



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular July Meeting
Minutes**

Thursday July 13, 2017

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

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

Absent: Ric Cervantes, Commissioner

The meeting was called to order at 5:15 p.m.

MINUTES:

Commissioner Jenkins moved that the RHA Board of Commissioners accept the minutes from the Regular April meeting held June 8, 2017 Commissioner Hoffman seconded the motion.

Ayes: Jenkins, Hoffman, Ginestra

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,

- Took youth to churches without walls
- Youth attended three events on Saturday and Sunday of last week
- Gave copy of monthly report and financial to the board
- Will attend Booker Fest, and softball game,
- Parents and youth will be attending and participating in the Levings Lake talent show.
- The following Saturday will be going to Mercy Health for the bike giveaway.
- North United Neighborhood meeting July 25th would like to be able to take the parents along.
- RHA will be involved in Night Out August 1st, RHA will have a booth.

MONTHLY REPORT SUMMARY

COO/CEO REPORT

Laura Snyder CEO/COO

- Gave updates on her communication with HUD,
- Spoke to some corrections of RHA's audit and finding which have since been corrected.
- Several changes will be made to the ACOP estimated time by October
- The special use 16 units Brewington Oaks will be going back into general occupancy
- Meeting with Heyl and Roster on July 14th regarding the Section 18 application
- Finalized the PHA Plan and has been submitted to the Mayor and will be submitted to HUD on Monday July 17, 2017
- Would like to start interviewing for Director of Development

FINANCE REPORT

Michele Sather, Director of Finance

- A brief discussion was had on the financials on page 10 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 August 10, 2017
- Addressed the Audit finding of not having financial policies which has been corrected and are up for vote tonight for the board
- Currently working on making sure everything is being allocated properly and to the correct accounts
- A brief discussion was had on the budget summary on page 18 of the board packet
- A brief discussion was had about the new Capital Funds grant award, all paper work to receive the grant will need to be submitted by August 2nd
- A brief discussion on the financial audit, 5 finding and 7 concerns which have all been addresses and corrected

Procurement Report

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

- Brief discussion had on the amount of contract currently active, and those that will expire soon and come before the board for approval in the next few month.

GORMAN REPORT

Andre Blakely, Gorman

- Fairgrounds Phase I waiting on CFO's expected to have them this week
- Currently waiting on HAP approval which could possibly come in by August 11, 2017
- A brief discussion on the financial updates/ still waiting on final invoices
- 26 applications under review for LIHTC units
- Orton Keyes
This project is expected to close later this month, with funding expected the week of July 17 and work beginning in phases. HUD approval of pre-closing items is expected to be signed off by next week. 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 is nearing completion. Only four COs have yet to be issued, and those are expected by the end of this week. Lease-up has begun on the non-RAD units, and there are a steady stream of applicants for the remaining vacant non-RAD units. Relocation from Fairgrounds is expected to begin August 1.
- 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.

DEVELOPMENT REPORT

Laura Snyder, CEO/ COO

- Would like to start interviewing for Director of Development soon

UNFINISHED BUSINESS

RESOLUTION#2017-044

Building Trades Contract 2017-2020

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY RESOLVES TO APPROVE THE COLLECTIVE BARGAINING AGREEMENT NEGOTIATED WITH THE BUILDING TRADES FOR THE TERM JUNE 1, 2017 TO MAY 31, 2020.

Commissioner Ginestra moved that the RHA Board of hereby resolves to approve the collective bargaining agreement negotiated with the Building Trades for the term June 1, 2017 to May 31, 2020, Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

NEW BUSINESS:

Resolution #2017-047 Laid over until 8.10.17
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 Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-048

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE FINANCIAL MANAGEMENT POLICY AS PROVIDED

Commissioner Ginestra moved that the RHA Board of Commissioners approve the Financial Management Policy as provided, Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-049 Laid over until 8.10.17
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 Jenkins seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-050 Laid over until 8.10.17
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 Jenkins seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-051

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE FY17 PHA ANNUAL AND 5 YEAR ROLLING PLAN.

