



**BOARD OF COMMISSIONERS' MEETING**

May Regular Meeting

May 11, 2017 –5:00 p.m.



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**May 11, 2017 Regular Meeting  
Updated Agenda**

**Meeting Date:** Thursday, May 11, 2017 – 5:00pm

**Place:** RHA Central Office  
223 S. Winnebago St Rockford, IL 61102

I. **ROLL CALL**

II. **MINUTES**

A. Approval of the minutes from the Regular April meeting held April 13, 2016

III. **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.*

IV. **CHECKS**

A. Approval to place the checks from April 2017 on file for audit.

V. **MONTHLY REPORTS**

- A. COO/CEO Report-Laura Snyder, Chief Operating Officer
- B. Finance Report-Michele Sather, Director of Finance
- C. RAB Report-Council Representative
- D. Gorman Report
- E. HR Report- Bridget Check, Human Resources Manager

VI. **UNFINISHED BUSINESS**

- A. Approval - Predevelopment Loan RAD Developer
- B. Approval - Section 18 Disposition of Excess Land at Orton Keyes
- C. Approval - Award IT Contract
- D. Approval - Development Budget & Plan for Orton Keyes
- E. Approval- Construction Plans for Orton Keyes
- F. Approval- Relocation Plan for Orton Keyes

VII. **NEW BUSINESS**

A. Approval - Consent Agenda

*Items on the Consent Agenda are considered routine and do not require separate discussion. Support documentation is included under separate cover.*

*If a Commissioner wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be considered by the Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.*

- B. Approval – CEO Search
- C. Approval – RAD Documents for Re-Development of Orton Keyes
- D. Approval-of Travel Expense Act
- E. Approval - Scattered Sites / RAD Waiting List Application

VIII. **DISCUSSION TOPICS**

- A. RHA Commissioners
- B. R.A.B

IX. **ADJOURN**



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular April MEETING  
Minutes**

Thursday April 13, 2017

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

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

**Absent:** Ric Cervantes, Commissioner

The meeting was called to order at 5:17p.m.

**MINUTES:**

Commissioner Hoffman 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, Jenkins, Ginestra, Lumpkins

Nays:

**MOTION APPROVED**

**QUESTIONS/COMMENTS FROM THE AUDIENCE**

**Note:**

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### **John Brantley**

John Brantley

Gave updates on money spent during the 1<sup>st</sup> week of April and the month of March. Will give quarterly report next month.

Gave update on resident activities

Made mention of helping Resident Council run meeting better

### **MONTHLY REPORT SUMMARY**

#### **Gorman Report**

Andre gave updates on Construction updates on the Grove and gave a preview of the design. Andre introduced staff. Patrick gave updates on the final roof was put on the building today sidewalks have been poured, rain has halted asphalt being done. All exterior work will be done by end of May 2017, Andre also stated all work will be done by the end of May 2017.

June would be the best time to have the open house. Karen will work with Gorman on the dates for this. Karen provided Gorman staff with her Card. Karen inquired as to when people will be moving in.

Andre also gave updates on Orton Keyes will be asking for items to be approved at the May board meeting. The board should have rec'd a link about Orton Keyes

No change in financing Andre gave updates on the financing of Orton Keyes.. RCC commit was rec'd today from HUD/ Projected closing date is the end of May /

Patrick gave the board and update of the design overview / included in the board packet

Chad gave the board updates on the Phases at Orton Keyes Will be doing 17 unit at a time, will also have 17 vacant units so the work can be done on 17 units at a time. Which will be about 10 Phases estimated completion dates December 2018. Tenant will be in the hotel unit for 45 days and then moved back into their original unit when the work is done. Also, gave updates on the safety will be updating the security system (High Tech) 35 business days per phase.

Karen inquired about onsite management at Orton Keyes and the Grove, She also inquired about Social Services program.

