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

December 15, 2014

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 Chairperson Melvin Grimes, Vice-Chairperson Kathy York, Chuck Capan, Leslie Stange-Crotty, and David Parker, Jr. Staff members present were Executive Director John Afoun, Recording Secretary Maria Nino, and Property Manager Lorena McMillan. Board Counsel was in attendance. Also in attendance were Diane Fox, Lee Westlund, Tammy Jones, Comlan Houanvoegbe, Guy Newberry, Bobby Newberry, and Mike Sullivan.

1. Call to Order: Chairperson Melvin Grimes called the meeting to order at 5:30 p.m.

2. Approval of the Minutes of the Regular Meeting of November 17, 2014: Minutes of the regular meeting of November 17, 2014 were reviewed. Motion was made, and seconded, to approve the minutes of the regular meeting of November 17, 2014 as presented. All voting members present voting “aye”, none against; the Chairperson declared the motion carried.

3. Executive Director’s Report: Verbal report provided by Mr. John Afoun.

Mr. Afoun introduced Mr. Guy Newberry and Mr. Bobby Newberry from Iowa-Illinois Pest Control who were there to speak about bedbugs. They gave a brief history of their company as well as their credentials. They then gave a lengthy discussion concerning bedbugs and how they feel the issue at Hillside Heights would best be treated. Commissioner Stange-Crotty asked if removing the carpet would help the bedbug situation and Mr. Newberry responded this would not affect the spread of bedbugs. Commissioner Capan asked if they can get it down to 0% infestation, and Mr. Newberry responded no, but they can get it to 7-8%, which would be due to people coming in with them. Mr. Afoun then stated that the RFP will be reissued and he hopes Iowa-Illinois Pest Control will submit a bid.

Mr. Afoun then passed out a copy of the letter he received from HUD showing that we have been awarded the point we needed in order to receive the High Performer status after appealing the original REAC inspection. He said he is very happy about this.

Mr. Afoun said we have since established that the revenue from the cell phone tower is not considered federal so we can use it for what we wish. We have been putting this money into our general fund and not separating it, but beginning our next fiscal year we will start putting this into our non-federal account. As for the laundry facility, we do get revenue, but that is federal money, so we cannot spend that as we wish.

Mr. Afoun mentioned he had conducted an investigation with the maintenance department and it was shown that the temperature of the water at Hillside is much higher than what is needed to kill bedbugs. He also found that the temperature of the dryers at Hillside exceed the temperature needed to kill bedbugs. Commissioner Stange-Crotty asked if the washer needs to be set at only hot water setting, and it was decided that regardless of the water temperature, as long as the items are dried in the dryers the bedbugs would be killed.

Next, the agency plan (annual/five year) 2015 was discussed. The plan was briefly reviewed and Mr. Afoun mentioned there have been resident meetings concerning the changes. The final document will come to the board for approval in January so we can submit it to HUD.
Vice-Chairperson York asked about Attachment C, where the laundry and antennae income was listed. She wanted this to be updated with the omission of the antennae income as that would be going to the non-federal fund.

Mr. Afoun mentioned a resident of Spring Brook had passed away during the month.

a. **Resolution #759:**

   Resolution #759 was to approve/authorize the 2014 Audit Report Acceptance. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously.

**Resolution #760:**

Resolution #760 was to approve/authorize the Health Insurance Benefits Renewal. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously.

**Resolution #761:**

Resolution #761 was to approve/authorize the 2015 Utility Allowance. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously.

