



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular September Meeting  
Minutes**

Thursday September 14, 2017

**Present:** Jerry Lumpkins, Chairman  
Phyllis Ginestra, Vice Chair(4:10pm)  
Karen Hoffman, Commissioner  
Ric Cervantes , Commissioner  
Alice Jenkins, Commissioner

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

**Absent:**

The meeting was called to order at 4:09 p.m.

**MINUTES:**

Commissioner Cervantes moved that the RHA Board of Commissioners accept the minutes from the Regular August meeting held August 10, 2017 Commissioner Jenkins seconded the motion.

Ayes: 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 taking 65 youth to Magic Waters last month, held a book bag drive at North Main Manor, John also went over his spending and donations received. John would like to request a stipend to help support gas and trips.

**Gina Meeks**

Spoke about an event being held Saturday September 23<sup>rd</sup>, 10:00am-2:00pm at Fairgrounds Valley Day of Caring, a clean-up project that involves Residents and Community Members, both adult and Children will be on hand to do simple cleaning efforts to revive the neighborhood.

**Teisha**

Beautiful Beginnings Community Outreach

Is a community outreach program whose mission is to help mold tomorrows leaders by empowering the entire family with social, educational, and economic skills. Some programs offered by Beautiful Beginnings Community Outreach are Youth, Teen, Teen Parenting, College Help, Women, and Men's. Empowerment.

**Janice Hinkley**

Spoke about a concern she has with Scattered Sites location, the location she spoke of has had several complaints and she would like RHA and the Board to do something to help the neighbors of this neighborhood.

It was recommended by the board that Janice reach out to Commissioner Lumpkins if she has not seen any progress made in the next two weeks.

**MONTHLY REPORT SUMMARY**

**GORMAN REPORT**

Andre Blakely, Gorman

Andre spoke about The Grove block party happening Saturday form 2-4pm and the Grove Grand Opening scheduled for September 28<sup>th</sup>, He also gave updates on the following sites:

**ORTON KEYES**

- This project closed and funded on August 29. Phase I of the construction has relocated and construction work commenced on 9/5/17.

**FAIRGROUNDS VALLEY APARTMENTS - PHASE I/THE GROVE AT KEITH CREEK**

- Construction activity has been completed, and all COs have been issued by the City. The project has 44 occupied units with 5 vacancies. It is anticipated to be fully leased during September.

**FAIRGROUNDS VALLEY APARTMENTS - PHASE II**

- No update.

**FAIRGROUNDS VALLEY APARTMENTS - 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**

Laura Snyder, Interim CEO / COO

Laura gave highlights on RHA being recognized nationally for its solar project at Blackhawk Courts, RHA will be presented with this award in Pittsburgh on October 29<sup>th</sup>. She also gave updates on training staff has received over the last month, staff attended training in Springfield on the Re-Entry program this program helps ex-offenders reenter society after being paroled from prison, staff also spent the day with Dekalb Housing Authority.

### **FINANCE REPORT**

Michele Sather, Director of Finance

Michele went over page 6 of the board packet financials for each program and department, and the FY18 Budget for RHA.

### **PROCUREMENT REPORT**

Linda Dorsey-Tillman, Procurement, Contracts, & Section 3 Manager

Linda went over the handout given to the board on unfinished business, New Business underway, and the statistics of procurement. She also spoke about RHA receiving NJPA (National Joint Power Alliance) Official Certificate of Membership

### **DEVELOPMENT REPORT**

Laura Snyder, Interim CEO / COO

Updates give on section 18 application; mold testing will start Friday September 15<sup>th</sup> and will take about 3 weeks to get both towers inspected. A draft of the application will be ready 99.99% done by October 1<sup>st</sup>, and complete pending results from Midwest. The application will be brought to the October 12<sup>th</sup> board meeting for approval. Also given an update on the MUHAL project, this project is on hold pending funding RHA still in the running.

### **RAB Report**

Council Representative

### **UNFINISHED BUSINESS**

#### **RESOLUTION #2017-047**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE VEHICLE POLICY AS PRESENTED EFFECTIVE AUGUST 1, 2017

Commissioner Ginestra moved that the RHA Board of Commissioners approve Vehicle Policy as presented effective August 1, 2017, Commissioner Cervantes seconded the motion.

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

Nays: None

Abstained:

**MOTION APPROVED**

**RESOLUTION #2017-049** Laid over until 10.12.17  
**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, Jenkins, Lumpkins  
Nays: None

**MOTION APPROVED**

**RESOLUTION #2017-050** Laid over until 10.12.17  
**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, Jenkins, Lumpkins  
Nays: None

**MOTION APPROVED**

**RESOLUTION #2017-059**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE FISCAL YEAR 2018 OPERATING BUDGET OF THE AUTHORITY

Discussion: Commissioner Lumpkins suggested to Finance Director Michele Sather to bring the previous year's budget whenever presenting the board with a new budget, this way the board can compare numbers. He also suggested site managers attend whenever a budget is being presented this way they can answer questions when it comes to the property they manage

Commissioner Ginestra, moved that the RHA Board of Commissioners approve the Fiscal Year 2018 Operating Budgets of the Authority, Commissioner Hoffman seconded the motion.

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

**MOTION APPROVED**

**NEW BUSINESS:**

**RESOLUTION #2017-062**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE APPOINTMENT OF LARRY WILLIAMS AS CEO AND SECRETARY OF THE RHA BOARD AT A SALARY OF \$115,000.00, A MONTHLY CAR ALLOWANCE OF \$500.00, \$5000.00 TO COVER ALL RELOCATION EXPENSES, STANDARD

RHA BENEFITS, WITH A PERFORMANCE REVIEW AT SIX MONTHS AND TWELVE MONTHS

Commissioner Cervantes moved that the RHA Board of Commissioners approve the appointment of Larry Williams as CEO and secretary of the RHA Board at a salary of \$115,000.00, a monthly car allowance of \$500.00, \$5000.00 to cover all relocation expenses, standard RHA benefits, with a performance review at six months and twelve months , Commissioner Jenkins seconded the motion.

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

Nays: None

Abstained:

**MOTION APPROVED**

**RHA COMMISSIONERS:**

- Commissioner Lumpkin's spoke briefly about the PHADA Conference he recently attended

**R.A.B – RESIDENT ADVISORY BOARD**

None

**AUDIENCE:**

At 5:40pm Commissioner Ginestra moved that the RHA Board of Commissioners approve the to go into closed session, Commissioner Cervantes seconded the motion.

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

Nays: None

Abstained:

**MOTION APPROVED**

At 5:56pm Commissioner Ginestra moved that the RHA Board of Commissioners approve the to go into closed session, Commissioner Cervantes seconded the motion.

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

Nays: None

Abstained:

**MOTION APPROVED**

At 6:00p.m. with no future business, Commissioner Ginestra , made a motion to adjourn. Commissioner HJenkins seconded the motion.

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

Nays: None

**MOTION PREVAILED**

*Larry Williams*

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Board Secretary  
/lw

*[Signature]*  
Chairman