



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular January Meeting  
Minutes**

Thursday January 25, 2018

**Present:** Jerry Lumpkins, Chairman  
Karen Hoffman, Vice Chair  
Jamie Sanchez, Commissioner  
Ken Oliver, Commissioner

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

**Absent:** Jeff DiBenedetto, Commissioner

The meeting was called to order at 4:18 p.m.

**MINUTES:**

Commissioner Hoffman moved that the RHA Board of Commissioners accept the minutes from the Regular November meeting held November 14, 2017 and Special meeting held December 30, 2017. Commissioner Sanchez seconded the motion.

Ayes: Hoffman, 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 Dec./ he also gave updates on past community activities and pending future activities. FG would like to have a meeting about the 2<sup>nd</sup> phase of FG and to discuss the MUHL project.

- **BURR PEST CONTROL PRESENTATION**

Burr Pest control gave handouts to the board, and explained there was recently an influx of bedbugs and his team is currently working on getting this under control and get back to under 3%. He also spoke briefly about the problem unit at Blackhawk which is now under control, the only thing left to do at this unit is the cleanup. Jerry asked what the norm would be from housing authority to housing authority, the answer was around 3%. Commissioner Ken Oliver voiced a concern about the resident concerns not being taken seriously and it is taking up to 2 weeks for a person to come out after a report of bugs has been made. Tara Taylor will reach out to Commissioner Oliver the help resolved this concern.

## **MONTHLY REPORT SUMMARY**

### **COO/CEO REPORT**

- Laura introduced contracted Finance Director John Sykes who will be with RHA for the next 90 days
- Yardi was on site at RHA on January 10, 2018 for staff training, concerns, Q&A. Yardi has been quickly responding to any issues RHA has and is working diligently to fix any software issues
- RHA has been strengthening the relationship with HUD, and has increased our response time to within 24 hrs. of any request.
- Closed out 16 FSS Plan and received an award
- RHA has finished a 9% LITHC application in collaboration with the YMCA and Rockford Library
- DCEO units at Blackhawk are complete and people are moving back in.
- RHA has purchased two heat machines to address any bed bugs complaints, and will hire two staff members who this will be there primary job responsibility.

### **FINANCE REPORT**

- John Sykes introduced himself and gave the board some background information on himself, he also went over this month's financials on pages 10-18 in the board packet. John also introduced an example of the new format of the financials the board will be receiving next month.

### **HOUSING REPORT**

- Tara Taylor gave the board updates on occupancy and what her team is doing to maintain occupancy at %100. Commissioner Jerry Lumpkin's would like to see the Occupancy stats at the February board meeting.

### **RESIDENT SERVICES REPORT**

- Odessa Walker gave the board handouts and updates on Residents Services WDI program and its progress. She also spoke about the recent FSS grads and gave FSS program updates.

## **GORMAN REPORT**

Written

- **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**

The RAB board currently has some concerns about resident council members not receiving payments, also

## **UNFINISHED BUSINESS**

**RESOLUTION #2017-049** Removed 1.25.18

### **Mutual Termination of Master Development Agreement**

Commissioner Hoffman moved that the RHA Board approve to remove the Mutual Termination of the Master Development Agreement for Brewington Oaks between the Rockford Housing Authority and Gorman and Company board recommendation, Commissioner Sanchez seconded the motion.

Ayes:

Commissioners: Hoffman, Sanchez, Oliver, Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2017-050** Removed 1.25.18  
**Mutual Termination of Master Development Agreement**

Commissioner Hoffman moved that the RHA Board approve to remove the Mutual Termination of the Master Development Agreement for Scattered Sites between the Rockford Housing Authority and Gorman and Company, Commissioner Sanchez seconded

Ayes: Commissioners: Hoffman, Sanchez, Oliver, Lumpkins

Nays: None

**MOTION APPROVED**

**NEW BUSINESS:**

**Resolution #2018-01**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A BYLAW AMENDMENT CHANGING THE MEETING DATE FROM THE SECOND THURSDAY OF EACH MONTH, TO THE THIRD THURSDAY.

Commissioner Hoffman moved that the RHA Board of Commissioners approve a Bylaw Amendment changing the meeting date from the second Thursday of each month, to the third Thursday. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Hoffman, Sanchez, Oliver, Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2018-02** Laid over until 2.15.18  
**Utility Relief Policy**

Commissioner Hoffman moved that the RHA Board approve to layover the approval of the Utility Relief Policy, Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Hoffman, Sanchez, Oliver, Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2018-003**

RESOLUTION THAT THE BOARD OF COMMISSIONERS APPROVE A CORRECTIVE ACTION PLAN FOR FISCAL YEAR 2018 AND SUBMISSION OF THE CORRECTIVE ACTION PLAN 2018 TO HUD

Commissioner Hoffman moved that the RHA Board of Commissioners approve a Corrective Action Plan for Fiscal year 2018 and for submission of the Corrective Action Plan FY2018 to HUD, Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Hoffman, Sanchez, Oliver, Lumpkins

Nays: None

**Motion Approved**

**RESOLUTION #2018-003**

RESOLUTION THAT THE BOARD OF COMMISSIONERS APPROVE A TWO-YEAR CONTRACT WITH THE OPTION OF 3 ADDITIONAL 1-YEAR OPTIONS TO THE INTERTEK PSI FOR ENVIRONMENTAL CONSULTANT SERVICES IN AN AMOUNT NOT TO EXCEED \$250,000.00.

Commissioner Hoffman moved that the RHA Board of Commissioners approve a two-year contract with the option of 3 additional 1-year options to the Intertek PSI for environmental consultant services in an amount not to exceed \$250,000.00., Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Hoffman, Sanchez, Oliver, Lumpkins

Nays: None

**Motion Approved**

**RESOLUTION #2018-004**

RESOLUTION THAT THE BOARD OF COMMISSIONERS APPROVE AWARD TO ROCK RIVER DISPOSAL FOR WASTE DISPOSAL SERVICES FOR ONE-YEAR CONTRACT WITH AN OPTION OF 4 ADDITIONAL 1-YEAR OPTIONS NOT TO EXCEED AN AMOUNT OF \$106,186.08

Commissioner Hoffman moved that the RHA Board of Commissioners award to Rock River Disposal for waste disposal services for one-year contract with an option of 4 additional 1-year options not to exceed an amount of \$106,186.08, Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Hoffman, Sanchez, Oliver, Lumpkins

Nays: None

**Motion Approved**

**RESOLUTION #2018-05 Laid over until 2.15.18  
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 Sanchez seconded the motion.

Ayes: Commissioners: Hoffman, 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 Sanchez seconded the motion.

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

**MOTION PREVAILED**



Board Secretary  
/s



Chairman