



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular October Meeting
Minutes**

Thursday, October 18, 2018

Present: Karen Hoffman, Chairman
Jamie Sanchez, Commissioner
Ken Kenneth Oliver, Commissioner

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

Absent: Jeff DiBenedetto, Vice Chairman
Ziyad Shihadah, Commissioner

The meeting was called to order at 4:10 p.m.

MINUTES:

Commissioner Sanchez moved that the RHA Board of Commissioners accept the minutes from the regular meeting held September 20, 2018. Commissioner Oliver seconded the motion.

Ayes: 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, Renewal Turning Point

John gave the board updates on his activities in the community, field trips, and financial report for September

CEO & DEVELOPMENT REPORT

Laura Snyder, CEO

Management

- Gorman and Company have been notified that RHA will resume management of our Fairgrounds development on 10/1/18. Tara Taylor and Owen Carter will work with Gorman staff to ensure a smooth transition.
- Scattered Sites staff along with Operations Manager, Tara Taylor, attend multifamily training to become certified for Bridge property management.
- Owen Carter, Director of Operations, joined our team on 9/5/18. Owen's immediate responsibility will be oversight of our LIPH and HCV programs, eventually taking on our Policy management and Quality Assurance.
- Several staff members from our management and finance staff will be attending Yardi training this coming week. With this training, Yardi is offering targeted departmental training to allow each department to focus on their specific duties.
- Owen Carter, Director of Operations, and I attended the Public Housing Authority Directors Association (PHADA) legislative forum in Washington DC. During this trip we learned that HUD is proposing that moving forward, HUD will treat our annual contributions contract as a grant instead of a contract. In doing so, HUD is looking to change several areas of language within the contract. One of the changes include changing the definition of Program Receipts and will restrict the use of operating receipts to be used solely for public housing expenditures. PHADA has drafted a letter of response asking that HUD delay the implementation of their proposal and convene a meeting with industry organizations and senior representatives

Site Operations and Occupancy

Occupancy as of – 9/13/18

- Brewington: 42 %
- Fairgrounds: 94 %
- Olesen: 96 %
- North Main: 97 %
- Park Terrace: 97 %
- Scattered Sites East: 96 % West: 96%
- Blackhawk: 95 %

HCV

- HCV remains in High Performer status.
- A training session has been scheduled with the HUD Chicago field office to review the two-year tool for potential issuance of vouchers.

Finance

The entire finance team is working to gather the year end information and start closing out the fiscal year.

Taip is in the beginning stage of gathering all information needed for our unaudited financial submission that is due to HUD on 11/30/18.

Development – Procurement

- Bids for a development consultant have been received and are currently being reviewed. Procurement Manager, Linda Dorsey- Tillman, is scheduling presentations of the top bidders. Currently, she is looking at the date of 9/25/18. Once presentations time slots have been confirmed, all commissioners will receive an invitation to sit in on the presentation, if you so choose.
- To date, we have not received a response to our section 18 application for Brewington Oaks.
- Laura will be preparing a plan for HUD to get the 4 units at Blackhawk back online. Once she has completed this plan she will also submit it to the board for approval
- There will be a special board meeting for the Amendment to the Brewington Oaks Relocation and Development Plan.

Security Written Report

Christine Manley, Housing Policy Manager

- Christine informed the board that RHA will continue to receive police reports for Orton Keyes because of the IGA RHA has with the city.

FINANCE REPORT

Taip Asani, Finance Director

- Taip went over the financials on pages 11-23 in the board packet provided to the board.
- Laura asked Owen Carter, Director of Housing Operation & Taip Asani Director of Finance to have the all RHA properties to do quarterly report starting the 1st quarter of 2019

Occupancy Written Report

Tara Taylor, Operations Manager

Occupancy as of – 9/13/18

- Brewington: 42 %
- Fairgrounds: 94 %
- Olesen: 96 %
- North Main: 97 %
- Park Terrace: 97 %

- Scattered Sites East: 96 % West: 96%
- Blackhawk: 95 %

GORMAN Written REPORT

Report Prepared by Patrick Patrello Architect, Gorman Architectural Inc.

