



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR JANUARY MEETING  
Minutes**

Wednesday January 18, 2017

Present: Jerry Lumpkins, Chair  
Phyllis Ginestra, Vice Chair  
Karen Hoffman, Commissioner

Staff: Ron Clewer, CEO  
Tim Horning, RHA Legal Counsel

Absent: Ric Cervantes, Commissioner  
Alice Jenkins, Commissioner

The meeting was called to order at 5:14 p.m.

**MINUTES:**

Commissioner Ginestra moved that the RHA Board of Commissioners accept the minutes from the Regular November/ December meeting held December 15, 2016. Commissioner Jenkins seconded the motion.

Ayes: Ginestra, Hoffman, Lumpkins

Nays:

**MOTION APPROVED**

## **QUESTIONS/COMMENTS FROM THE AUDIENCE**

### **Note:**

The Rockford Housing Authority invites comments from our audience, limiting each individual to three minutes. We do, however, refrain from discussion of personnel issues and grievances. The RHA offers to respond to all questions, if provided in writing, regarding sensitive or inappropriate discussion issues.

When addressing the Board of Commissioners please provide your name and the topic of discussion.

## **MONTHLY REPORTS**

### **CEO REPORT**

Ron Clewer, CEO reported on Organization Conditions

#### IT REPORT:

- Network analysis continues and it is my intention to present a network improvement solution to the board. It is our goal to repair/implement network strategies in time for the YARDI roll out as not to interrupt this effort. We will be issuing the RFP for IT services in the next 30 days. The realignment of responsibilities post Amanda's departure is complete.

#### LEADERSHIP TEAM:

- To continue our growth and expansion, consistent with the Succession Plan, RHA Leadership Team (ELT) members were offered an opportunity to participate in Year 2 of the Chamber Rockford Leadership Academy (RLA). Of the 15 members of the ELT, 10 have committed to the opportunity. 100% of the ELT renewed their charter commitments - see attached document.

#### OPERATIONS

- The RHA Policy Book has been presented as promised. In addition to the copies presented to the Board, each Director, the CEO and Executive Assistance have been given copies for reference and to maintain. Up- coming policies for 2017 approval will include the Data and Network Security Policy and Plan, Crisis Communication Plan and the Lead Based Paint and Healthy Homes Policies.
- Public Housing turn overs are lagging due to a lack of resources specifically painters and cleaning vendors to aid RHA staff in effectively and efficiently turning the units. A meeting with the painters' union and procurement has unified an understanding that brought balance to staffing needs and vendors for back up. This is- sue should be resolved in the next 45 to 60 days. The timeline is dependent on responses to RFPS for painting and cleaning services.
- We are analyzing the ROI/Cost benefit of HQS services for HCV.
- In the next 90 days, we will analyze leases of RHA commercial spaces and provide drafts to the Board of Com- missioners for approval.

#### RESIDENT SERVICES

- We are analyzing our approach to youth activities and coordinated services.
- The FY2015 ROSS/FSS grant close out is due 1/30/17. While there were multiple successful graduates on 2016, the results towards eLogic model goals achieved fell below 20%. We will advance an atmosphere of results and continuous improvement specific to FSS to improve 2017 results. In February, you will receive an updated FSS Action Plan for review and approval.

#### PROCUREMENT

- Auditing continues and have resulted in the improvement to

- Section 3 goals for 2016 achieved as is evidenced by email sent early January.

#### STAFFING

- The vacant COO role will remain vacant indefinitely. With 4 Directors in place, I will provide more autonomy to these roles and we have implemented a new project/task management platform to keep work moving forward.

#### LOCAL/ENVIRONMENTAL CONCERNS AND ACTIVITIES:

- Thursday, we will present to the Trades Unions on upcoming RHA contract opportunities, Section 3 and our new procurement policy. The hope is to continue to increase local purchasing activity and expand competition in our bidding process.

#### **HOUSING OPERATIONS**

Laura Report Director of Operations

HVC- RHA is at a max for voucher, we are stopping any exports and any imports the Housing Authority from which the person ported will be charged. We now have one specialist to handle all special programs and will be hosting a meeting Valley View apartments LIPH- Struggling with vacant turns due to staffing, Holidays, and people on vacation, low on painters, but have hired 3 this week to help with that. All properties are at a positive cash flow, preparing for REAC, and the Central dispatch person is in place and ailing up the contractors for RHA vacant turn needs. YARDI conversion is going as planned, RHA will be using HAB during the 20 dark days of conversion so thing will continue to run and once the 20 dark days are over all information not entered into Yardi will then be entered. All information will be validated at that point on 1.13.17 before we go Live 1.20.17

#### **RESIDENT SERVICES**

Sergio Velarde, Director of Human Services

Connect home and Vista worker to hopefully take over in April, rebuild starting and session will be held weekly starting in February. New Mix has started up and currently has 15 volunteers who all have their own business to mentor residents Resident services team has moved to Blackhawk. FSS Program has finish out the grant for last 120 participating families. Working in collaboration with Goodwill and about 10 other agencies for case management strength based programing, to be able to connect residents the services they need and make it an easier for them to connect also looking to apply for Medicaid waiver 115 which we would be able to bill out for services provided to Medicaid

