



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular November Meeting
Minutes**

Thursday, November 15, 2018

Present: Karen Hoffman, Chairman
Jeff DiBenedetto, Vice Chair
Ken Kenneth Oliver, Commissioner
Jaime Sanchez, Commissioner

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

Absent: Ziyad Shihadah, Commissioner

The meeting was called to order at 4:08 p.m.

MINUTES:

Commissioner DiBenedetto moved that the RHA Board of Commissioners accept the minutes from the regular meeting held October 18, 2018. Commissioner Oliver seconded the motion.

Ayes: DiBenedetto, Oliver, Sanchez, 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 went over his program financials for the month of October/ he also spoke about upcoming event with Jake Castanza, spoke on his attendance at the community action board meeting. Gave a copy of his new brochure to the board members.

CEO & DEVELOPMENT REPORT

Laura Snyder, CEO

Management

- Fairgrounds management has transitioned a mandatory all resident meeting has hosted on Friday 10-5-18. During this meeting residents were introduced to the new staff and allowed to voice issues or concerns that they felt needed to be addressed immediately. Residents were also notified that unit inspections began on Wednesday, 10/10/18.
- Congratulations to commissioner Oliver and Sanchez! After attending the NAHRO conference in New Orleans, they are now certified commissioners.
- We are currently working with ComEd and Nicor to receive new furnaces for Blackhawk, Prior to the end of the year all units at Blackhawk will be upgraded to energy efficient furnaces at no charge to RHA. Our only investment in this project is the purchase of the drainage pumps for the units.

Site Operations and Occupancy

Occupancy as of – 11/1/18

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

HCV

- HCV remains in High Performer status.
- Payment standards are being reviewed for update and increase.
- SEMAP (Section 8 Management Assessment Program) is currently being completed and will be presented to the board for approval in October.
- HCV will be meeting with Related Midwest, owner and operator of the Faust. The Faust is currently a Mod Rehab development and Related is looking to convert to PBRA under RAD. We will need to discuss and determine what roll RHA will play in this conversion.
- SEMAP is being finalized for submission
- HCV will be meeting with Related Midwest, owner and operator of the Faust. The Faust is currently a Mod Rehab development and Related is looking to convert to PBRA under RAD. We will need to discuss and determine what roll RHA will play in this conversion.

Finance

- With yearend close out as of 9/30/18, finance will be working to reconcile and close all books by 10/30/18 to prepare for the unaudited submission on 11/30/18.
- Contractor, John Sykes, has completed his assignment.

Development-Procurement

- With the approval of the section 18 application for Brewington Oaks, we now need to apply for tenant protection vouchers.
- Pre-approval resident surveys were completed in January and February of this year.
- With most residents wanting to remain in LIPH (other low-income developments, i.e. Park Terrace, North Main Manor) we will now hold all newly vacated units to allow for Brewington residents to transfer into them. Holding these units will have a short-lived impact on our occupancy but will allow us to accommodate more residents.
- Resident services and management have been hosting regular meetings at Brewington Oaks to ensure all residents understand their rights and options for moving and to allow for any questions to be answered. It will be our goal to host bi-weekly meetings until all residents are moved.

Security Written Report

Christine Manley, Housing Policy Manager

Chairman Hoffman requested an explanation of the police call report and why it is including the and surrounding area, she wanted to know if a report could be supplied with just RHA's properties.

Christine explained the report cannot be run with just RHA's properties, it was tried before, and the data was incorrect.

FINANCE REPORT

Taip Asani, Finance Director

- Taip went over the financials on pages 8-22 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 – 11/1/18

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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 #2018-30

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE AMENDED RELOCATION PLAN FOR BREWINGTON OAKS DEVELOPMENT

Commissioner Sanchez moved that the RHA Board of Commissioners approve the Amended Relocation Plan for Brewington Oaks Development , Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: Sanchez, DiBenedetto, Oliver. Hoffman

Nays: None

MOTION APPROVED

NEW BUSINESS

Resolution #2018-31

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE ATTACHED 2019 PAYMENT STANDARDS

Commissioner Sanchez moved that the RHA Board of Commissioners approve the attached 2019 Payment standards, Commissioner DiBenedetto seconded the motion.

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

MOTION APPROVED

Resolution #2018-32

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE CHANGES MADE TO THE RHA INTERNET, EMAIL, PHONE, IPAD, BLUETOOTH AND COMPUTER USAGE POLICY PENDING UNION APPROVAL

Commissioner Oliver moved that the RHA Board of Commissioners approve the changes MADE TO the RHA Internet, Email, Phone, iPad, Bluetooth and Computer Usage Policy pending union approval, Commissioner Sanchez seconded the motion.

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

MOTION APPROVED

Resolution #2018-33

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS approve the attached UPDATED SEMAP Certification.

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

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

MOTION APPROVED

RHA COMMISSIONERS:

At 5:32 pm Commissioner DiBenedetto moved that the RHA Board of Commissioners approve to go into closed session to discuss personnel issues, Commissioner Sanchez seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Oliver, Hoffman

R.A.B – RESIDENT ADVISORY BOARD


AUDIENCE:

At 5:49 p.m. with no future business, Commissioner Oliver made a motion to adjourn. Commissioner Sanchez seconded the motion.

Ayes:
Nays:

Commissioners: Oliver, Sanchez, DiBenedetto, Hoffman
None

MOTION PREVAILED



Chairman, Hoffman



Board Secretary, Laura Snyder