



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular April Meeting  
Minutes**

Thursday April 19, 2018

**Present:** Jerry Lumpkins, Chairman (By Phone 4:19PM)      **Staff:** Tim Horning, RHA Legal Counsel  
Karen Hoffman, Vice Chair      Angel Mackey, Executive Assistant  
Jamie Sanchez, Commissioner      Laura Snyder, CEO  
Ken Oliver, Commissioner  
Jeff DiBenedetto, Commissioner

**Absent:**

The meeting was called to order at 4:14 p.m.

**MINUTES:**

Commissioner DiBenedetto moved that the RHA Board of Commissioners accept the minutes from the Regular March meeting held March 15, 2018 Commissioner Sanchez seconded the motion.

Ayes: DiBenedetto, Sanchez, Oliver, Hoffman

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, Precinct Committeeman, and President Neighborhood Networking**  
John gave the board members updated financials, flyers for upcoming events, and spoke about recent events he has attended with the local children and community

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## **MONTHLY REPORT SUMMARY**

### **Sargent Sanders, Legal Director City of Rockford**

#### **CEO REPORT**

Laura Snyder, CEO

#### **Management**

- A meeting was held with EMG and Heyl/Royster to discuss the HUD notes on the PNA for Brewington Oaks. EMG will review and respond to all notes with a follow up meeting to discuss scheduled for 3/29/18. During this meeting we will review potential recovery or reimbursement costs for services provided.
- A response to the HUD letter to the Mayor was drafted and provided to legal on 3/23. Legal will insert information on the CEO search and submit to the chairman for review and signature.
- A transition plan for Scattered Sites management was drafted and submitted to Gorman and CO.
- Half of Scattered Sites staffing have been identified and will begin transition on 4/16/18 and will be completed on 5/1/18. We are hoping to have the remaining staff identified prior to the start of the transition.
- In response to a HUD inquiry for late recertifications, an action plan has been drafted and submitted to HUD.
- Operations Manager, Tara Taylor, and Human Services Director, Odessa Walker, drafted a Standard Operating Procedure (SOP) for management and resident services staff to work in unison to address resident non-compliance of lease issues and assistance with health/mental health issues.

#### **Site Operations and Occupancy**

- Brewington: 46%
- Fairgrounds: 94%
- Olesen: 97%
- North Main: 97%

- Park Terrace: 96%
- Scattered Sites East: 96% West: 96%
- Blackhawk: 95%

## **HCV**

- HCV remains in High Performer status.
- A meeting was held on Thursday, 4/12, with Margaret McGilvray, of Econometrica, who is contracted through HUD, to assist the Rockford region to draft and implement a Regional Housing Initiative. Econometrica's involvement with this initiative is directly related to the VCA with the city of Rockford.

## **Finance**

- The finance department continues to work on gathering 2017 information for the annual audit.
- We were able to satisfy HUD questions relating to the 2016 audit allowing for HUD to close the 2016 audit.
- Resubmission of the unaudited 2017 budget was submitted on Friday 4/13/18
- Taip Asani has accepted the offer for the Director of Finance position and will be in our employment as of May 7, 2018. Taip will work alongside John to continue correcting these issues and completing our 2017 audit that is due to HUD before June 30, 2018. Just as important, Taip will work directly with our finance staff to guide and assist in completing daily operations, properly collecting data for the 2018 audit, and properly documenting, reporting, and drawing capital funds, VMS fund draws and distribution, and tenant accounting.

## **Development – Procurement**

- As a response to the March HUD letter regarding CHAP revocation, and per board directive, we have contracted with Cindi Herrera to draft a response letter to HUD. Per conversation with Cindi, she feels that our best response to HUD at this time is to request that HUD withdraw our CHAP for continued support of redevelopment of Fairgrounds and allow us to reapply when we have a developing partner that can establish and present a financing plan. This letter will be submitted to HUD after the chairman's review and approval of the letter.

## **FINANCE REPORT**

### **John Sykes, Finance Director**

Went over the financials provided to the Board Members in the March board packet on pages 9-19

## **GORMAN REPORT**

Written Report Submitted

### **Fairgrounds Phase III**

No Updates

### **Fairgrounds Phase II**

No Updates

### **Fairgrounds Phase I**

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 of the development team.

