

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

February 16, 2010

The regular meeting of the Board of Commissioners of the Moline Housing Authority was held at 5:30 PM in the Spring Brook Administration Building Board Room located at 4141 11<sup>th</sup> Avenue A, Moline, IL 61265.

Board members present were Chair Susan Llewellyn, 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, and Recording Secretary Maria Nino. Board Counsel, John Callas, was in attendance. Also in attendance were Officer Heidi Nelson, Lynn Rewerts, Mohamed Sow, Lee Westlund, and Diane Fox.

1. **Call to Order:** Chair Llewellyn called the meeting to order at 5:20 p.m.
2. **Approval of the Minutes of the Regular Meeting of January 2010:** Minutes of the regular meeting of January 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of January 2010 as presented at the meeting. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
3. **Financial Report:**
  - a. **Approval of Accounts Payable for December 2009 and January 2010:** Accounts payable were reviewed by the Commissioners. Motion was made, and seconded, to approve the summary of accounts payable for the months of December 2009 and January 2010. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
  - b. **Approval of Financial Reports and Accounts Receivable for December 2009 and January 2010:** The Board reviewed the Financial Report and Accounts Receivable as presented for December 2009 and January 2010. 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.
  - c. **Approval of Auditor (Resolution #615):** Mr. Schott distributed the bid tabulation for the two-year auditor services contract showing Pamela J. Simpson, CPA as the low and only bidder with an annual bid fee of \$8,310.00. Controller Schott advised the RFP was not sent to local firms due to the specialized nature of performing Housing Authority Audits. Motion was made, and seconded, to approve the contract with Pamela J. Simpson, CPA (Resolution #615). All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.
  - d. **Approval of Operating Budget (Resolution #616):** Mr. Schott distributed the proposed operating budget. Motion was made, and seconded, to approve the operating budget (Resolution #616). All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.
  - e. **Approval of Proposed Wage Increase for FYE 3/31/11 (Resolution #617):** Mr. Schott distributed the proposed wage increases for FYE 3/31/11. Motion was made, and seconded, to approve the wage increases for FYE 3/31/11 (Resolution #617). All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.

4. **COP Report:** Verbal report provided by Officer Heidi Nelson.

Officer Nelson handed out the report showing calls for the MHA properties. She reviewed the recent activity and what type of calls they have been receiving. Officer Nelson then talked about the pay for grades program they have for the younger kids at Spring Brook and how the older kids that have qualifying grades get taken on a trip to Great America at the end of the school year.

5. **Executive Director's Report:**

- a. **Discussion of Visitor Pass Policy:** Ms. Susan Anderson passed out a Visitor Pass Policy Review sheet. She talked about how a group of people had gotten together and talked about what issues were challenges and tried to come to a consensus. The group came up with a draft and then had a few more comments afterwards. There was a lively discussion between Officer Nelson and Commissioner York concerning the meetings that had taken place as well as the Visitor Pass Policy. There will be another mediated meeting to further discuss the Visitor Pass Policy with the goal to have the issue decided at the March Board Meeting.

Ms. Anderson stated that the Agenda Plan had been submitted. She also talked about the Section 3 training that MHA staff members attended in conjunction with RIHA staff members with Ed Goodwin on what needs to be done in order to be in compliance. Also mentioned was that three applications had been submitted to NAHRO for awards for the bicycle repair clinic, the summer lunch program, and the community appreciation dinner. Lastly, Ms. Anderson said that all the RAB members will get to go to the Washington, DC training.

6. **Reports of Department Managers:**

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

- i. **Spring Brook & Hillside Heights Masonry Restoration:** Mr. Sullivan requested the Board approve a contract with the Otto Baum Company for the low bid of \$195,200.00 for the Spring Brook & Hillside Heights Masonry Restoration project. Mr. Sullivan explained the contract by advising that in Spring Brook they are going to be re-grouting all the chimneys and at Hillside Heights they are going to be re-grouting and taking caulk out, replacing it and glazing the bricks. Motion was made, and seconded, to approve the contract with Otto Baum Company for the amount of \$195,200.00. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.

- b. **Section 8 Report:** Verbal report provided by Ms. Susan Anderson.

There are currently 211 vouchers leased, including 2 port-outs. Also, currently there are 23 vouchers not being used due to low funds in the Section 8 Department.

- c. **Public Housing Report:** Verbal report provided by Mr. Mike Sullivan.

The current available ready apartments include one at Spring Brook, none at Spring Valley, and two at Hillside Heights. There are also four apartments on hold at Spring Valley. There was one eviction between 01/06/10 and 02/16/10.

7. **Resident Advisory Board (RAB) Report:** Verbal Report given by Ms. Diane Fox.

Ms. Diane Fox wanted to thank the Board for approving all the RAB members to go on the Washington DC trip. She said that they will try to schedule a meeting with Phil Hare while at the seminar. Commissioner Berg suggested they try to meet with Phil Hare here in town.

8. **Reports of such community relations issues as are allowed by the Chair and/or Executive Director.**

There were no reports discussed.

9. **Closed Session to Discuss Personnel, Litigation and Real Estate Transactions per 5 ILCS 120/2 (c)(1), (c)(11), (c)(5)/(6):** Motion was made, and seconded, to go into executive session at 6:12 P.M. and a roll call was taken. Voting Yes were Dan Adams, Kathy York and Sonia Berg. The Chair declared the motion carried unanimously.

The Board then commenced Executive Session.

Motion was made, and seconded, to close executive session at 8:00 P.M. and a roll call was taken. Voting Yes were Dan Adams, Kathy York and Sonia Berg. The Chair declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 8:00 P.M.

Motion was made, and seconded, to authorized the Chair to re-engage Leo Dauwer to update Executive Director results for review by the Board.

10. **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 Chair declared the meeting adjourned at 8:01 PM

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Susan Llewellyn, Chair