

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

April 19, 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, 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, and Recording Secretary Maria Nino. Board Counsel, John Callas, was in attendance. Also in attendance were Officer Heidi Nelson, Moline Mayor, Don Welvaert, Moline Alderman, Ted Ronk, Mohamed Sow, Lee Westlund, Lynne Rewerts, 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 and Special Meeting of March 2010:** Minutes of the regular meeting and special meeting of March 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting and special meeting of March 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 March 2010:** Accounts payable were reviewed by the Commissioners. Motion was made, and seconded, to approve the summary of accounts payable for the month of March 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 March 2010:** The Board reviewed the Financial Report and Accounts Receivable as presented for March 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.
4. **COP Report:** Verbal report provided by Officer Heidi Nelson.

Officer Nelson talked about the Easter spring fling where books, toys, and candy were given away to children. Officer Nelson also reviewed some of the issues that have been going on at the MHA properties and feels the increase of activity is due to the changing weather.
5. **Executive Director's Report:**
  - a. **Operational Updates:** Ms. Anderson stated that we had our REAC inspection, which is the physical inspection for the PHAS and is anticipating a good score because the properties were looking good and the staff worked very hard. She also mentioned that we had received an approval from HUD for our PHA plan, which is very positive. Next, she informed the Board that there had been an Easter egg hunt held in conjunction with the COP staff for the kids. Ms. Anderson said that the Visitor Pass Policy will be on the agenda for the next Board Meeting and it had been put out for review.

Ms. Anderson advised she had been contacted by HUD the Section 8 finding. She advised HUD of the personnel change. Initial Section 8 file review disclosed several concerns, including file documentation. Following discussion with MHA counsel, Ms. Anderson secured the services of a consultant to assist the Authority with compliance issues.

Ms. Anderson stated that they had interviewed many good candidates for the Section 8 position and selected Teresa Chapman, a current employee of Rock Island Housing Authority. Ms. Chapman will begin working May 10<sup>th</sup> as the new MHA Section 8 coordinator.

Ms. Anderson said she had spoken previously about doing more with public relations and how at this time it will be geared towards the Section 8 challenge. Public relations had also been discussed at the Strategic Goals Board Meeting. Ms. Anderson mentioned Lyle Summitt as a person who has worked on these issues with the City of Moline. She advised t he typically would meet individually with MHA board members and determine unified goals and priorities. The board took no action pending completion of the Executive Director search. .

Ms. Anderson then talked about the phone system and suggested using a headset for the receptionist. She also mentioned that they had not heard anything back on the police contract yet, performance appraisals will be done soon, and the broadband grant had been submitted. Ms. Anderson said that staff is helping with the Management Assessment of PHAS and the board will need to approve that at the May Board Meeting.

6. **Reports of Department Managers:**

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

i. **REAC Inspection Review:** Mr. Sullivan stated that a REAC inspection had been performed on April 12<sup>th</sup> and 14<sup>th</sup>. He said in his opinion the staff was very well prepared and should receive a high score. This inspection occurs every two years.

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

There are currently 219 vouchers leased, including 3 port-ins and 0 port-outs. Also, currently there are 15 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, three at Spring Valley, and three at Hillside Heights. There was one eviction between 03/16/10 and 04/19/10.

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

Ms. Diane Fox discussed the Washington DC trip that the RAB members attended, including workshops that had been attended as well as activities they had taken part in while there. Ms. Fox thanked everyone for letting all of the RAB members attend the training.

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

Discussion Regarding Executive Director Search: Chair Llewellyn said Leo Dauwer resigned. Options going forward are to go out for bid with a new RFP, have the City of Moline conduct the search for no charge, MHA could conduct their own search using internal options, or

further explore some type of operating coalition with the RIHA.. After thorough discussion and evaluation of all options, Commissioner Berg made a motion to have the City of Moline do the search. The motion died for lack of a second.

Next, a motion was made, and seconded, to go out for a new RFP. Two voting members present voting "aye", two against; the Chairman then voted against. Motion failed.

There was then additional discussion concerning the City of Moline option amongst the Board. A new motion was made, and seconded, to have the City of Moline conduct the Executive Director Search. All voting members present voting "aye", none against; the Chairman declared the motion carried unanimously. The Board then discussed what needed to be done in order to have the City of Moline perform the Executive Director Search for us such as drawing up an inter-governmental agreement between MHA and the City of Moline, Chair Llewellyn contacting the Mayor to let him know of the decision, and Commissioners York and Berg contacting the personnel department at the City of Moline. Mr. Callas was directed to contact the City Attorney to discuss an Intergovernmental Agreement for these services.

Commissioner Adams requested that all resolutions be printed out and mailed prior to the meeting to the Board Members in the Board Packets.

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 6:56 PM

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Susan Llewellyn, Chair