



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular August Meeting
Minutes**

Thursday, August 16, 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 4:06 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.

CEO & DEVELOPMENT REPORT

Laura Snyder, CEO

Currently Andrew Hupp EMG working on the PNA, Laura has been having weekly calls with the HUD filed office to make sure we are doing everything they are currently requiring of us. Making sure the application can hold up to a third-party review.

Recently attended the Community Action board meeting and has been appointed as a new board member

Tara Taylor, Operations Manager and Christine Manley, Housing Policy Manager, attend PIC/EIV training to assist in ensuring that we are complaint in all client 58 reporting, unit status reporting, and WASS system user authorization.

Winnebago County IT performed the network change over for the main office and four of our properties on Friday 8/3/18. Some small issues occurred requiring IT staff to work Saturday and Sunday to correct. All issues were resolved prior to staff beginning work on Monday morning. The remaining sites will be switched over once Comcast has completed the work necessary to allow the changeover.

We have been working with MMG to plan our annual event.

Scattered Sites management has attended LITHC training to become versed in LITHC for Bridge properties.

Site Operations and Occupancy as of 8/2/18

Brewington: 41%

Fairgrounds: 94%

Olesen: 99%

North Main: 99%

Park Terrace: 99%

Scattered Sites East: 97% West: 93%

Blackhawk: 92%

HCV remains in High Performer status.

Significant progress is being made with late recertifications. Although not requested, regular updates are being provided to HUD.

SVA has completed the 2017 audit has been completed and will be presented in today's board meeting. All drafts were submitted and reviewed by myself, John, and Taip.

Hosted a meeting at Fairgrounds to update residents on the development of the remaining 156 units.

HR and Management team are continuing to recruit candidates to allow us the capacity to return Fairgrounds to RHA management.

Revised projections for Brewington were received from contractors and forwarded to EMG for update of the PNA.

Hosted a conference call with HUD and EMG on Friday 8/10/18, we are in the final stage of review of the PNA for Brewington

OCCUPANCY WRITTEN REPORT

Tara Taylor, Operations Manager

Blackhawk 001	95%
Park Terrace & Low-rise 004	96%
North Main Manor 006	96%
Fairgrounds 007	95%
Olesen Plaza 009	98%
Scattered Sites East 021 & 025	97%
Scattered Sites West 020 & 024	92%
Brewington 052A & 052B	43%

SECURITY WRITTEN REPORT

Christine Manley, Housing Policy Manager

Updates from Last Month's Report:

Intercom System at North Main Manor is now fully functional.

We are continuing to review Physical Security Assessments completed on each development.

Effective August 12, 2018, RPD Officer Presley will no longer be in the RHA Housing unit. His hard work and dedication have been recognized, and he is being promoted to the rank of detective. We have started our search for his replacement. Updates to come.

FINANCE REPORT

Taip Asani, Finance Director

Taip went over the financials on pages 11-22 of the board packet provided to the board.

GORMAN REPORT

No one in attendance, No Written Report Submitted

UNFINISHED BUSINESS

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 September 20, 2018, board meeting, Commissioner Sanchez seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Oliver, Hoffman

Nays: None

MOTION APPROVED

NEW BUSINESS

Resolution #2018-21

Approval – CEO Appointment

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve of holding over Approval – CEO appointment until the September 20, 2018, board meeting, Commissioner Sanchez seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Oliver, Hoffman

Nays: None

MOTION APPROVED

Resolution #2018-22

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE DRAFT FISCAL YEAR 2019 OPERATING BUDGETS OF THE AUTHORITY.

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve the draft Fiscal year 2019 Operating Budgets of the Authority., Commissioner Sanchez seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Oliver, Hoffman

Nays: None

MOTION APPROVED

Resolution #2018-23

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD SVA AUDIT SERVICES A TWO YEAR CONTRACT WITH AN OPTION OF 1 ADDITIONAL YEAR NOT TO EXCEED THE AMOUNT OF \$220.500.00

Commissioner Oliver moved that the RHA Board of Commissioners award SVA Audit Services a two year contract with an option of 1 additional year not to exceed the amount of \$220.500.00 , commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Oliver, Hoffman

Nays: None

MOTION APPROVED

Resolution #2018-24

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS approve AN ANNUAL BOARD OF COMMISSIONERS PLAN OF WORK FOR THE 2019 FISCAL YEAR. IT IS ADDITIONALLY RECOMMENDED THAT THE BOARD OF COMMISSIONERS GIVE RHA STAFF THE AUTHORITY TO UPDATE THE PLAN, AS NEEDED, TO ACCOUNT FOR UNFORESEEN REQUIREMENTS AND CHANGES.

Commissioner Oliver moved that the RHA Board of Commissioners approve an annual board of Commissioners Plan of Work for the 2019 fiscal year. it is additionally recommended that the board of commissioners give RHA staff the authority to update the plan, as needed, to account for unforeseen requirements and changes, commissioner DiBenedetto seconded the motion.

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

MOTION APPROVED

Resolution #2018-25

Approval – Intergovernmental agreement with the City of Rockford for vacating of Orton Keyes streets

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve of holding over Approval – Intergovernmental agreement with the City of Rockford for vacating of Orton Keyes streets until the September 20, 2018, board meeting, Commissioner Sanchez seconded the motion.

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

MOTION APPROVED

Resolution #2018-26

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A CONTRACT EXTENSION IN THE AMOUNT NOT TO EXCEED \$14,780.00 FOR (30) ADDITIONAL DAYS TO NAN MCKAY & ASSOCIATES TO PROVIDE FINANCIAL ASSISTANCE 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 \$14,780.00 for (30) additional days to Nan McKay & associates To provide Financial Assistance 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

RHA COMMISSIONERS:

At 6:16 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

AUDIENCE:

At 6:54 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