as necessary and that there has been a delay in materials for the handicapped apartments, which caused a minor work delay.

- b. **Approval to Purchase Employee Time Tracking Program and Equipment – Resolution #598:** Mr. Sullivan requested the Board to approve the purchase of a time tracking program and equipment for the low bid of \$4,329.00 from Trak-Data Systems located in Moline. Mr. Sullivan then discussed what we use now to track employee time, where the new equipment would be located, and who would be using the new time tracking program. He also mentioned the capabilities of this system

that eliminate buddy punching as well as the fact that it is a computerized system. Motion was made, and seconded to approve the low bid of \$4,329.00 to Trak-Data Systems for the employee time tracking program and equipment – Resolution #598. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.

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

Ms. Rhonda Calhoun stated that there are currently 219 vouchers leased, including 3 port-ins 3 port-outs. Also, currently there are 15 vouchers not being used due to low funds in the Section 8 Department. Ms. Calhoun also wanted to say thank you for approving the increase to 110% in Fair Market Rents and that it will be helpful in keeping the landlords we do have and hopefully attract new landlords to the program.

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

The current available ready apartments include two at Spring Brook, one at Spring Valley, and none at Hillside Heights. There is also one apartment on hold for pest control at Spring Brook, one apartment on hold for modernization at Spring Valley, and seven apartments on hold at Hillside due to the Hillside Heights Renovation Project. There were no evictions for the months of April and May.

Ms. Maack also mentioned that they had an IMAX trip planned for Spring Valley and Hillside Heights residents. Ms. Maack talked about sending the Moline Foundation a quarterly report for monies that were spent on the Easter Egg Hunt; the COP officers also helped with the trip using CDBG monies. Ms. Maack concluded by stating that the summer lunch program for anyone that is 18 years of age or younger starts on June 15, 2009 through July 24, 2009.

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

Ms. Fox gave a detailed report about the trip she and others had taken to Washington D.C. Ms. Fox went over the classes that had been attended including an intro to Public Housing and Project Based Section 8 programs, new funds for neighborhoods, and healthy housing. She also mentioned that Shawn Donovan had spoken a lot about going from Section 8 to home ownership. On the last day of the trip they had gone to Dick Durbin’s office to make their case for keeping funds going. Ms. Fox concluded by saying thank you for allowing the attendance of this conference.

10. **Closed Session 5 ILCS 120/2 (c) (1):** Motion was made, and seconded, to go into executive session at 7:00 P.M. and a roll call was taken. Voting Yes were Kathy York, Susan Llewellyn, and Rick Ryckeghem. Motion carried unanimously.

The Board then commenced Executive Session.

Motion was made, and seconded, to close executive session at 7:25 P.M. and a roll call was taken. Voting Yes were Kathy York, Susan Llewellyn, and Rick Ryckeghem. The Chairman declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 7:30 P.M.

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

The Commissioners then noted the excellent extra effort by MHA CFO Doug Schott throughout this difficult transition time. Motion was made, and seconded to grant Mr. Doug Schott a onetime bonus for the amount of \$2,250 and as well as a monthly pay increase of \$250 per pay check until the hiring of a permanent Executive Director beginning the first pay

period of June 2009. All voting members present voting “aye”, none against; the Chairman declared the motion carried unanimously.

The Commissioners discussed the building that was purchased and what the intentions are. Mrs. Anderson commented that there is a sign for rent on the building and suggested that they should work on what their goals are for moving forward with it. A suggestion was to put the property with a realtor. Mrs. Anderson suggested doing some strategic planning to spend the stimulus money on the dentist building.

The Commissioners discussed putting in safeguards that prevent issues like the ones that were brought up in the past criminal case. It was decided that this would be a good task for the permanent Executive Director.

Commissioner York brought up the subject of visitor passes. Commissioner York stated that a problem with the visitor passes is that currently there is only a one page document with no date or resolution number rather than an actual Visitor Pass Policy. She went on to say that to her knowledge the document she is referring to is not the original pass policy that had gotten passed. Commissioner York brought up the fact that the visitor pass enforcement is arbitrary and capricious. Mrs. Anderson explained why the Rock Island Housing Authority does not use visitor passes and how that has worked for them. Mr. John Callas was directed to review the policies.

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 8:01 PM

Dan Adams, Chairman