

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

March 15, 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 11th Avenue A, Moline, IL 61265.

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

1. **Call to Order:** Chair Llewellyn called the meeting to order at 5:30 p.m.
2. **Approval of the Minutes of the Regular Meeting of February 2010:** Minutes of the regular meeting of February 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of February 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 February 2010:** Accounts payable were reviewed by the Commissioners. Motion was made, and seconded, to approve the summary of accounts payable for the month of February 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 February 2010:** The Board reviewed the Financial Report and Accounts Receivable as presented for February 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 to Write Off Accounts Receivable (Resolution #618):** The Board reviewed the Accounts Receivable to Write Off as presented. A motion was made, and seconded, to approve the Write Off of Accounts Receivable (Resolution #618). 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 party. Commissioner Berg requested a spreadsheet showing monthly information on the type and number of calls.

5. **Executive Director's Report:**
 - a. **Discussion of Visitor Pass Policy:** Chair Llewellyn asked what the major changes are in the Visitor Pass Policy. Officer Nelson responded that there will be four permanent visitor passes that are laminated instead of the ones that have to be

written out for ease of use. These passes will now be valid for 24 hours from the time the visitor receives it. The new passes will not have to have the visitor's name written on it anymore and now any person of the household may be with the visitor, not just the head of household. Officer Nelson added that she feels the Visitor Pass Policy is the reason why it is better here. The Board's recommendation is that the proposed Visitor Pass Policy go out for the 30 day notice to the residents.

- b. **Discussion of COP Contract:** Mr. Doug Schott said that the contract that the commissioners received in their packet was the one that was originally sent to the Housing Authority. Mr. Schott said that he and Ms. Susan Anderson had a meeting where new prices were agreed upon. It was decided that the Moline City Council needs to approve the new prices before the MHA Board can approve the new agreement. Mr. Schott talked about the differences between this year and last year's contract. There was then a discussion of what experience level is needed for the officers that are assigned to MHA as well as the price of the contract between the commissioners, Officer Nelson, and Officer Sargeant. A motion was made, and seconded, to extend the current COP contract for an extra month. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously.

6. **Reports of Department Managers:**

- a. **Technical Services Report:** Verbal report provided by Mr. Mike Sullivan.
 - i. **Spring Brook & Spring Valley Concrete Project:** Mr. Sullivan requested the Board approve a contract with Centennial Contractors for the low bid of \$14,600.00 for the Spring Brook & Spring Valley Miscellaneous Concrete Replacement project. Mr. Sullivan explained the contract by advising that in there is a REAC inspection coming up in April and this will take care of critical items that need to be repaired before that inspection is performed. Motion was made, and seconded, to approve the contract with Centennial Contractors for the amount of \$14,600.00. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
- b. **Section 8 Report:** Verbal report provided by Ms. Lorena McMillan.

There are currently 216 vouchers leased, including 2 port-ins and 1 port-out. Also, currently there are 18 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 three at Spring Brook, two at Spring Valley, and none at Hillside Heights. There was one eviction between 02/16/10 and 03/15/10.

7. **Resident Advisory Board (RAB) Report:** Verbal Report given by Ms. Cindy Thennis.

Ms. Cindy Thennis discussed the Washington DC trip that the RAB members will be attending.

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

Chair Llewellyn said that a grant was applied for the Broadband Technology Opportunities Program. This program would provide funding for computer labs at Hillside Heights and Spring Valley and connectivity throughout the buildings in individual apartments.

Chair Llewellyn commented that Leo Dauwer had signed an additional contract and is ready to put the notice in the newspaper. Commissioner Berg asked if the additional contract had been approved by the Board and stated that she would like to see the City of Moline do this service since it had been offered free of charge. Commissioner York stated that she would like to check with the attorney to see if the Authority has a legal obligation with Leo Dauwer. The Board then decided they wanted to have a timeline for keeping everything on track. It was also decided that the Executive Director preferred salary range would be between \$75,000 to \$95,000. Finally a new Executive Director committee was created with Commissioner Berg and Commissioner York agreeing to serve as members.

9. **Executive Session, as permitted by law:**

No Executive Session took place.

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 6:43 PM

Susan Llewellyn, Chair