#### **COO/CEO Report**

Laura gave update on HCV and LIPH updates Ryan spoke about section 18 app and face to face meeting in Chicago with HUD happening soon/ SS working through some issues on meeting HUD guidelines

#### **Finance Report**

Laura gave summary on Michele's Finance report provided to the board in the board packet

#### **Resident Services Report**

Sergio gave updates on resident services / rolling out the re-build program/ Resident support specialist Training coming for community case management 20 agencies involved.

**Security Report**

Mark and Sybil went over the mission and vision and goals and objectives provided to the board in their board packets. Sybil also gave update on the new Resident officer update. Mark reported the RHA police became a full team as of March 26<sup>th</sup>

**RAD Report**

None

**UNFINISHED BUSINESS**

**RESOLUTION#2017-001**

Approval -Predevelopment Loan RAD Developer

Commissioner Ginestra moved that the RHA Board of Commissioners approve to hold over Approval - Predevelopment Loan RAD Developer, Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman, 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 approve to hold over Approval - Section 18 Disposition of Excess Land at Orton Keyes, Commissioner Jenkins seconded the motion.

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

**MOTION APPROVED**

**RESOLUTION#2017-031**

Approval - Award IT Contract

Commissioner Jenkins moved that the RHA Board of Commissioners approve to hold over Approval - Award IT Contract, Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Jenkins, Hoffman, 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, Commissioner Hoffman seconded the motion.

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

**MOTION APPROVED**

**RESOLUTION#2017-033**

Approval - Construction Plans for Orton Keys

Commissioner Ginestra moved that the RHA Board of Commissioners approve to hold over Approval - Construction Plans for Orton Keys, Commissioner Hoffman seconded the motion.

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

**MOTION APPROVED**

**RESOLUTION#2017-034**

Approval – Relocation Plan for Orton Keys

Commissioner Ginestra moved that the RHA Board of Commissioners approve to hold over Approval – Relocation Plan for Orton Keys, Commissioner Jenkins seconded the motion.

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

**MOTION APPROVED**

**NEW BUSINESS:**

**RESOLUTION #2017-029**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE ADDITIONAL FUNDS TO COMTECH MULTIMEDIA MARKETING GROUP IN AN AMOUNT NOT EXCEED \$12,330.

Commissioner Ginestra moves that the RHA Board of Commissioners approve additional funds to COMTECH Multimedia Marketing Group in an amount not exceed \$12,330 Commissioner Hoffman seconded the motion.

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

**MOTION APPROVED**

**RESOLUTION #2017-030**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS allow the Rockford Housing Authority to self-manage Brewington Oaks.

Commissioner Ginestra moved that the RHA Board of Commissioners allow the Rockford Housing Authority to self-manage Brewington Oaks. Commissioner Hoffman seconded the motion.

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

**MOTION APPROVED**

**RESOLUTION #2017-035**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A MODIFICATION TO THE CONTRACT BETWEEN RHA AND THE WORKPLACE INC. FOR ADDITIONAL FUNDS IN AN ANTICIPATED AMOUNT NOT TO EXCEED \$50,000 FOR TALENT ACQUISITION SERVICES.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a Modification to the contract between RHA and the Workplace Inc. for additional funds in an anticipated amount not to exceed \$50,000 for talent acquisition services. Commissioner Hoffman seconded the motion.

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

**MOTION APPROVED**

**RHA COMMISSIONERS:**

None

**R.A.B – RESIDENT ADVISORY BOARD**

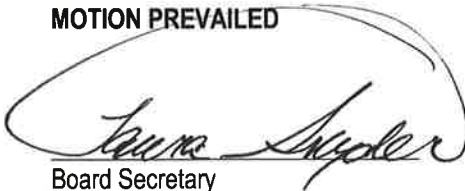
Encouraged everyone to attend the next Stepping Stones Art fair

**AUDIENCE:**

At 7:08 p.m. with no future business, Commissioner Jenkins, made a motion to adjourn. Commissioner Ginestra seconded the motion.

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

**MOTION PREVAILED**

  
Board Secretary  
/s

  
Chairman