



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular May Meeting  
Minutes**

Thursday May 11, 2017

**Present:** Jerry Lumpkins, Chairman  
Phyllis Ginestra, Vice Chair  
Alice Jenkins, Commissioner  
Karen Hoffman, Commissioner  
Ric Cervantes, Commissioner

**Staff:** Laura Snyder, COO/CEO  
Tim Horning, RHA Legal Counsel  
Angel Mackey, Executive Assistant

**Absent:** None

The meeting was called to order at 5:12 p.m.

**MINUTES:**

Commissioner Ginestra moved that the RHA Board of Commissioners accept the minutes from the Regular April meeting held April 13, 2017. Commissioner Jenkins seconded the motion.

Ayes: Hoffman, Ginestra, Cervantes, Jenkins, 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.



### **John Brantley**

Gave updates on the activities he's been doing in the community with the resident , also gave the board handouts of his budget /spending. John also gave a summary of the activities he and the residents will be attending this weekend.

### **MONTHLY REPORT SUMMARY**

#### **GORMAN REPORT**

Andre gave updates by project/ having issues with the HAP contract /will have 6 unrestricted tax units / Andre thanked Commissioner Hoffman for her Refer. Will have an upcoming meeting with the city. They are now PPA approved, will be submitting final app to IDA on June 23<sup>rd</sup> deadline.

Karen inquired about the mix income, Andre explained the plan Closing date is scheduled for June 8<sup>th</sup> hoping to receive HUD approval by June 4. Andre also discussed the lenders involved In financing the Grove. Chad Obright gave updates on construction and design / Ron also gave update / Patrick gave up dates on scope of work. Jerry asked question about funding, Andre explained.

#### Orton Keyes

**May Update:** IHDA approved this project at its April 21 board meeting. HUD issued the RCC for Orton Keyes on April 10, and it has been executed by RHA and Gorman & Company. The development budget and plans have been finalized and have been submitted for the RHA Board's approval. The project is expected to have a full closing date of June 8. Other documents that are being submitted for the RHA Board's approval include the Ground Lease, the Relocation Plan, and the Operating Agreement of the Managing Member.

#### Fairgrounds Phase I/The Grove at Keith Creek

**May Update:** We are working to begin lease-up of the six unassisted LIHTC units that do not require HQS inspection. We have Certificates of Occupancy (COs) for 28 units, and the accessory building, with an additional 6 units expected to receive COs by the end of May. We are working diligently with HUD to try and schedule the HQS inspection and receive approval to distribute offer letters to residents. Lease-up is expected to commence later this month.

#### Fairgrounds Phase II

**May Update:** No update.

#### Fairgrounds Phase III

**May Update:** PPA approval was received May 2 from IHDA, which allows us to apply for 9% LIHTCs during the competitive application round due June 23<sup>rd</sup>. We are finalizing the number of non-RAD units that we expect to construct during this phase, and will be compiling documents for submission throughout the month. The RHA board will need to approve this application at the June board meeting.

#### **COO/CEO REPORT**

Laura gave updates on the officer that moved in / 2017 budget has been passed just waiting on president trumps signature, a few small cuts were made/ Michele is currently work on RHA 2018 projections / RAD Conversion the Gov. did not add any money but they are allowing more units this is helpful for our Scattered sites.



Ryan gave updates on the section 18 application for Brewington Oaks/ Ryan's goal is to have a face to face with HUD by the end of the month Steve Getty also spoke to the board

**FINANCE REPORT**

Michele gave board update on the information provided to the board on page 6 PHA 614,000 site managers have provide 2<sup>nd</sup> quarter narrative for the boards review will at cash flow monthly, reviewed central office cost center. HCV \$39, 000 income the program can operate within the budgeted means, grant and capital close to spending all the 114 grant, looking to spend older grants before using newer grants.

**RAB REPORT**

N/A no one present

**HR REPORT**

Bridget gave updates on page 49 / also ROWE updates will be a ROWE certified team soon starting in June / Bridget also gave a summary of how ROWE will work within RHA / Employee Navigator will be coming soon hopeful will be ready July 1<sup>st</sup>, Bridget is currently using this program testing it out. Started a new Hire Orientation / Currently have serval opening due to Brewington Oaks will increase from 64 employees to 75 currently have no temporary employees. Jerry inquired about the percentage of employee eligible to retire. ASFME and Building trades have been resolved and will be coming

**UNFINISHED BUSINESS**

**RESOLUTION#2017-001**

Approval -Predevelopment Loan RAD Developer

Commissioner Ginestra moved that the RHA Board of Commissioners remove the board recommendation Approval -Predevelopment Loan RAD Developer from the agenda, Commissioner Hoffman seconded the motion.

