

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

October 21, 2009

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 6:00 PM in the Hillside Heights Commissioners' Hall located at 825 17<sup>th</sup> Street, Moline, IL 61265.

Board members present were Chair Susan Llewellyn, Rick Ryckeghem, Dan Adams, Kathy York, and Sonia Berg. Staff members present were Interim Executive Director Susan Anderson, Operations Manager/Controller Doug Schott, AMP Manager Mike Sullivan, Rhonda Calhoun, Lorena McMillan, Kelly Maack, and Recording Secretary Maria Nino. Also in attendance were Ted Ronk, Officer Becky Sargeant, Mohamed Sow, Lee Westlund, Diane Fox, and Cindy Thennis.

1. **Update regarding Executive Director Search:** Chair Llewellyn stated that the candidate the Board had selected for the Executive Director position had declined the contract. Chair Llewellyn stated that they will go on with the search and has contact Mr. Leo Dauwer who will send the Board five additional candidates for the position. Commissioner Berg stated that the Board needs to decide on the salary range for the Executive Director position and give that information to Mr. Dauwer as soon as possible so that he can forward that information on to the prospective Executive Director candidates. Commissioner Berg also mentioned that she had been approached by the City of Moline with an offer to use their resources in our search for an Executive Director if the Board was interested. The offer was discussed along with the fact that the Board is already in a contract with Leo Dauwer for this service. Motion was made and seconded, to go ahead with Leo Dauwer for the Executive Director search as well as having Chair Llewellyn and Commissioner Ryckeghem continue with their search process. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
2. **Approval of the Minutes of the Regular Meeting of September 2009:** Minutes of the regular meeting of September 2009 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of September 2009 as presented at the meeting. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
3. **Approval of Accounts Payable for 9/2009:** Accounts payable 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 September 2009. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
4. **Financial Reports and Accounts Receivable for 9/2009:** The Board reviewed the Financial Report and Accounts Receivable as presented for August 2009. A motion was made to approve the Accounts Receivable as presented. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
5. **Executive Director's Report:**
  - a. **Discussion of MHA By-Laws:** Ms. Susan Anderson went over a memo from John Callas with suggested comments from the September 2009 Board Meeting. She then stated she would be collecting any comments and forward those back to John Callas. First discussed was the term limit. There was discussion on whether to have a term limit or not and whether they should keep the current one year term or go to a two year term. Commissioner Ryckeghem suggested having a one year term with a

consecutive term not to exceed four years. Commissioners Berg and York agreed with that. Commissioner Adams is against changing the term from one to two years or having a limit on the amount of years. Commissioner Berg interjected that the MHA By-laws should say "chair" and not "chairman" or "chairwoman." The next issue in the memo was regarding conflict of interest. There were no comments on this. The third issue discussed was attendance of Board Meetings. There was discussion among the commissioners on the authority of the Board to remove a commissioner. It was suggested by Commissioner York to change the wording from "shall" to "may" and Chair Llewellyn suggested changing the wording to "offending commissioner." Commissioner Adams stated that he would like to have the attorney draft up something with some strong language that would protect the Board from a law suit. Chair Llewellyn suggested adding something that refers to the state law on how to remove a commissioner from the Board. The fourth point was on the official spokesperson. Commissioner Adams pointed out that the current official spokesman is the attorney at this time. Commissioner York suggested putting in that if it is a legal matter then it is handled by the attorney. Commissioner York then made a suggestion that everyone agreed upon saying that all regular and routine business correspondence and public comments are intended to be issued and received by the Executive Director and that the Chair is the official spokesperson for the Board unless otherwise stated. The fifth issue was on commissioner training. Commissioner Ryckeghem stated that since he had not attended any commissioner training yet he would attend training in January. Next it was agreed to change the term from tenant to resident throughout the By-laws. The next issue discussed was to change the title of "Order and Method of Business" to something else. Commissioner Adams also suggested to add in something about a phone poll for the Executive Director or their designee to be able to do when the Board is not available to have a meeting. Commissioner York suggested that be added in under the "Manner of Voting." Lastly, Commissioner Adams suggested adding in which location the Board Meetings would be held throughout the year. It was decided to hold the October Board Meetings at Hillside Heights and the September meetings at Spring Valley.

