



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular July Meeting  
Minutes**

Thursday, July 19, 2018

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

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

**Absent:**

The meeting was called to order at 4:12 p.m.

**MINUTES:**

Commissioner DiBenedetto moved that the RHA Board of Commissioners accept the minutes from the regular meeting held June 21, 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**

Has a meeting next Tuesday to discuss the Rebuild Rockford program and hiring those that have a record also to see if the program will have on the job training. After his meeting on Tuesday, John plans to reach out to Odessa Walker RHA Director of Human Services. John also went over the June financials for his program.

John Highlighted some recent and future program activities

- Several children participated in the 4<sup>th</sup> of July parade,
- Children were able to rebuild six bikes which were given away.
- Park district will be providing 60 tickets to take the children to Magic Waters. August 7<sup>th</sup> Police will be having their national night out.
- Sunday the children will be going back to Levings Lake for a talent show.
- Looking to work with Booker Entrepreneur program.
- Still looking to get a stipend from Rockford Housing Authority to continue programming at Fairgrounds

Commissioner Hoffman asked a question about Project 1<sup>st</sup> Rate. She would like to know have they already chosen the areas of can anyone suggests an area.

Laura Snyder explained they are looking to go into blighted areas and foreclosed homes for first responders. RHA hopes to collaborate with this program, and RHA's WDI program to possibly have some of RHA participates to be a part of this program

## CEO REPORT

---

**Laura Snyder, CEO**

Had a meeting with Erik (HUD) and Andre (EMG) getting down to the final scrub of the numbers. Laura Has been speaking with contractors to make sure we have the correct numbers. We are currently at 65% of the threshold. Erik stated if RHA could get all info in by the end of next week we could expect to have a yes or no within two weeks.

Meet with crusader clinic and they are interested in the property at 111 Elm would still need to be approved by HUD. 2017

Currently wrapping up our 5 year plan if the board approves it will be submitted to HUD by the deadline of August 1<sup>st</sup>, 2018.

**Commissioner Oliver** asked where the Home Board office will be a housed if the section 18 application is approved. Laura explained Odessa would work on this; it could be moved to Blackhawk since that's where we have the most community space

**Commissioner Hoffman** asked where the residents would be moved if the section 18 application is approved. Laura explained it depends on how much of the threshold percentage we meet.

Laura explained home board members would be addressed when the time comes to select where they move.

### Management

- Winnebago County IT has completed deployment of all PC's and installation of the switches for network stabilization.
- During installation of the switches, WC IT noted that we do not have adequate sources for recovery and suggested that we invest in battery back-ups that will allow for quicker recovery in

crisis. The estimated costs for these devices is \$45,000 to cover all sites. Approval was given to acquire the needed quotes.

- Candidate Meet & Greets for all public offices up for election this November have begun with Brewington hosting on Tuesday 7/10/18.
- Staff is beginning to prepare the properties for REAC inspections. Historically, these inspections are performed beginning in September, each year.
- The Rockford Police Department is interested in another property for a ROCK house.
- Management restructuring will be taking place to provide greater oversight of staff and building partnerships within our community.

## **Site Operations and Occupancy**

### **Occupancy as of 7/12/18**

- Brewington: 44%
- Fairgrounds: 94%
- Olesen: 99%
- North Main: 99%
- Park Terrace: 98%
- Scattered Sites East: 94% West: 96%
- Blackhawk: 95%

## **HCV**

- HCV remains in High Performer status.
- An occupancy specialist positions have been filled, and another has been added to assist with getting annual recertifications on track.

## **Finance**

▪ With the full RAD conversion of Orton Keyes and partial conversion of Fairgrounds, this year's audit requires information from Gorman's financial team. Although our auditing and financial teams are working closely with Gorman's financial team, we are not in control of when this information will be received, and Gorman is not able to provide a solid date of receipt.

Therefore, to avoid missing our deadline, we requested a sixty-day extension for submittal of our 2017 year-end audit. Unfortunately, to date, we have not received a response from HUD, and our deadline for submission, 6/29/18, has passed.

Not meeting the audit submission deadline, can have an impact on our PHAS scores, causing us to lose all financial points. If HUD chooses to impose this penalty, we will automatically lose all financial points (25) in our PHAS rating. Combining the loss of the 22 financial points (from our most recent score) with the loss of points for the failed REAC inspections for Scattered Sites, our agency would then rank as a troubled agency.

Gorman and Co. did submit the audit information to SVA on Wednesday, July 11, 2018, SVA is currently reviewing all information while John has begun imputing the general ledger line items. Both SVA and John are hopeful to have the audit submitted by 7/31/18. A conference call is scheduled with SVA, for review, on Tuesday 7/17/18.

- Taip Asani, Director of Finance, has asked that John Sykes, with Nan McKay, be retained for a limited number of hours to provide training to the finance department as a whole, through

8/31/18. With John's experience and knowledge with HUD financials', training of this nature would prove to be invaluable for our entire agency. Taip and John are working together to determine a schedule and outline of training.