#### **DEVELOPMENT REPORT:**

Ryan Stockton, Director of Development

We did receive approval for one phase of the demolition of the Brewington Oaks an hour to the next phase of the process the next phase is to look at the aspects of the assets for rehabilitation DTC no timeframe has been given. Ron and Ryan have him working a grant application for Illinois Department Housing Authority energy efficiency program this application has been complete. Looking to do work on two buildings one with four units one with three units to replace the furnace the ranges refrigerators and water heaters there will be ongoing monitoring program for at least 12 months after these changes have been made. We will also be looking at doing some furnace replacements at the Boys and Girls Club and Blackhawk learning daycare center. Also, some large-scale boiler replacements for Orton Keyes daycare for Park Terrace and North Main Manor. We will also be applying to replaces as many water heaters is that we can, and in looking to add some additional insulation at the Orton Keyes site Grant funding has been applied for; for this project, as well

#### **FINANCE REPORT:**

Michele Sather, Director of Finance

An overview of the current financial reports for the month of November was given, reports are done monthly now due to the change in the bylaws, the board member will receive you'll get your quarterly projection detail of income statements all properties next month. All Properties are currently in cash flow status. Currently working on getting RHA's calendar year 2017 subsidy, RHA is currently being funded at our 2016 levels. An overview of financials in the board packet was given, also given an overview of the capital plan and capital funds and Grant funds.

**RAB Report:**

Not in attendance no report given

**GORMAN REPORT**

Update on New Towne Keith Creek, Ethan gave a construction update on the development, construction is ahead of schedule.

Andre reported only the weather has been and issues IE pouring concert. Jerry inquired about building on the weekend, Andre replied they do not build on the weekend, Ron also replied as to not building on the weekend to avoid cost, and undue traffic.

Andre plans to come back to the board next month with a full design presentation, will be adding some additional cameras, and updating the old one, updating the exterior fades and a central laundry facility, air conditioning to all unit, easy to clean flooring, bath room ventilation, new kitchen hoods, also be presenting a final scope and final budget

**CHECKS**

Commissioner Ginestra moved to place the checks from November/December 2016 on file for audit. Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Lumpkins  
Nays: None

**Closed Session**

At 6:36 PM Commissioner Ginestra made a motion to enter closed session. Commissioner Hoffman seconded the motion. At 7:14 PM closed session ended. The meeting was recalled to order at 7:14PM.

**UNFINISHED BUSINESS**

**RESOLUTION#2017-001**

**Approval-Predevelopment Loan RAD Developer Laid Over Until 2.9.17**

**RESOLUTION#2017-002**

**Approval-Section 18 Disposition of Excess Land at Orton Keyes Laid Over Until 2.9.17**

**RESOLUTION#2017-003**

**Approval-Education Policies Laid Over Until 2.9.17**

**NEW BUSINESS:**

**RESOLUTION #2017-004**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS RESOLVES TO AWARD A CONTRACT TO GORMAN AND COMPANY FOR

PROPERTY MANAGEMENT AND MAINTENANCE  
SERVICES AT ORTON KEYES IN AN AMOUNT OF  
\$35.00 PER OCCUPIED UNIT, PER MONTH

Commissioner Ginestra moves that the RHA Board of Commissioners resolves to award a contract to Gorman and Company for Property Management and maintenance services at Orton Keyes in an amount of \$35.00 per occupied unit, per month Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Lumpkins  
Nays: None

**MOTION APPROVED**

**RESOLUTION #2017-005**

RESOLUTION THAT THE ROCKFORD HOUSING  
AUTHORITY BOARD OF COMMISSIONERS ACCEPT  
AND APPROVE THE DEVELOPMENT PLAN, FINANCE  
PLAN, AND APPROVE APPLICATIONS FOR ORTON  
KEYES REDEVELOPMENT AS SUBMITTED AND  
ATTACHED

Commissioner Ginestra moved that the RHA Board of Commissioners accept and approve the development plan, finance plan, and applications for Orton Keyes redevelopment as submitted and attached. Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Lumpkins  
Nays: None

**MOTION APPROVED**

**RESOLUTION #2017-006**

RESOLUTION THAT THE ROCKFORD HOUSING  
AUTHORITY BOARD OF COMMISSIONERS APPROVE  
THE COLLECTIVE BARGAINING AGREEMENT  
NEGOTIATED WITH IAMAW LODGE NO. 8 FOR THE  
TERM OCTOBER 1, 2016 TO SEPTEMBER 30, 2018

Commissioner Ginestra moved that the RHA Board of Commissioners the collective bargaining agreement negotiated with IAMAW Lodge No. 8 for the term October 1, 2016 to September 30, 2018 Commissioner Hoffman seconded the motion

