

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

June 21, 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 Interim Executive Director Susan Anderson, Operations Manager/Controller Doug Schott, and Recording Secretary Maria Nino. Board Counsel, John Callas, was in attendance. Also in attendance were Kevin Halligan, Moline Alderman, Ted Ronk, Mohamed Sow, Lee Westlund, 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 May 2010:** Minutes of the regular meeting of May 2010 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of May 2010 with the correction. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.
3. **Financial Report:**
 - a. **Approval of Accounts Payable for May 2010:** Accounts payable were reviewed by the Commissioners. Motion was made, and seconded, to approve the summary of accounts payable for the month of May 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 May 2010:** The Board reviewed the Financial Report and Accounts Receivable as presented for May 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:** Written report provided by Doug Schott.

The COP Officers were unable to attend the meeting, but gave Mr. Schott their report to distribute to the Commissioners.
5. **Executive Director's Report:** Verbal report provided Ms. Susan Anderson
 - a. **Ratification of Resolution #626 SEMAP Report Submission:** Ms. Anderson stated that she had put the ratification of the resolution in the board packets. Motion was made, and seconded, to approve the SEMAP Report Submission (Resolution #626) that was approved earlier in an e-mail. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.

Ms. Anderson then talked about the task of creating procedures for the new policies introduced with the new ACOP and how she was looking into hiring an outside source to do that for us. She also stated that she had been contacted by NAHRO and informed that MHA has won a national award. She mentioned that things have been more active because it is summer. Commissioner Ryckeghem asked how Ms. Anderson thought the SEMAP Report would be received. Ms. Anderson responded that she hadn't yet heard back from HUD but anticipates receiving a call from them.

She also stated that she has been in contact with Linda Eller from HUD and has kept her informed. She feels there is comfort in knowing that there is progress and that something is being done about the current situation. Ms. Anderson also said that the challenge will be to put the waiting list into its proper order for Section 8.

6. **Reports of Department Managers:**

a. **Technical Services Report:** Verbal report provided by Mr. Doug Schott.

- i. **New Server (Resolution #627):** Mr. Schott requested the Board to approve the purchase of a new Dell PowerEdge server through Sedona Technologies for the bid of \$18,327.10. Motion was made, and seconded, to adopt Resolution #627 for the purchase of a new Dell PowerEdge server through Sedona Technologies for the bid of \$18,327.10. All voting members present voting "aye", none against, the Chair declared the motion carried unanimously.
- ii. **Hillside Heights Restoration Contract Signed:** Mr. Schott stated that the contract for the Hillside Heights Renovation that had been approved at the last month's meeting had been signed as of the end of May.
- iii. **Bike Clinic:** Mr. Schott stated that the bike clinic had been an overwhelming success and more kids showed up to get their bicycles repaired than ever before.

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

There are currently 219 vouchers leased, including 1 port-ins and 0 port-outs. Ms. Anderson mentioned that Teresa Chapman has been in her role for a while now and things are going along well. Ms. Anderson also stated that one of the things found with the Section 8 waiting list has to do with port-ins, which means someone comes in from another housing authority. She said that what had been happening was that port-ins were being favored over new applicants, so we were bringing in people from other areas instead of taking people from our area. Ms. Anderson talked about recommending that new applicants be prioritized over port-ins, but suggested for the Board not to make a formal decision until the waiting list has been put into the correct order.

c. **Public Housing Report:** Verbal report provided by Mr. Doug Schott.

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 in Spring Brook for pest control and three apartments on hold in Spring Valley for modernization. There were three evictions between 05/18/10 and 06/21/10. Commissioner Ryckeghem commented that maintenance has a good turnaround time for getting the apartments ready.

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

Ms. Diane Fox said that the Resident Advisory Board had discussed sending out a flyer for a Hillside Heights RAB applicant. She said they have tried before, but have not gotten much response, but are going to try again. Ms. Fox said they will be sending a letter and they mention the need at the monthly meetings as well as adding it to the newsletter. Chair Llewellyn suggested they provide coffee and donuts to try to solicit people. Ms. Fox concluded by discussing the summer lunch program and how well it is going.

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

Commissioner York distributed a report from Ms. Amy Valdez on the status of the Executive Director Search. It referenced how many resumes had been received and where she was planning on going after clearing through all the resumes. The suggestion was to have a two day interview process including interviews with MHA Commissioners, tour of the facilities, luncheon, and presentations from the 3-5 finalists selected by the Commissioners. It was decided to plan for July 21-22 for the interview dates. Commissioner Berg suggested having Ms. Anderson sit in on the interviews and Ms. Anderson said she would be available on those dates.

Mr. John Callas suggested making a motion to have a special meeting on July 21st and 22nd from 9:00 am to 3:00 pm in order to do the suggested interview schedule. A motion was made, and seconded, to have a special session to discuss such matters that might come before the Board including a closed session for interviews with candidates on July 21st and 22nd from 9:00 am to 3:00 pm. All voting members present voting "aye", none against; the Chair declared the motion carried unanimously.

Chair Llewellyn said that at the close of the May Board Meeting Commissioner Ryckeghem had submitted a letter that he will be leaving the Board in August. Commissioner Ryckeghem said he has enjoyed being on the Board, but that it is getting to a point where he needs to free himself up. Mr. Callas commented that the Mayor will need to fill the vacancy.

Commissioner Adams and Mr. Schott spoke about the conference they had attended in Las Vegas and how the main topic discussed was the push to try to turn public housing into Section 8.

9. **Closed Session to Discuss Litigation per 5 ILCS 120/2 (c)(11):** Motion was made, and seconded, to go into executive session at 6:12 P.M. and a roll call was taken. Voting Yes were Susan Llewellyn, Rick Ryckeghem, 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 6:30 P.M. and a roll call was taken. Voting Yes were Susan Llewellyn, Rick Ryckeghem, Dan Adams, Kathy York and Sonia Berg. The Chair declared the motion carried unanimously.

The Public portion of the Meeting was resumed at 6:30 P.M.

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 6:30 PM

Susan Llewellyn, Chair