- b. **Approval of Smoking Policy (Resolution #608):** Ms. Anderson had given each commissioner a copy of the Smoking Policy to review. She stated it was based on the law and she recommended we go with that. Motion was made, and seconded to approve the Smoking Policy – Resolution #608. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.
  - c. **Review of Buy American Procurement Policy Amendment (previously approved by polling the MHA commissioners Resolution #607):** Ms. Anderson stated that this had been sent out by e-mail and had done a phone poll to approve this. She stated that this is because HUD has placed requirements due to the stimulus money that was given. This applies to any money that was spent using the stimulus money. Ms. Anderson said that this is HUD's effort to keep the money going to USA products. Mr. Mike Sullivan said he gets with the contractor at the bid meeting and tells them that they must notify him that they are following this policy. The Buy American Procurement Policy Amendment has already been approved through the phone poll process.
6. **Discussion regarding the Agency Plan:** Ms. Anderson gave an overview of why HUD requires housing authorities to have an Agency Plan and how it must be submitted annually to HUD. She said that most housing authorities hire consultants to revise the Agency Plan, but we went through Nan McKay using their software, but by doing this it creates a bigger burden on the staff. She stated that examples of changes that could be taken to the Board include flat rents and the number of people who can live in an apartment. Ms. Anderson stated that currently the staff is working on this as a group and will then bring that to the

Board. She also stated that this is due to HUD in January and that it will be a huge effort in resident education, but that it will be more spelled out and will help with policy. Ms. Anderson mentioned that this task was going to be put off until a new Executive Director was hired, but that HUD has the expectation that this should happen now. Motion was made, and seconded, to approve up to an addition 75 hours for Ms. Susan Anderson to complete the MHA Agency Plan. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.

Ms. Anderson asked if the commissioners would like to consider a strategic planning session. Chair Llewellyn interjected that she had attended a strategic planning training while Commissioner Berg was at her training in Washington DC and said that the strategic planning session was highly recommended. Ms. Anderson said that ideally the strategic planning would be done before the Agency Plan was turned in to HUD. Chair Llewellyn gave the options to meet on either November 9<sup>th</sup>, 10<sup>th</sup>, or 12<sup>th</sup> from 1:00 p.m. to 5:00 p.m. Ms. Anderson stated that she will look into where the meeting will be held as well as prepare an agenda for the meeting and get back to the Board members on that. Chair Llewellyn mentioned that she could share some of the things she found out at her training.

Ms. Anderson brought up that an issue going on at Spring Brook currently involved a resident that had some signs hung up in their window that were offensive to other residents and that Channel 8 had spoken to her about the issue. A suggestion from Commissioner Adams on the issue was to exempt holiday decorations from the items that were not allowed to be displayed in residents' windows. Ms. Anderson said she would talk to the attorney about this.

7. **COP Report:** Verbal report provided by Officer Becky Sargeant.

Officer Sargeant handed out the report showing calls for the MHA properties. She reviewed the recent activity and what type of calls they have been receiving.

a. **Introduction of Becky Sargeant as COP East Officer:** Officer Sargeant introduced herself to the commissioners.

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

a. **Approval of Project MHA-37-09-S Spring Brook Chimney Liners (Resolution #609):** Mr. Sullivan requested the Board approve a contract with Schebler Company of Bettendorf, IA for the low bid of \$73,033.00 to install chimney liners in Spring Brook. Ms. Susan Anderson interjected that she wanted to make the Board aware that her husband is a minor shareholder for the low bidder, Schebler, and that she is as well. Commissioner Adams stated that Ms. Anderson is not the decision making entity. Motion was made, and seconded, to approve the contract with Schebler Company (Resolution #609) for the amount of \$73,033.00. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.

b. **Approval of Project MHA-39-08 Spring Brook Laundry Room (Resolution #610):** Mr. Sullivan requested the Board approve a contract with J.B. Robertson of Davenport, IA for the low bid of \$188,000.00 to build the Spring Brook laundry addition. Mr. Sullivan stated that the alternate bid is the additional cost for having brick instead of siding. Mr. Sullivan's recommendation is to go with the siding because it is a cheaper price and the commissioners agreed. Motion was made, and seconded, to approve the contract with J.B. Roberson (Resolution #610) for the amount of \$188,000.00. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.