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

**MOTION APPROVED**

**RESOLUTION#2017-002**

Approval - Section 18 Disposition of Excess Land at Orton Keyes

Commissioner Ginestra moved that the RHA Board of Commissioners remove the board recommendation Approval - Section 18 Disposition of Excess Land at Orton Keyes, Commissioner Cervantes seconded the motion.

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

**MOTION APPROVED**



**RESOLUTION #2017-031**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE AWARD FOR A PERIOD NOT TO EXCEED ONE YEAR WITH NO MORE THAN FOUR 1 YEAR EXTENSIONS FOR A CONTRACT WITH TEC SERVICES CONSULTING, INC. IN AN ANTICIPATED AMOUNT NOT TO EXCEED \$87,500 FOR NETWORK REPAIR AND \$186,000 ANNUALLY.

Commissioner Cervantes moves that the RHA Board of Commissioners approve award for a period not to exceed one year with no more than four 1 year extensions for a contract with TEC Services Consulting, Inc. in an anticipated amount not to exceed \$87,500 for network repair and \$186,000 annually. Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Cervantes, Hoffman, Jenkin, Lumpkins

Nays: None

Abstained: Commissioners: Ginestra

**MOTION APPROVED**

**RESOLUTION#2017-032**

Approval - Development Budget & Plan for Orton Keyes

Commissioner Ginestra moved that the RHA Board of Commissioners approve to hold over Approval - Development Budget & Plan for Orton Keyes until the May 25, 2017 special meeting Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Cervantes, Jenkins, Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION#2017-033**

Approval - Construction Plans for Orton Keyes

Commissioner Ginestra moved that the RHA Board of Commissioners approve to hold over Approval - Construction Plans for Orton Keyes until the May 25, 2017 special meeting, Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Cervantes, Jenkins, Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION#2017-034**

Approval – Relocation Plan for Orton Keyes

Commissioner Ginestra moved that the RHA Board of Commissioners approve to hold over Approval – Relocation Plan for Orton Keyes until the May 25, 2017 special meeting, Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Cervantes, Jenkins, Lumpkins

Nays: None

**MOTION APPROVED**





**NEW BUSINESS:**

**RESOLUTION #2017-36**

Approval-RAD Documents for Re-Development of Orton Keyes

Commissioner Ginestra moves that the RHA Board of Commissioners approve to hold over Approval RAD Documents for Relocation of Orton Keyes until the May 25,2017 special meeting, Commissioner Hoffman seconded the motion.

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

**MOTION APPROVED**

**RESOLUTION #2017-037**

Approval -Travel Expense Act

Commissioner Ginestra moved that the RHA Board of Commissioners to hold over Approval-Travel Expense Act until May 25, 2017 special Meeting Commissioner Hoffman seconded the motion.

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

**MOTION APPROVED**

**RESOLUTION #2017-038**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE SUBMISSION OF THE LETTER OF INTEREST TO HUD FOR PLACEMENT OF THE SCATTERED SITES EAST-WEST ON THE PRIORITY WAITING LIST FOR FUTURE REALLOCATION

Commissioner Ginestra moved that the RHA Board of Commissioners approve the submission of the letter of interest to HUD for placement of the Scattered Sites East-West on the priority waiting list for future reallocation. Commissioner Cervantes seconded the motion.

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

**MOTION APPROVED**

**RHA COMMISSIONERS:**

None

**R.A.B – RESIDENT ADVISORY BOARD**

None

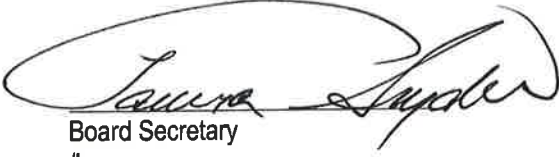
**AUDIENCE:**



At 7:34 p.m. with no future business, Commissioner Ginestra, made a motion to adjourn. Commissioner Cervantes seconded the motion.

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

**MOTION PREVAILED**

  
Board Secretary  
/s

  
Chairman

