



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR FEBRUARY MEETING
Minutes**

Thursday February 9, 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 5:52p.m.

MINUTES:

Commissioner Ginestra moved that the RHA Board of Commissioners accept the minutes from the Regular January meeting held January 18, 2017. 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

GORMAN REPORT/ PRESENTATION

Urban Relocation Services team June Webb gave the board some background information on the services they provide, they also gave a summary of relocation they have provided in Chicago, and how they can help with the efforts here in Rockford. Andre Blakley/ Jim Busse/ and Gorman Project Architect Patrick P. gave the board a presentation, updates, and overview of the work that will be done at the Orton Keyes Development attached in board packet. Gorman also provided written summary updates for Scattered Sites Redevelopment Project, and Fairgrounds Valley Apartments -Phase I, Phase II, & Phase III progress reports, attached in the board packet.

HR REPORT

Bridget Cheek, Human Resources Manager

Bridget gave an update on staffing full staffed with our new accountant, temp position still open, a selection of the new Vista has been made and will be starting in April. We have host 5 interns with RCC, will be hosting more form both RCC and RCU. Our Secession plan in the works, HR Payroll Software choice will hopefully be made by the end of the month. Employee engagement is up, will have numbers in the future, New platform introduced Kudos and the employees have been using it. Annual holiday party over half of the staff was there.

CEO REPORT

Ron Clewer, CEO reported on Organization Conditions

Gave updates on the leadership teams first 2017 retreat. Where we focused on organizational health, creating a successful environment for disagreement, including the "rules of engagement" for debate, and we frame to dividing goals for the upcoming three-year strategic plan. Ron Also gave the board a written summary with updates for each department, attached in board packet

SECURITY REPORT

Sybil Mueller, Housing Policy Manager No report

FINANCE REPORT:

Michele Sather, Director of Finance gave summary of financials to the board on page 9 of the board packet. Also, gave updates on properties 6 of the 9 properties are cash flowing and capitol funds and grant program performing as usual. The projections list on the site financials statement s are incorrect will need to update, also the Orton Keyes Summary needs correction

RAB Report:

Not in attendance no report given

CHECKS

Commissioner Ginestra moved to place the checks from January 2017 on file for audit. Commissioner Hoffman seconded the motion.

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

Closed Session

None

UNFINISHED BUSINESS

RESOLUTION#2017-001

Approval-Predevelopment Loan RAD Developer Laid Over Until 3.9.17

RESOLUTION#2017-002

Approval-Section 18 Disposition of Excess Land at Orton Keyes Laid Over Until 3.9.17

RESOLUTION#2017-003

Approval-Education Policies Laid Over Until 3.9.17

NEW BUSINESS:

RESOLUTION #2017-014

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS THE FSS ACTION PLAN AS SUBMITTED.

Commissioner Ginestra moves that the RHA Board of Commissioners approve the FSS Action Plan as submitted Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-015

RESOLUTION THAT THE ROCKFORD HOUSING AUTHORITY BOARD OF COMMISSIONERS AWARD ONE YEAR CONTRACT EXTENSION TO KONE ELEVATOR, INC. FOR ELEVATOR SERVICES THROUGH MARCH 1, 2018 IN AN ANTICIPATED NOT TO EXCEED \$122,500.00.

Commissioner Ginestra moved that the RHA Board of Commissioners award a one year contract extension to Kone Elevator, Inc. for elevator services through March 1, 2018 in an anticipated not to exceed \$122,500.00. Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-016

RESOLUTION THAT THE ROCKFORD HOUSING AUTHORITY BOARD OF COMMISSIONERS AWARD A CONTRACT EXTENSION TO PIONEER REAL ESTATE SERVICES FOR RESIDENTIAL REAL ESTATE PURCHASING /BUYERS/AGENCY SERVICES WITH A NEW CONTRACT END DATE OF MAY 1, 2020

Commissioner Ginestra moved that the RHA Board of Commissioners award a contract extension to Pioneer Real Estate Services for residential real estate purchasing/buyers/agency services with a new contract end date of May 1, 2020. Commissioner Hoffman seconded the motion

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

MOTION APPROVED

RESOLUTION #2017-017

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS ACCEPT THE DCEO GRANT FUNDING, AUTHORIZE THE CEO TO EXECUTE THE CONTRACT AND AWARD A CONSTRUCTION CONTRACT TO EVOLUTIONARY HOME BUILDERS TO COMPLETE THE PILOT GAS PROJECT RENOVATIONS AS OUTLINED IN THE ATTACHED SCOPE OF WORK.

Commissioner Ginestra moved that the RHA Board of Commissioners accept the DCEO grant funding, authorize the CEO to execute the contract and award a construction contract to evolutionary home builders to complete the pilot gas project renovations as outlined in the attached scope of work Commissioner Hoffman seconded the motion.

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

RHA COMMISSIONERS:

None

R.A.B – RESIDENT ADVISORY BOARD


None

AUDIENCE:

At 7:14 p.m. with no future business, Commissioner Ginestra made a motion to adjourn. Commissioner Hoffman seconded the motion.

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

MOTION PREVAILED


Board Secretary
/rc


Chairman