- c. **Update regarding the video camera review:** Mr. Sullivan stated that he is in the process of reviewing the video security cameras at Hillside and Spring Valley to determine the need and additional associated cost. He stated that it would probably take a couple of months to put this together and that when he has all of the information he will put together a report for the Board.
  - d. **Update regarding the Erosion Control project:** Mr. Sullivan stated that the contract had been signed and obligated for the Erosion Control project and that the notice to proceed will be issued this spring when the weather permits.
9. **Report on Commissioner's Training:** Chair Llewellyn and Commissioner Berg attended training in Washington D.C. Chair Llewellyn stated that Commissioner Berg had found the training very helpful and felt she had learned a lot and would recommend this training to any new commissioner. Chair Llewellyn attended a strategic planning training. She talked about all of the benefits of strategic planning such as getting all stakeholders aligned and set goals as well as how to be candid and clear sighted on where the Board is going and where they want to go. Lastly she pointed out that strategic planning helps the Board to be more accountable.
10. **Section 8 Report:** Written report distributed to Board Members.
- There are currently 208 vouchers leased, including 2 port-outs. Also, currently there are 26 vouchers not being used due to low funds in the Section 8 Department.
11. **Public Housing Report:** Written report distributed to Board Members.
- The current available ready apartments include two at Spring Brook, one at Spring Valley, and two at Hillside Heights. There are also two apartment on hold at Spring Brook, one apartment on hold at Spring Valley, and three apartments on hold at Hillside Heights. There was one eviction between 9/16/09 and 10/21/09.
12. **RAB Report:** Verbal Report given by Diane Fox.
- Ms. Fox stated that the RAB members had discussed the problems with the decorations in the windows and that they had been told that the attorney will be clarifying what can and cannot be displayed and a flyer will then be put out to the residents. She stated that they will be going back to monthly meetings for now and evaluate at a later date if they will continue with that or go more spread out to once every few months. Ms. Fox stated that she was excited to attend the meeting for Section 8 residents that is coming up in December and that it will be the first meeting of its kind for Section 8. Ms. Fox also mentioned that they need two RAB members from Hillside. She said that some of the MHA employees have been encouraging people to join but had not had anyone respond yet. Ms. Kelly Maack interjected that the office will send out another flyer to Hillside residents asking if anyone is interested.
13. **Discussion of Any Other Business Which May Come Before the Board:**
- Ms. Anderson would like the Board Meeting date to be moved from January 20, 2009 to January 6, 2009 so that the Agency Plan could be approved by the Board prior to the January 19, 2009 submission date deadline. The commissioners agreed to move the date of the January 2009 board meeting.
- Ms. Anderson also mentioned that the host hotel for the commissioner's conference in January always books up fast and that Mr. Schott said he would be making the hotel reservations. Mr. Schott will also make the plane reservations for Commissioner York. Chair Llewellyn stated that she will be making her own plane reservation.

Commissioner Adams stated that the By-laws and the agenda order or method of business is completely different and that they need to look at that so that they match up. Commissioner York suggested putting set agenda items.

Commissioner Adams then stated that at a prior meeting, which was a special call meeting to interview Executive Director candidates, they had asked Ms. Anderson to give her opinion on the MHA employees. He said he was not comfortable with her doing that because it puts her in a bad situation. He stated that he would just like the new Executive Director that gets hired to evaluate the employees.

There being no further business, a motion was made, and seconded, to adjourn the meeting. All voting members present voting "aye", none against; the Chair declared the meeting adjourned at 7:50 PM

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Susan Llewellyn, Chair