**Resolution #762:**

Resolution #762 was to approve/authorize the V-Plow Purchase. All voting members present voting “aye”, none against, the Chairperson declared the motion carried unanimously.

b. **Approval of Financial Report:** The financial report was reviewed by the Commissioners. Commissioner Stange-Crotty pointed out that the water expense is over budget quite a bit and that it could be a leak somewhere. Mr. Afoun suggested it could be more consumption or an increased rate, but that he would look into it. Motion was made, and seconded, to approve the financial report for the month of November 2014. All voting members present voting “aye”, none against; the Chairperson declared the motion carried.

c. **Section 8 Report:** The Board reviewed the Section 8 Report as presented. Mr. Afoun reported we are in the process of issuing vouchers with the goal of reaching the baseline. Hopefully we will see changes in the numbers, which would increase our revenue so we will be able to continue with the program in house. Commissioner Capan noted that the waiting list had gone down significantly and Mr. Afoun responded it was due to the list being purged.

d. **Public Housing Report:** The Board reviewed the Public Housing Report as presented. There was a report for each AMP as well as one showing the information for both AMPs combined. This report gives a data analysis to track and report the statistics to the Board. Mr. Afoun mentioned there were no major differences last month. Commissioner Parker, Jr. asked about the graphs and how it was showing Hillside had a turnaround time of about 50 days. Mr. Afoun stated the reason for that was that maintenance got the unit ready, but
management was unable to rent due to bedbugs. Commissioner Parker, Jr. noted that this graph is always very hard to read and asked for it to be enlarged.

e. **Development/Maintenance Reports:** The Board reviewed the Capital Funds & Maintenance Progress Report, which showed current and future projects. The report also addressed work orders and that the maintenance staff is taking care of work orders in a timely fashion. Mr. Afoun stated that the door access project has been completed and closed out.

4. **Resident Advisory Board (RAB) Report:** Verbal report provided by Ms. Diane Fox.

Ms. Fox said they wanted to thank Mr. Afoun for asking Iowa-Illinois to come because that was very helpful and they will relay that information to the tenants. In 2015 they will be able to have their health fair since they will be able to approve the new budget before then. They also thanked everyone because they are happy about having a speed bump at Hillside Heights. Vice-Chairperson York said they can have one at Hillside because it is a private street and it is public here at Spring Brook and Spring Valley, therefore not allowed here.

5. **Any other business that may come before the Board:**

Commissioner Parker, Jr. stated that he doesn’t have a real good grasp on the culture at the housing authority and would like a culture study done to give them an idea of where that stands. He said Vice-Chairperson York may have a good idea on how things are going in absence of having information from employees and even residents. Commissioner Parker, Jr. suggested maybe working with our Human Resources person on this. He questioned if there are areas of improvements or areas where Mr. Afoun really excels in. He then asked the commissioners if we have an appetite and is there money for it. Does Ms. Linda Reedy have the tools available to do this? He feels there should be tools to see objectively going forward. Chairperson Grimes said he thinks you are going to find that housing authorities in this area do not do that and their boards evaluate their Executive Directors. Our employees are not on contract and Mr. Afoun is and that is walking a fine line to ask your subordinates to evaluate your Executive Director. Commissioner Parker, Jr. said he wants to have some sort of data. From what he sees everything is going great. He thinks it would help better define rather than him saying he walked in everything looks really nice and the work seems to be getting done. Just kind of a job satisfaction survey that would roll up to the leadership team. Commissioner Stange-Crotty asked what the goal of it is. Commissioner Parker, Jr. said the goal is to benefit the Board. Commissioner Stange-Crotty thinks it should benefit Mr. Afoun. That would have to be completely objective and measurable. Commissioner Parker, Jr. said it is not a negative, he just wants to have some data. Commissioner Stange-Crotty said if it is completely objective she would consider it. Commissioner Parker, Jr. said that is why he wants to ask our Human Resources people. The people who work here seem to be doing a great job and he doesn’t want to lose them. We need to respect and appreciate the people who are here. Chairperson Grimes talked about when they worked on the evaluation system for the employees and for the Executive Director. If there was an open rebellion we would have a right to be concerned, but everything is getting done. He said it doesn’t work that way in the industry. He feels this would
tear apart morale and if there was a problem he would know. Commissioner Capan and Vice-Chairperson York said they would like to think about it.

6. **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 Chairperson declared the meeting adjourned at 6:45 P.M.

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   Melvin Grimes, Chairperson