



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular February Meeting
Minutes**

Thursday February 15, 2018

Present: Jerry Lumpkins, Chairman
Karen Hoffman, Vice Chair 4:12pm
Jamie Sanchez, Commissioner
Ken Oliver, Commissioner
Jeff DiBenedetto, Commissioner

Staff: Laura Snyder, CEO/COO
Tim Horning, RHA Legal Counsel (Via Phone)
Angel Mackey, Executive Assistant

Absent:

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

MINUTES:

Commissioner DiBenedetto moved that the RHA Board of Commissioners accept the minutes from the Annual & Regular January meeting held January 25, 2017 Commissioner Sanchez seconded the motion.

Ayes: DiBenedetto, Sanchez, Oliver, 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**

John went over funding and money spent for the month of January he also gave updates on past community activities and pending future activities.

MONTHLY REPORT SUMMARY

COO/CEO REPORT

Laura Snyder CEO gave the board updates on the following:

MANAGEMENT

- IDHA gave a preliminary approval for the LITCH application submitted on 1/2/18. I will be meeting with the City of Rockford and IFF on Monday 2/12/18 to review the next steps of the formal application. Application deadline is 3/2/18.
- Human Resources Manager, Bridget Cheek, handed in her resignation. Interviews for the position were held on Thursday 2/8/18, with an offer of employment for this position being presented to an applicant on 2/9/18 to begin in this position on 2/12/18 to allow for five days of transition prior to Bridget's departure.
- Admin Plan and ACOP changes have been completed and will be posted for public review this coming week.
- Mayor McNamara planned a visit to discuss Home Rule at Park Terrace on 2/22/18. However, an emergency forced him to cancel. We took the opportunity to host a resident meeting to provide RHA updates and address any questions or concerns from residents.
- Admin Plan and ACOP changes were posted with a public meeting being scheduled for 3/8/18.
- HUD announced that a mandatory review of all capital expenditures will be necessary to allow release of funds. Once HUD has completed the inspection at Brewington Oaks on 2/26/18, I will meet with the HUD engineer to schedule this review.
- In collaboration with Winnebago and Boone County Housing Authorities, we have applied to HUD to host an Envision Center, details attached.
- HUD SAC (Special Applications Center) representatives were on site Monday 2/26/18, along with Erik Stanstedt, HUD engineer assigned to RHA, to inspect Brewington Oaks as follow up to the section 18 application. Per representatives, we should expect a report regarding their inspection, with suggestions to improve the TDC (Total Demolition Costs) by Wednesday 3/7/18.
- A final meeting was hosted with Angelic and Zion church to discuss RHA withdrawal of financial support. During this meeting a letter of support for the organization was presented for Angelic to submit for any grant opportunities that wish to apply for.

SITE OPERATIONS AND OCCUPANCY

- Significant progress was made on vacant unit turns being managed by RHA staff. The majority of our developments are at or above 97% occupancy with progress being made daily.

Brewington ▪ Currently 189 units occupied, 219 vacant units.

Fairgrounds ▪ Currently at a 96%

Olesen ▪ 99%

North Main ▪ 99 %

Park Terrace ▪ 97%

Scattered Sites ▪ Currently occupancy is at 98.7% East and 96.4%West.

Blackhawk ▪ 96%

FINANCE REPORT

John Sykes, Finance Director,

- John went over the new format of the financials which now is summary page and a site by site look.
- Chairman Lumpkins request the AMP's name in future reports
- Gorman has not given the information needed to provide an accurate report for Scattered Sites and Fairgrounds. John is currently working with Anna from Gorman to get this information.
- Chairman Lumpkins would like to see a year to date running column on the report for each site / where we budgeted the entire year % wise
- Chairman Lumpkins wants to know how much RHA has in reserves in the HCV program

GORMAN REPORT

Andre Blakley

- **Orton Keyes Redevelopment**

January 2018 Construction Progress Update: Construction work is complete on the interiors of the first 10 units for phase one. Phase 2 comprised of 22 units started the week of 10/30 and is also complete. Phase 3 which is comprised of 24 units is underway with interiors demo'd, and cast stone removal from facade in progress. Overall, the Project is on schedule and full project completion is targeted for early Spring of 2019.

- **Fairgrounds Valley Phase II the Grove at Keith Creek**

January 2018 Update: 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. Achievement of conversion to permanent financing is expected on or before May 2018. This will release all remaining capital installments and fees to the development team.

- **Fairgrounds Valley Phase II**

January 2018 Update: Planning for the remaining phases are ongoing. We are in process of evaluating several sites and refreshing the 9% application for new construction on the existing site. The Illinois Housing Development Authority has since released its revised Qualified Application Plan establishing dates for funding in 2018. We will be providing Senior leadership with several options to replace the remaining balance of the replacement units potentially utilizing other Agency resources to develop non-

concentrated mixed income housing. We will be providing a brief overview at the upcoming Board Retreat and subsequent discussions thereafter.

- **Fairgrounds Valley Phase II**

January 2018 Update: Initial application for 9% credits submitted in 2017 did not receive funding. The development team is currently working on the formal resubmission. The preliminary application was submitted on January 2nd, 2018, and the Final Tax Credit Application will be submitted on March 2nd, 2018. If awarded credits in July 2018, the Project would be in position to close on or before February 2019.

RAB Report

- Park Terrace had a meeting and they decided to get rid of the treasurer effective today,
- The Councils are still having problems with people who don't want to follow the rules and follow the standard they are supposed to go by.
- CEO Laura Snyder will have Human Services Director Odessa Walker to start hosting some meetings on Robert Rules and trainings to identify and define the roles of the resident councils
- Updates are needed for the RHA Resident Council book

UNFINISHED BUSINESS

RESOLUTION #2018-04 Removed Utility Relief Policy

Commissioner Hoffman moved that the RHA Board approve to remove the Utility Relief Policy, Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: Hoffman, DiBenedetto, Sanchez, Oliver, Lumpkins
Nays: None

MOTION APPROVED

RESOLUTION #2018-07 Laid over until 3.15.18 Scattered Sites Management Services Contract

Commissioner Hoffman moved that the RHA Board approve to layover the approval of the Scattered Sites Management Services Contract, Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: Hoffman, DiBenedetto, Sanchez, Oliver, Lumpkins
Nays: None

MOTION APPROVED

NEW BUSINESS:

Resolution #2018-08

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A CONTRACT EXTENSION IN THE AMOUNT NOT TO EXCEED \$47,034.00 FOR (60) ADDITIONAL DAYS TO NAN MCKAY & ASSOCIATES

Commissioner Hoffman moved that the RHA Board of Commissioners award a contract extension in the amount not to exceed \$47,034.00 for (60) additional days to Nan McKay & Associates. Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: Hoffman, DiBenedetto, Sanchez, Oliver, Lumpkins
Nays: None

MOTION APPROVED

RHA COMMISSIONERS:

None

R.A.B – RESIDENT ADVISORY BOARD

None

AUDIENCE:

At 6:23 p.m. with no future business, Commissioner Hoffman, made a motion to adjourn. Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: Hoffman, DiBenedetto, Sanchez, Oliver, Lumpkins
Nays: None

MOTION PREVAILED



Board Secretary
/s



Chairman