Ayes: Commissioners: Ginestra, Hoffman, Lumpkins  
Nays: None

**MOTION APPROVED**

**RESOLUTION #2017-007**

RESOLUTION THAT THE RHA BOARD OF  
COMMISSIONERS AWARD TWO ONE YEAR  
CONTRACTS TO MEYER AND HORNING P.C. AND  
HEYL, ROYSTER, VOELKER & ALLEN, P.C. FOR LEGAL  
SERVICES IN COMBINED ANTICIPATED AMOUNT NOT  
TO EXCEED \$160,000.00

Commissioner Ginestra moved that the RHA Board of Commissioners award two one year contracts to Meyer and Horning P.C. and Heyl, Royster, Voelker, & Allen, P.C. for legal services in combined anticipated amount not to exceed \$160,000.00 Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Lumpkins  
Nays: None

**MOTION APPROVED**

**RESOLUTION #2017-008**

RESOLUTION THE RHA BOARD OF COMMISSIONERS RESOLVES TO AWARD A TWO (2) YEAR CONTRACT EXTENSION TO GORMAN AND COMPANY FOR PROPERTY MANAGEMENT SERVICES AT FAIRGROUNDS VALLEY IN AN AMOUNT OF \$35.00 PER OCCUPIED UNIT, PER MONTH

Commissioner Ginestra moved that the RHA Board of Commissioners resolves to award a two (2) year contract extension to Gorman and Company for property management services at Fairgrounds Valley in an amount of \$35.00 per occupied unit, per month Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Lumpkins  
Nays: None

**MOTION APPROVED**

**RESOLUTION #2017-009**

RESOLUTION THE RHA BOARD OF COMMISSIONERS AWARD A ONE YEAR CONTRACT EXTENSION TO ROCK RIVER DISPOSAL FOR WASTE DISPOSAL SERVICES IN AN ANTICIPATED AMOUNT NOT TO EXCEED \$25,000.00 WITH A NEW CONTRACT END DATE OF FEBRUARY 1,2018

Commissioner Ginestra award a one year contract extension to Rock River Disposal for waste disposal services in an anticipated amount not to exceed \$25,000.00 with a new contract end date of February 1, 2018 Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Lumpkins  
Nays: None

**MOTION APPROVED**

**RESOLUTION #2017-010**

RESOLUTION THE RHA BOARD OF COMMISSIONERS AWARD A CONTRACT EXTENSION FOR ENVIRONMENTAL SERVICES TO MIDWEST ENVIRONMENTAL CONSULTING IN AN ANTICIPATED AMOUNT NOT TO EXCEED \$43,000.00 AND A NEW CONTRACT DATE OF NOVEMBER 1, 2017

Commissioner Ginestra moved that the RHA Board of Commissioners award a contract extension for environmental services to Midwest Environmental Consulting in an anticipated amount not to exceed \$43,000.00 and a new contract date of November 1, 2017 Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Lumpkins  
Nays: None

**MOTION APPROVED**

**RESOLUTION #2017-011**

RESOLUTION THE RHA BOARD OF COMMISSIONERS APPROVE A ONE YEAR CONTRACT EXTENSION TO GENERAL ELECTRIC APPLIANCES FOR INDEFINITE QUANTITY OF APPLIANCES WITH A CONTRACT END OF FEBRUARY 1,2018

Commissioner Ginestra moved that the RHA Board of Commissioners approve a one year contract extension to General Electric Appliances for indefinite quantity of appliances with a contract end date of February 1, 2018 Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Lumpkins  
Nays: None

**RESOLUTION #2017-012**

RESOLUTION THE RHA BOARD OF COMMISSIONERS AWARD A CONTRACT EXTENSION TO CONTEMPORARY HAMMER WORKS GENERAL CONTRACTOR THROUGH FEBRUARY 26, 2018 FOR ANNUAL CARPENTRY SERVICES IN AN AMOUNT NOT TO EXCEED \$136,500.00

Commissioner Ginestra moved that the RHA Board of Commissioners award a contract extension to Contemporary Hammer Works general contractor through February 26, 2018 for annual carpentry services in an amount not to exceed \$136,500.00 Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Lumpkins  
Nays: None

**MOTION APPROVED**

**RESOLUTION #2017-013**

RESOLUTION THE RHA BOARD OF COMMISSIONERS APPROVE A ONE YEAR CONTRACT EXTENSION TO ANGELIC ORGANICS IN THE AMOUNT NOT TO EXCEED AMOUNT OF \$110,000.00

Commissioner Ginestra moved that the RHA Board of Commissioners approve a one year contract extension to Angelic Organics in the amount not to exceed amount of \$110,000.00 Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Lumpkins  
Nays: None

**MOTION APPROVED**

**RHA COMMISSIONERS:**

Chairman Lumpkins gave updates on his trip to attend the PHADA conference and wanted to encourage everyone to attend this conference if they can

**R.A.B – RESIDENT ADVISORY BOARD**

None

**AUDIENCE:**

At 7:44 p.m. with no future business, Commissioner Ginestra made a motion to adjourn. Commissioner Hoffman seconded the motion.

**MOTION PREVAILED**



Board Secretary

/rc



Chairman