



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular May Meeting  
Minutes**

Thursday May 17, 2018

**Present:** Karen Hoffman, Vice Chair  
Jeff DiBenedetto, Commissioner  
Jamie Sanchez, Commissioner  
Ken Oliver, Commissioner

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

**Absent:** Jerry Lumpkins, Chairman

The meeting was called to order at 4:11 p.m.

**MINUTES:**

Commissioner DiBenedetto moved that the RHA Board of Commissioners accept the minutes from the Special meeting held April 7, 2018 and Regular April meeting held March 17, 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.

## **CEO REPORT**

Laura Snyder, CEO

- Rent Reform could impact our residents- Laura will keep the board informed on this.
- Laura is hopeful RHA will receive updates on Brewington Oaks Section 18 application by the end of the week. If we are not approved, we will look at different options
- Currently Working on RHA's 5-year plan, the board will receive a draft of the plan at the June board meeting and a final draft at the July board meeting.
- Boy & Girls Club has received a \$50,000 grant for and is looking at RHA; Laura has given them the old garage at Blackhawk
- IT everything has been purchased, everything needs to upgrade the system, and all should be in place by August / September

**Discussion:** Jeff inquired if we are giving HUD everything they ask for in a timely manner, Laura informed the board that we are getting everything they request we get to them on time and before time. Jeff requested Laura send this information to the board members

- Laura introduced the new Finance Director Taip Asani; and informed the board this would be John Sykes last time presenting to the board.

### **Management:**

▪ Scattered Sites management. Our staff continues performing inspections and listing all work that will need to be completed on the properties. While addressing health and safety concerns immediately. Management staff are reviewing client files and addressing all deficiencies and enforcing lease requirements, as reflected in this week's occupancy levels. As you continue through this process, we should expect to continue to see these numbers decline. Our maintenance staff will remain focused on the unit turn as our management staff addresses lease violations, however, we can expect to have major repairs in all vacant units that will slow the turning process.

During the board meeting, board members were able to view pictures of a example a scattered sites units in various stages of disrepair, along with two bills from Contemporary Hammer.

Laura updated the board that all properties except for Brewington Oaks & Scattered Sites East and West are at 99%.

Scattered Sites properties has not had proper lease enforcement, i.e. a tenant has not paid rent in a year but has not been evicted. There are several procession orders that were never acted upon, but once RHA took over all evictions were completed

**Discussion:** Commissioner DiBenedetto would like a timeline to follow the occupancy, lease, and any other issues/ problems at Scattered Sites. Laura explained this might not be possible because the issues are being found as the staff is going through the files. There has been serious lease violations while under Gorman management.

### **Site Operations and Occupancy**

- An occupancy report for the week ending 3/23/18 has not yet been submitted. Once submitted 3/27, I will update with report with current numbers.

- Brewington: 44%
- Fairgrounds: 91%
- Olesen: 99%
- North Main: 99%
- Park Terrace: 99%
- Scattered Sites East: 97% West: 86%
- Blackhawk: 98%

**Discussion:** Commissioner DiBenedetto questioned the occupancy calculations percentage being off on the numbers in the total occupancy with and without Brewington Oaks presented by Operations Manager Tara Taylor's monthly occupancy report. Commissioner would like Laura to look more into these numbers for the June board meeting.

### **HCV**

- HCV remains in High Performer status.
- The semi-annual Landlord meeting has been scheduled for June 22, 2018.

### **Finance**

- Taip Asani, Finance Director, began employment on 5/7/18.
- All 2017 audit information has been collected, scrubbed, and submitted to SVA for final review and audit preparation. SVA will present the findings of the audit at the June 2018, board meeting.

### **Development – Procurement**

- The responses for the RFP for marketing services has been received and scored.

A firm will be selected and announced at the May 2018, board meeting.

- EMG has completed their final revision of the PNA for Brewington Oaks section 18 application. A conference call will be scheduled this week with all vendors and legal counsel for a final review before resubmission.
- On Friday, 4/27/18, I spoke with Jane Hornstein, Director of SAC (Special Applications Center) for HUD, regarding HUD Notice 2018-04. Per Jane, although this notice states that we must host additional meetings with Brewington residents and receive an updated letter of support from the mayor since our application is in *draft* status and the only element of the application that is under review is the PNA, the new notice language would not apply to our application. However, I am skeptical of this and have reached to Jane for written confirmation. I have not received a written response from Ms. Hornstein regarding our conversation above. I will reach to her again before resubmission of our application.

### **FINANCE REPORT**

**John Sykes, Finance Director**

John went over the financials on page 11-20 of the board packet

### **GORMAN REPORT**

Andre Blakley and Julie Neibarger

Andre went over the construction update on Orton Keyes, The Community Laundry facility is now open, this facility has a Key Fob system and a reloadable card not coin operated. An existing resident who already had wash and dryers hooked up still have them; the rehabbed units do not have washer dryer hook up it was removing to make room for the central air unit.

Sent notice to legal they have approved the policing agreement and are just waiting on Gorman's signature.

Delayed subsidy payments from HUD is an issue at the Grove right now, working on with the lender to get them to understand that Gorman is waiting on the HUD payments. Gorman will keep the board updated on the conversion to perm.

