



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular August Meeting
Minutes**

Thursday August 14, 2017

Present: Jerry Lumpkins, Chairman (5:50pm)
Phyllis Ginestra, Vice Chair
Karen Hoffman, Commissioner
Ric Cervantes, Commissioner

Staff: Tim Horning, RHA Legal Counsel
Angel Mackey, Executive Assistant

Absent: Alice Jenkins, Commissioner
Laura Snyder, Interim CEO / COO

The meeting was called to order at 5:09 p.m.

MINUTES:

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

Ayes: Ginestra, Cervantes, 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,

- RHA youth will attend four back to school events this weekend
- 65 youth from Blackhawk Courts and Orton Keyes could go to Magic Waters thanks to Rockford Park District
- City of Rockford has approved the blocking of the 505 N. Main, North Main Manor, for Bookbag drive and cookout being held August 17th
- John presented the board with an expense report for the month of July and will present quarterly number in the September board meeting

MONTHLY REPORT SUMMARY

GORMAN REPORT

Andre Blakely, Gorman

- 8.15.17 is estimated to be the final move to the grove
- The applications are still being processed for the remaining LITHC units
- Advertising for the LITHC units is being done through Craigslist for non- fairgrounds residents
- Currently waiting on HAP approval which could possibly come in by August 11, 2017
- Family to Family connections have been made for nearly all new residents of the Grove
- 3 community events have been planned for the Grove for the Neighborhood, then Alderman, and lastly the ribbon cutting which will take place late September
- 47 School aged children have moved to the grove
- Orton Keyes
This project is expected to close later this month, with funding expected the week of August 21 and work beginning in phases. HUD approval of pre-closing items is expected to be signed off by August 17. We will provide an update during next month's board meeting pertaining to relocation and construction activities
- Fairgrounds Valley Apartments -Phase I/ The Gove At Keith Creek
Construction activity has been completed, and all COs have been issued by the City. Lease-up of RAD Conversion units began on August 2, with the receipt of the signed HAP Contract from HUD. Management continues with leasing up the non-RAD units, with three leased units as of July 31. Relocation of residents from Fairgrounds to the Grove will continue throughout August, and is expected to be completed by August 15.
- Fairgrounds Valley Apartments -Phase II
July Update: No update.
- Fairgrounds Valley -Phase III
An application for 9% LIHTCs was submitted to IHDA on June 23rd. Award date is expected in October, with closing estimated to be eight months after reservation of tax credits. Current preliminary plans reduce housing density on the site by approximately 50%, but no plans have been finalized.

COO/CEO REPORT

Tim Horning (filling in for Laura Snyder), CEO/COO

- Provided the Board with RHA's WIG (Wildly Important Goals), 1 & 2 and a brief summary of each WIG. We have created our scorecards and set monthly meetings to ensure our team is on track for success. Each manager within the Leadership team will be working directly with their staff to draft procedures and determine monthly goals, the best method to identify barriers for clients, and needs from other departments to reach goals.
- Looking to partner with WCH (Winnebago County Housing Authority) Graduated Reintegration program. An outline of the program was given to the board
- An application for HCV funding shortfall has been submitted

- Section 18 application in progress, an outline of the our progress has been submitted to Erik Sandstedt at HUD. Mark Mc Clentahan from Hyel & Royster is now the lead on this application

FINANCE REPORT

Michele Sather, Director of Finance

- A brief discussion was had on the financials on page 8 of the board packet
- Will provide the board with a sample of what the financial report looks like coming from Yardi the new operating system on September 14, 2017
- Part of the University of Illinois Grant money has come came in
- Payroll transactions posting in July month
- Central office producing income
- HCV producing income
- Cap and grant programs are staying on task
- Recently received FSS grant which will support 3 positions
- Hoping to have trial balances loaded in Yardi by September
- HAB will have data available thru May 1
- Will be looking at cash once legacy is converted over to Yardi

HR REPORT

Bridget Cheek, Human Resources Manager

- Currently interviewing Vacant positions
- The board was provided with a template and news article of a possible transition plan to have in place for the New CEO to get them accumulated before they start the board will be key in helping with this plan.

SECURITY REPORT

Christine Manley, Housing Policy Manager

- Christine the new Housing Policy Manger gave an introduction of herself Sybil Muller previous Housing Policy Manager has been working with Christine getting her accumulated with the role
- The Rockford Police Department will continue to provide services for Orton Keyes

UNFINISHED BUSINESS

Resolution #2017-047 Laid over until 9.14.17

Vehicle Policy

Commissioner Ginestra moved that the RHA Board of Commissioners approve to layover the approval of the Vehicle Policy as presented effective August 1, 2017 pending Union review, Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Ginestra, Cervantes, Hoffman, Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2017-049 Laid over until 9.14.17

Mutual Termination of Master Development Agreement

Commissioner Ginestra moved that the RHA Board approve to layover the approval to mutual termination of the Master Development Agreement for Brewington Oaks between the Rockford Housing Authority and Gorman and Company, Commissioner Cervantes seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-050 Laid over until 9.14.17

Mutual Termination of Master Development Agreement

Commissioner Ginestra moved that the RHA Board approve to layover the approval to mutual termination of the Master Development Agreement for Scattered Sites between the Rockford Housing Authority and Gorman and Company, Commissioner Cervantes seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-059 Laid over until 9.14.17

FY2018 Budgets

Commissioner Ginestra moved that the RHA Board approve to layover the approval of the Fiscal Year 2018 Operating Budgets of the Authority, Commissioner Cervantes seconded the motion.

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

MOTION APPROVED

NEW BUSINESS:

RESOLUTION #2017-060

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE REVISED TRAVEL EXPENSE REIMBURSEMENT POLICY

Commissioner Ginestra moved that the RHA Board of Commissioners approve the revised travel expense reimbursement policy , Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Ginestra, Cervantes, Hoffman
Nays: None
Abstained: Commissioner: Lumpkins

MOTION APPROVED

RESOLUTION #2017-061

RESOLUTION THE BOARD OF COMMISSIONER OF THE ROCKFORD HOUSING AUTHORITY ON MAY 25,2017 APPROVED THE EXECUTION OF CERTAIN DOCUMENTS NECESSARY FOR ORTON KEYS RAD

CONVERSION, HERBY AMENDS ITS APPROVAL TO NOW CHANGE TO THE NECESSARY DOCUMENTS AS AGREED TO BY THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, CITIBANK AND THE ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Commissioner Hoffman moved that the Board of Commissioner of the Rockford Housing Authority on May 25,2017 approved the execution of certain documents necessary for Orton Keys RAD conversion, herby amends its approval to now change to the necessary documents as agreed to by the United States Department of Housing and Urban Development, Citibank and the Illinois Housing Development Authority, Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Hoffman, Cervantes, Lumpkins
Nays: None
MOTION APPROVED

RHA COMMISSIONERS:

- September's meeting will start at 4:00pm due to RHA's annual event
- Possibly changing the board meeting back to the 4th Thursday of every month once a new CEO is selected
- The Carpenters Union trying to recruit women anyone interested should reach out to the Apprenticeship Coordinator
- The Winnebago County Fire Chief looking to recruit women

R.A.B – RESIDENT ADVISORY BOARD

None

AUDIENCE:

At 7:07p.m. with no future business, Commissioner Cervantes, made a motion to adjourn. Commissioner Hoffman seconded the motion.

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

MOTION PREVAILED



Laura Snyder
Board Secretary

/ls



Chairman