Commissioner Ginestra moved that the RHA Board of Commissioners approve the FY17 PHA Annual and 5 year rolling plan., Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-052

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY AWARD A ONE-YEAR CONTRACT EXTENSION WITH (3) ONE YEAR OPTIONS TO EXTEND TO SCHULTZ AND SONS SERVICE FOR TUB/SINK/COUNTERTOP REFINISHING SERVICES NOT TO EXCEED \$85,000.00

Commissioner Ginestra moved that the RHA Board of Commissioners hereby award a one-year contract extension with (3) one year options to extend to Schultz and Sons service for tub/sink/countertop refinishing services not to exceed \$85,000.00, Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-053

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD THE HQS (HOUSING QUALITY STANDARD) INSPECTIONS TO AUGUST 1, 2017 FOR INSPECTION SERVICES NOT TO EXCEED \$15,000.00 TO NAN MCKAY & ASSOCIATES TO THE END OF CONTRACT. HQS INSPECTIONS BROUGHT IN-HOUSE

Commissioner Ginestra moved that the RHA Board of Commissioners award the HQS (Housing Quality Standard) inspections to August 1, 2017 for inspection services not to exceed \$15,000.00 to Nan Mckay & Associates to the end of contract. HQS inspections brought in-house, Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-054

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE CONTRACT EXTENSION TO EXTEND THE CURRENT CONTRACT FOR THE TERMS OF THE CONTRACT WITH HD SUPPLY FACILITIES MAINTENANCE, LTD

Commissioner Ginestra moved that the RHA Board of Commissioners approve the contract extension to extend the current contract for the terms of the contract with HD supply Facilities Maintenance, LTD, Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-055

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE CONTRACT EXTENSION TO EXTEND THE CURRENT CONTRACT FOR THE TERMS OF THE CONTRACT WITH HOME DEPOT U.S., INC.

Commissioner Ginestra moved that the RHA Board of Commissioners approve the contract extension to extend the current contract for the terms of the contract with Home Depot U.S., Inc., Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-056

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS RESCIND THE AWARD FOR IT SERVICES PREVIOUSLY APPROVED AND ALLOW RHA TO PREPARE AND PRESENT A NEW RFP FOR IT SERVICES

Commissioner Hoffman moved that the RHA Board of Commissioners rescind the award for IT services previously approved and allow RHA to prepare and present a new RFP for IT services, Commissioner Jenkins seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-057

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD AND EXTENSION TO COMTECH MULTIMEDIA MARKETING FROM JULY 9, 2017 TO JULY 31,2017 FOR MARKETING SERVICES TO THE END OF THE CONTRACT

Commissioner Ginestra moved that the RHA Board of Commissioners award and extension to Comtech Multimedia Marketing from July 9, 2017 to July 31,2017 for marketing services to the end of the contract, Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2017-058

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS RESCIND THE FOLLOWING AGENDAS ITEMS AND BOARD RECOMMENDATIONS
H. APPROVAL – CONTRACT EXTENSION BETWEEN RHA AND NATIONWIDE INBOUND
J. APPROVAL – CONTRACT EXTENSION BETWEEN RHA AND KELL CONSTRUCTION LLC
K. APPROVAL – CONTRACT EXTENSION BETWEEN RHA AND MARCO OFFICE SYSTEMS
L. APPROVAL – CONTRACT EXTENSION BETWEEN RHA AND LAWN CARE BY WALTERS
M. APPROVAL – CONTRACT EXTENSION BETWEEN RHA AND WILSON ELECTRIC
Q. APPROVAL – CONTRACT EXTENSION BETWEEN RHA AND CMM LAWN CARE SERVICE

Commissioner Ginestra moved that the RHA Board of Commissioners approve the rescinding of board recommendations H. J. K. L. M. and Q, Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Jenkins, Lumpkins

Nays: None

MOTION APPROVED

RHA COMMISSIONERS:

None

R.A.B – RESIDENT ADVISORY BOARD

None

AUDIENCE:

At 7:50p.m. with no future business, Commissioner Ginestra, made a motion to adjourn. Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Jenkins, Lumpkins

Nays: None

MOTION PREVAILED



Board Secretary

/ls


Chairman