- Sites have submitted draft budgets for review
- Capital Fund meetings have been hosted for all properties to review capital needs and plan for the 2019 capital funds.

### **Development – Procurement**

- Andrew Hupp, the contracted engineer responsible for the PNA, is doing a final scrub of the numbers this week. I have reached to Andrew to host a follow-up meeting with HUD within the week.
- Procurement is working on the RFP for a development consultant and a development partner for the completion of Fairgrounds. It is our goal to put the RFP for a consultant out before the developer. Contracting with a consultant before a developer will allow us to utilize the selected consultant for selecting the next developer.

### **OCCUPANCY WRITTEN REPORT**

---

**Tara Taylor, Operations Manager**

- Brewington: 51%
- Fairgrounds: 92%
- Olesen: 98%
- North Main: 97%
- Park Terrace: 96%
- Scattered Sites East: 96% West: 93%
- Blackhawk: 96%

### **DEVELOPMENT WRITTEN REPORT**

---

**Laura Snyder, CEO**

- A conference call was held with Erik Sandstedt of HUD to discuss the PNA (Physical Needs Assessment) for Brewington Oaks. Andrew Hupp, the contracted engineer responsible for the PNA, is doing a final scrub of the numbers this week. RHA staff has verified the "down" units at Brewington Oaks. We are scheduled for another follow-up call on Friday, June 15, 2018.
- Procurement is working on the RFP for a development consultant and a development partner for the completion of Fairgrounds. It is our goal to put the RFP for a consultant out by Friday, July 13, 2018 and prior to the RFP for a developer. This will allow us to utilize the selected consultant for selecting the next developer.
- Inspections at Scattered Sites have been completed and all findings transferred to a spreadsheet. Tara Taylor, Operations Manager, is working with Procurement, and Finance to determine how repairs will be scheduled and from what source the funding will come.

- Capital Fund meetings have been held for all properties to review capital needs and plan for the 2019 capital funds.

## **PROCUREMENT WRITTEN REPORT**

---

**Linda Dorsey-Tillman, Procurement, Contracts, & Section3 Manager**

### **Board Recommendation:**

- **Marketing Services – RFP #18-019 has awarded to Multimedia Marketing**  
Request for proposal for a one-year contract for marketing services for RHA beginning June 1, 2018, thru May 31, 2019.

### **Contract Modifications**

- ProCom System enterprise access control extended until December 1, 2018
- Piggyback extensions:
  - Zep Janitorial
  - Matranga Cleaning
  - Lawn Care by Walters
  - CMM Lawncare

### **Contracts Pending**

- Audit RFP#18-023 for 3 years of services is pending completion. It will recommend to the CEO for August board meeting
- Surveillance/Card Access/Intercom System RFP#18-024 services is pending completion. It will be recommended to the CEO for the August 16<sup>th</sup> board meeting.

### **New Business**

- The computer upgrade process continues. The P.C.'s have been installed. Servers and normalization of the system are still underway. A complete overview will be provided when everything is complete and functioning.

## **SECURITY WRITTEN REPORT**

---

**Christine Manley, Housing Policy Manager**

### **North Main intercom system:**

- This needed repair is being addressed by RHA as a priority. The full repair is two-fold. 1) An overhaul of the system is needed and has been fully assessed. The parts are being ordered and are expected to arrive approximately 7/20/18.
- The suggestion that all exterior entry doors except the main entry door to N. Main manor be disabled overnight has been proposed before as a means to deter entry of non-residents during overnight hours. This has not been implemented and is not supported. It would cause undue burden and safety issues for our residents being required to park in the north parking lot but have to travel around the building to the

south door to enter the building. Additionally, as all exterior doors require key card access at all times (and only residents are issued key cards)

- Discussion of how to address the issue of non-residents and solicitors who are unaccompanied by a resident being allowed entry into our high and low rises has been ongoing. There are currently resident meetings being scheduled at which Sgt. Sander, and I will be addressing this issue. The first meetings have been scheduled at North Main Manor and Oleson Plaza on 7/20/18.
- A request to have a physical security assessments be completed by RPD for each RHA development. These have been completed, and the results will be reviewed in the coming weeks.

### **FINANCE REPORT**

---

**Taip Asani, Finance Director**

Taip went over the financials on pages 9-18 of the board packet provided to the board.

**Commissioner DiBenedetto** asked about the two possible options presented to the board last month for the late filing of the Audit. John Skyes explained HUD denied the wavier and SVA denied the conditional certification they are not willing to submit a flawed file.

### **GORMAN REPORT**

---

**No one in attendance, Written Report Submitted**

**Commissioner DiBenedetto** requested Gorman be informed they need to be in attendance for the board meetings.

**Attorney Tim Horning** was instructed to send an email and letter to Gorman tomorrow.

#### **Fairgrounds**

July 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 occurred on June 30, 2018. There are two remaining capital installments tied to receipt of final certification of tax credits, and all outstanding HAP payments. Final installments are expected to be received on or before October 2018.