Looking for financing for the last two phases at Fairgrounds

Tia was promoted to a higher-level position within Gorman; there will still be admin clerks available on site at Fairgrounds. Tia will continue to be stationed in the Rockford area and work remotely in her new position.

### **FAIRGROUNDS VALLEY APARTMENTS - PHASE I/THE GROVE AT KEITH CREEK**

**May 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 24th, 2018. This will release all remaining capital installments and fees to the development team.

## **FAIRGROUNDS VALLEY APARTMENTS - PHASE II**

**May 2018 Update:** Planning for the remaining phases are ongoing. The temporary hold on the RAD award will provide the Housing Authority with the best options moving forward, and Gorman will be presenting its options at an upcoming Board Meeting. The decision to move forward with a new RFP for the remainder of the Project will identify all resources that might be available and can be leveraged to achieve the highest quality product and execution.

**Project Number:** 15ORTK-00-01  
**Field Report #:** 5 (covers two site visits)

**Dates:** April 09/May 04, 2018                      **Time:** 10am

**Est. % Completion:** 52%

<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

- Laundry Room has been completed

#### P<sup>t</sup> phase (10 units)

- 10 interiors complete and reoccupied
- Exterior trim painting, sidewalk repair and landscaping to start this month

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

- 22 interiors complete and reoccupied
- Exterior trim painting, sidewalk repair and landscaping to start this month

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

- 24 units complete
- Exterior trim painting, sidewalk repair and landscaping to start this month

#### 4th phase (24 units)

- Move-ins scheduled to start this Thursday
- Re-Roofing complete
- Brick work in progress
- Exterior trim painting, sidewalk repair and landscaping to start this month

#### 5th phase (24 units)

- Interior work started
- Cast Stone Removal from façade complete
- Re-Roofing complete

#### 6th phase (24 units)

- Roofing complete
- Cast Stone Removal complete
- Tyvek is complete
- Siding complete

#### 7th phase (24 units)

- Roofing started
- Cast Stone Removal from façade in progress
- Siding started

#### **Items discussed:**

- Discussed IHDA permission to occupy. Still waiting on IHDA to return fully executed copy. Matt to check on status. Phase 4 document to be submitted to IHDA by Chad
- Phase 4 occupants to being move-in on 5/10
- Change order submitted for additional moldy drywall found behind removed cabinets
- Chad recently received asbestos abatement clearances for 4th phase. He will circulate.
- The laundry room is complete. Management needs to provide all tenants fobs
- The team would like to replace the dumpster enclosures and resurface the parking lots. Chad is working with subcontractors to finalize pricing
- Chad provided samples for the potential dumpster enclosures. Patrick advised that horizontal boards and the charcoal grey would be the closest match to the buildings per the zoning ordinance.
- Construction is projected completion is December 2018.

#### **Action Required:**

- Chad to submit IHDA permission to occupy for Phase 4
- Next meeting scheduled for April 6th

#### **NEW BUSINESS:**

**Resolution #2018-15**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES THE COLLECTIVE BARGAINING AGREEMENT NEGOTIATED BETWEEN ROCKFORD HOUSING AUTHORITY AND AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES AFL-CIO, LOCAL UNION 1058 A EFFECTIVE APRIL 1, 2018

Commissioner DiBenedetto moved that the RHA Board of Commissioners approves the Collective Bargaining Agreement negotiated between Rockford Housing Authority and American Federation of State, County, and Municipal Employees AFL-CIO, Local Union 1058 A effective April 1, 2018, commissioner Sanchez seconded the motion.

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

**MOTION APPROVED**

**Resolution #2018-16**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE PROPOSED CHANGES FOR PUBLIC POSTING AND INCLUSION IN THE HOUSING CHOICE VOUCHER 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 Housing Choice Voucher 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:**

**Item C. Information Marketing Contract**

- The marketing contract has approved to MMG MultiMedia Group; this contract is not over a \$150,000 and does not need to go to the board

#### **Item E. Discussion Fairgrounds Redevelopment**

- The board directed CEO Laura Snyder to go out for RFP for a Property Developer and a Development Consultant
- Two board members will sit in on presentations of the Property Developers who respond to the RFP
- Laura let the board members know she will be meeting with the Fairgrounds residents to give them updates.

#### **Closed Session:**

At 5:16 P.M. Commissioner DiBenedetto moved that the RHA Board of Commissioner approve to go into closed session to discuss the CEO search plan (no action will be taken) and also to discuss the approval of the AFSCME contract (action will be taken out of closed session), Commissioner Sanchez seconded the motion.

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

#### **R.A.B – RESIDENT ADVISORY BOARD**

- Currently in the process to get the resident council started back up at Fairgrounds
- Had an interim election
- Fairground election will be held on the 28<sup>th</sup>
- In the process of updating to the handbook
- Park Terrace Residents are saying the building is not being cleaned on a regular basis
- Ken Oliver states there are needles and beer cans all over the grounds of the properties
- Laura stated this issue is being addressed and will continue to address any cleaning issues.

#### **AUDIENCE:**

At 6:09 p.m. with no future business, Commissioner DiBenedetto, made a motion to adjourn. Commissioner Sanchez seconded the motion.



Ayes:  
Nays:

Commissioners: DiBenedetto, Sanchez, Oliver, Hoffman  
None

**MOTION PREVAILED**



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Board Secretary  
/s

  
Vice Chairman