### **Orton Keyes Courts Renovation**

**Project Number:** 15ORTK-00-01  
**Field Report #:** 4 (covers two site visits)

**Dates:** Feb 08/March 06, 2018

**Time:** 8am/10am

**Est. % Completion:** 35%

<b>Present at Site:</b>	Matt Palek	IHDA
	Ken Malette	Partner ESI
	Rob Jaggi	Gorman & Company
	Greg Fernette	Gorman & Company
	Chad Obright	Gorman & Company
	Patrick Patrello	Gorman & Company

#### **Work in progress:**

##### Community Building Laundry

- New hotwater heaters and electrical panels install complete for laundry room
- Laundry room ACT ceiling is complete
- Mechanical systems, painting, flooring, and lighting are complete
- Laundry room is awaiting washers & dryers. They are scheduled to be delivered March 21

##### 1<sup>st</sup> phase (10 units)

- 10 interiors complete and reoccupied
- Exterior trim painting to be done in the spring along with sidewalk repair and landscaping

##### 2<sup>nd</sup> phase (22 units)

- 22 interiors complete and reoccupied
- 2 units need brick to be installed still, but temperature has been too low

- Exterior trim painting to be done in the spring along with sidewalk repair and landscaping

3<sup>rd</sup> phase (24 units)

- 24 units complete, punchlist walks are happening this week
- Move-ins scheduled to start this Thursday
- Brick work and exterior trim painting to be done in the spring along with sidewalk repair and landscaping

4th phase (24 units)

- Cast Stone Removal from facade in progress
- Tyvek in progress
- Re-Roofing complete
- Interior work started
- Cast Stone Removal from facade in progress
- Brick work and exterior trim painting to be done in the spring along with sidewalk repair and landscaping

5th phase (24 units)

- Roofing work is on hold due to weather, will start again this month
- Cast Stone Removal from facade in progress

**Items discussed:**

- Went through each line item of January and February draws with Matt, need G702 for Shelving unlimited. Rob/Chad to provide
- IHDA permission to occupy forms have been signed by the contractor, architect, owner, and IHDA and returned for Phase 1 and 2. Phase 3 is being submitted to IHDA by Chad
- Green Synco terminated as flooring installer. Trademark is the new subcontractor.
- Change orders for future draw will include the replacement of additional moldy drywall found behind removed cabinets
- OSHA visited the site on Feb. 28<sup>th</sup>. No corrective actions ordered.
- Chad recently received asbestos abatement clearances for 3<sup>rd</sup> phase. He will circulate.
- The wash basin in the laundry room is complete. The faucet levers should be swapped out with levers that meet the 5 lb. max force requirement of ADA. The faucet meets the requirements for a side approach reach range.
- The intake air louver that was added for the laundry room was cut through the ribbed roof decking. No structural detail was given for reinforcing on the plans. Patrick to check with structural engineer to see if reinforcing is required for the snow dead load on the roof.
- Construction progress is ahead of schedule with projected completion now December 2018.

**Action Required:**

- Rob/Chad to provide Matt with G702 for Shelving Unlimited
- Chad to submit IHDA permission to occupy for Phase 3
- Greg to check with the plumber to replace the laundry sink faucet levers
- Patrick to check with structural engineer to see if reinforcing is required at new louver cut into the steel roof decking
- Next meeting scheduled for April 6<sup>th</sup>

**General Reminders:**

- 1- *Reminder:* All new faucets should have lever controls that meet ADA.
- 2- *Reminder:* See site plan for areas of regrading/re-pouring sidewalks for ADA compliant ramp slopes. Work is to be completed in the spring.

**RAB Report**

No one in attendance

**NEW BUSINESS:**

**Resolution #2018-13**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE PROPOSED CHANGES FOR PUBLIC POSTING AND INCLUSION IN THE LOW-INCOME PUBLIC HOUSING FLAT RENT SCHEDULE, AS PRESENTED, WHICH WILL BE EFFECTIVE JULY 1, 2018.

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve the proposed changes for public posting and inclusion in the low-income public housing flat rent schedule, as presented, which will be effective July 1, 2018., commissioner Sanchez seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Oliver, Hoffman

Nays: None

**MOTION APPROVED**

**Resolution #2018-14**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE PROPOSED CHANGES FOR PUBLIC POSTING AND INCLUSION IN THE LOW-INCOME PUBLIC HOUSING UTILITY

ALLOWANCE SCHEDULE, AS  
PRESENTED, WHICH WILL BE EFFECTIVE  
JULY 1, 2018.

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve the proposed changes for public posting and inclusion in the low-income public housing utility allowance schedule, as presented, which will be effective July 1, 2018., commissioner Sanchez seconded the motion.

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

**MOTION APPROVED**

**RHA COMMISSIONERS:**

Chairman Lumpkins states he has not been reappointed by the Mayor, and he and his family are relocating due to a recent promotion at work, he also let the board members know his last day on the RHA Board of Commissioner will be June 1, 2018, and his last board meeting will be May 17, 2018.

**R.A.B – RESIDENT ADVISORY BOARD**

None

**AUDIENCE:**

At 6:06 p.m. with no future business, Commissioner DiBenedetto, made a motion to adjourn. Commissioner Sanchez seconded the motion.

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

**MOTION PREVAILED**



Board Secretary  
/ls

  
vice Chairman