#### **Fairgrounds Phase II**

July 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.

## Orton Keyes

### Renovation

633 Ranger Street  
Rockford, IL 61109

**Project Number:** 15ORTK-00-01  
**Field Report #:** 6 (covers two site visits)

**Dates:** June 05/July 06, 2018      **Time:** 10 am

**Est. % Completion:** 70%

<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

#### Phases 1-4 have been completed and reoccupied (80 units)

- IHDA Permission to occupy forms have been returned to Gorman
- Bracket and shutter trim pieces have been installed
- Siding touch up painting for corners to begin this month

#### 5th phase (24 units)

- Units are complete with exception of punch list walk thru items
- Permission to occupy forms have been sent to IHDA
- Move-ins to start next Monday

#### 6th phase (24 units)

- Roofing complete
- Cast Stone Removal complete
- Tyvek is complete
- Siding complete
- Interiors are nearly complete

#### 7th phase (24 units)

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



- Interior started

8th phase (23 units)

- Roofing complete
- Cast Stone Removal complete
- Interior demo started

**Items discussed:**

- 40-45 workers on site
- Discussed IHDA permission to occupy. Chad mailed the form to IHDA. Matt asked for an emailed copy also to expedite the return signed copy.
- There was an accounting error in the draw paperwork
- Phase 5 occupants to being move-in on 7/9
- Change order submitted for additional moldy drywall found behind removed cabinets and for owner requested gutter and downspouts on the ranch units
- Five more asbestos clearances for final 5 ADA units left to complete
- The laundry room is being used by resident's now
- The team would like to replace the dumpster enclosures and resurface the parking lots. Chad is working with subcontractors to finalize pricing to make sure it is doable
- Construction projected completion is November 2018.

**Action Required:**

- Chad to submit IHDA permission to occupy for Phase 5 at the end of July
- A decision needs to be made regarding the name of the property within a couple of weeks. New monument signage is part of the site work and needs to be ordered.
- Next meeting scheduled for August 3rd

**General Reminders:**

*Site work will begin in August. We walked the site with property management on July 3<sup>rd</sup> to make sure the team is addressing any REAC concerns during construction. We identified an area of retaining walls that are using the previous fencing as the guardrail. The fencing needs to be removed. A code compliant guardrail will need to be provided. Patrick to provide Chad with detail for the railing. Accessibility issues will also be dealt with*

**Resolution #2018-18**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE ROCKFORD HOUSING AUTHORITY 5 YEAR STRATEGIC PLAN FOR SUBMISSION TO HUD

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve the Rockford Housing Authority 5 Year Strategic Plan for Submission to HUD, commissioner Sanchez seconded the motion.

Ayes:

Commissioners: DiBenedetto, Sanchez, Oliver, Hoffman



Nays: None

**MOTION APPROVED**

**Resolution #2018-19**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A CONTRACT EXTENSION IN THE AMOUNT NOT TO EXCEED \$23,120.00 FOR (30) ADDITIONAL DAYS TO NAN MCKAY & ASSOCIATES TO COMPLETE THE FINANCIAL AUDIT AND FINANCIAL ASSISTANCE" FOR PURPOSES OF EXTENDING MY NAN MCKAY CONTRACT WOULD MEAN "COMPLETION OF ACTIVITIES RELATED TO THE F2017 AUDIT AND AUDITED FDS AND/OR PREPARATION OF RHA'S F2018 BOOKS FOR SUBMISSION OF THE UNAUDITED FDS."

Commissioner Oliver moved that the RHA Board of Commissioners award a contract extension in the amount not to exceed \$23,120.00 for (30) additional days to Nan McKay & associates to complete the financial audit and Financial Assistance" for purposes of extending my Nan McKay contract would mean "completion of activities related to the F2017 audit and audited FDS and/or preparation of RHA's F2018 books for submission of the unaudited FDS."  
, commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Oliver, Hoffman

Nays: None

**MOTION APPROVED**

**Resolution #2018-20**

Approval – RAB & Leadership Council Handbook Changes

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve of holding over Approval - RAB & Leadership Council Handbook Changes until the August 16, 2018, board meeting, Commissioner Sanchez seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Oliver, Hoffman

Nays: None

**MOTION APPROVED**

**RHA COMMISSIONERS:**

At 5:26 pm Commissioner Hoffman moved that the RHA Board of Commissioners approve to go into closed session to discuss personnel issues, Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Oliver, Hoffman

**R.A.B – RESIDENT ADVISORY BOARD**

Commissioner Oliver asked the Board to approve the changes made to the updated RAD & Leadership Handbook. The Board will lay this issue over for approval to handbook changes until Attorney Tim Horning has a chance to review.

**AUDIENCE:**

Commissioner agreed the November/December Board meeting will be held at Ortons Keyes Community room.

At 5:50 p.m. with no future business, Commissioner DiBenedetto made a motion to adjourn. Commissioner Oliver seconded the motion.

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

**MOTION PREVAILED**



---

Board Secretary  
/ls

  
Vice Chairman