Orton Keyes Courts Renovations

Project Number: 15ORTK-00-01
Field Report #: 7 (covers three site visits)

Dates: Aug/Sept/Oct 05, 2018

Est. % Completion: 92%

Present at Site:	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

8th and 9th phase

- Roofing complete
- Cast Stone Removal complete
- Brick/Siding Finishing up
- Interior demo complete
- Finishing up last phases of work

Site work

- Landscaping in progress
- Concrete walkway repairs and ADA approaches in progress
- New monument signage in progress
- Need to pick color for stained concrete portion of the sign (see attached photo)
- Asphalt parking and striping to start next week

Items discussed

- IHDA permission to occupy keep getting submitting after each phase is complete
- Phase 7 occupants to being moved in

- Change order submitted for additional moldy drywall found behind removed cabinets per each phase as we go
- Team would like to replace the dumpster enclosures but it might be better suited as a maintenance project as it could be completed for less cost.
- Construction projected completion is November 2018.

Action Required

- Chad to submit IHDA permission to occupy for Phase 8
- A decision needs to be made regarding the name of the property. New monument signs are under construction. For now, the construction/architecture team is assuming we are keeping the Orton Keyes Courts name as there are other signs on site. Development team to advise as soon as possible if this is not the case
- Next meeting scheduled for November 2nd.

UNFINISHED BUSINESS

Resolution #2018-25

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS SHALL ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF ROCKFORD FOR THE VACATING OF SCORE STREET, RANGER STREET, AND ECHO STREET FROM PUBLIC STREETS TO PRIVATE OWNED BY THE ROCKFORD HOUSING AUTHORITY

Commissioner Sanchez moved that the RHA Board of Commissioners shall enter into an intergovernmental Agreement with the City of Rockford for the vacating of Score Street, Ranger Street, and Echo Street from public streets to private owned by the Rockford Housing Authority , Commissioner Oliver seconded the motion.

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

MOTION APPROVED

NEW BUSINESS

Resolution #2018-27

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A TWO-YEAR CONTRACT WITH THE OPTION OF ADDITIONAL YEARS UP TO FIVE YEARS TO THE RATIO ARCHITECT IN WITH ADDITIONAL FUNDS NOT

TO EXCEED \$199,719 TO BE LATER EVALUATED
PENDING RAD CONVERSION PROJECT

Commissioner Sanchez moved that the RHA Board of Commissioners approve a two-year contract with the option of additional years up to five years to the Ratio Architect in with additional funds not to exceed \$199,719 to be later evaluated pending RAD conversion project., Commissioner Oliver seconded the motion.

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

MOTION APPROVED

Resolution #2018-28

RESOLUTION THAT THE RHA BOARD OF
COMMISSIONERS APPROVE THE ATTACHED
SEMAP CERTIFICATION

Commissioner Sanchez moved that the RHA Board of Commissioners approve the attached SEMAP Certification., Commissioner Oliver seconded the motion.

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

MOTION APPROVED

Resolution #2018-29

RESOLUTION THAT THE RHA BOARD OF
COMMISSIONERS AWARD A CONTRACT
EXTENSION IN THE AMOUNT NOT TO EXCEED
\$8,910.00 FOR (14) ADDITIONAL DAYS TO NAN
MCKAY & ASSOCIATES retro to October 1,
2018 TO COMPLETE THE FINANCIAL AUDIT AND
FINANCIAL ASSISTANCE" FOR PURPOSES OF
EXTENDING the NAN MCKAY CONTRACT
WOULD MEAN "COMPLETION OF ACTIVITIES
RELATED TO THE FYE2017 AUDIT AND AUDITED
FDS AND/OR PREPARATION OF RHA'S FYE2018
BOOKS FOR SUBMISSION OF THE UNAUDITED
FDS."

Commissioner Sanchez moved that the RHA Board of Commissioners award a contract extension in the amount not to exceed \$8,910.00 for (14) additional days to Nan Mckay & Associates retro to October 1, 2018 to complete the financial audit and financial assistance" for purposes of extending the Nan Mckay contract would mean "completion of activities related to the FYE2017 audit and audited FDS and/or preparation of RHA's FYE2018 books for submission of the unaudited FDS."., Commissioner Oliver seconded the motion.

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

MOTION APPROVED

Resolution #2018-30

Approval – Amendment to the Brewington Oaks Relocation Development Plan

Commissioner Sanchez moved that the RHA Board of Commissioners approve of holding over Amendment to the Brewington Oaks Relocation Development Plan until the November 15, 2018, board meeting, Commissioner Oliver seconded the motion.

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

MOTION APPROVED

R.A.B – RESIDENT ADVISORY BOARD

Commissioner Oliver & Sharon (Stand in for Rosie) have been making copies of the handbook, and plan to train all the other councils.

AUDIENCE:

At 5:48 p.m. with no future business, Commissioner Sanchez made a motion to adjourn. Commissioner Oliver seconded the motion.

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

MOTION PREVAILED



Chairman, Hoffman



Board Secretary, Laura Snyder