



ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS

Regular January Meeting  
Minutes

Thursday, January 17, 2019

Present: Karen Hoffman, Chairman  
Jeff DiBenedetto, Vice Chair  
Ken Kenneth Oliver, Commissioner  
Ziyad Shihadah, Commissioner

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

Absent: Jaime Sanchez, Commissioner

The meeting was called to order at 4:02 p.m.

MINUTES:

Commissioner DiBenedetto moved that the RHA Board of Commissioners accept the minutes from the regular meeting held November 15, 2018. Commissioner Shihadah seconded the motion.

Ayes: DiBenedetto, Shihadah, 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

- Mr. Brantley updated finances for the month of December 2018.
- The last event of the year 55 youth went to the Harlem Globetrotters s 10of which RHA sponsored.
- John has revised his mission statement for North Main Manor, Olesen Plaza, and Fairgrounds.
- The first event 2019 will be Disney on Ice. This weekend Martin Luther King Jr. Birthday this Friday at 2<sup>nd</sup> Congregational Church will be hosting an event which CEO Laura Snyder will be attending.
- 20-40 youths will be attending the Martin Luther King Jr. Career Expo in February

## CEO & DEVELOPMENT REPORT

Laura Snyder, CEO

### MANAGEMENT

- A meeting was held with Brad Long, BA for the Chicago Regional Council of Carpenters, and Tomas Medici, of Trajectory Energy to discuss a potential partnership that will bring reduced solar energy to our residents. As this time, per Tomas, this is simply a discussion to identify the needs of our clientele. Site visits will take place in December to allow Tomas a true account of how electricity is currently metered at our locations.
- Installation of the furnaces at Blackhawk have been completed.
- Angelic has vacated the units at Blackhawk. We have drafted a land use lease to present to Angelic. A meeting for follow up is scheduled for 1/24/19. Maintenance and management teams have requested cost estimates to turn the units.
- Relocation of Brewington residents into alternative LIPH developments has begun. The first move is scheduled for 1/29/19. See the attached calendar of events.
- On Tuesday, 11/28/18, Laura presented updates and our strategic plan to the West Gateway Coalition. This presentation went well with several members of the community asking questions and showing support for our efforts.
- Human Services and I meet with Martesha Brown and David Noble of Midland Bank to discuss a partnership that will allow residents within the LIPH program a home ownership program. We plan to host a follow up meeting with Midland after the holiday season.

- The ROSS report has been submitted to HUD through the Grant Solutions
- I meet with Mike Bacino, of T-Mobile to discuss T-Mobile supplying tablets and internet service. T-Mobile would supply an 8" tablet valued at \$141.00 to our residents, and internet service at a reduced cost of \$10.00 per month, for two years. However, T-Mobile would not contract directly with the resident. Their program would require the housing authority to be responsible for all billing during this two - year term. Operations dollars would not support this payment at this time.
- The updated application for TP Vouchers was submitted on 12/18/18. During the government shutdown, TPV will not be issued.
- RHA has been asked and has agreed to sit on the host committee for the Fatherhood Encourage fund raising event and will assist in planning and award selection for the 2019 event.

#### SITE OPERATIONS AND OCCUPANCY

Occupancy as of – 1/11/2019

- Blackhawk : 94 %
- Fairgrounds: 93 %
- Olesen: 92 %
- North Main: 96 %
- Park Terrace: 95 %
- Scattered Sites East: 100 % West: 95%

#### HCV

- A recruitment letter for additional HCV landlords has been drafted and submitted to the Rockford Apartment Association for distribution to all their members. It is our goal to host a meeting for all landlords to discuss the needs of Brewington Oaks residents and recruit landlords for additional one-bedroom units.

#### FINANCE

- Taip was able to complete and submit our 2018 unaudited report by the deadline of 11/30/18. Taip and his team have work tirelessly over the last 30 days to ensure this was submitted by the deadline, without error.
- SVA was on site 12/17 -12/21/18 to start collecting data for the 2018 audit submission. At this time, timelines and expectations for the 2018 audit will be given to SVA.

#### DEVELOPMENT - PROCUREMENT

- To assist in accommodating Brewington residents an RFP for PBV will go out prior to the end of November. This RFP has been completed and posted. Bids have been received and are under review.

**Security Written Report**

Christine Manley, Housing Policy Manager

- The crime reporting numbers for the month of December 2018 for each RHA property and its surrounding area are attached.
- Beginning with the 2/2019 Security Report, the numbers reported will be only arrests that occur on RHA property, per development.
- There were 15 new property bans/no trespass warnings initiated in the month of December 2018.
 

Blackhawk	5
Orton Keyes	1
Fairgrounds	0
Park Terrace	1
Buckbee	0
Midvale	0
Summit Green	0
North Main	7
Oleson Plaza	1
- Preparations have begun for new Key Card Access unit door lock installation at Summit Green.
- New RPO RHA Unit officer, Andrew Seale, began with the unit on 1/13/19. He has been with RPO since 2008 and comes to us from the School Unit.

**FINANCE REPORT**

Taip Asani, Finance Director

- Went over the financials provided to the board in the January board packet on pages 21-33 Taip also let the board know we are currently operating on our new budget approved at the October 2018 board meeting
- Submitted the unaudited FDS

**Occupancy Written Report**

Tara Taylor, Operations Manager

Occupancy as of - 1/11/2019

- Blackhawk: 94 %
- Fairgrounds: 93 %
- Olesen: 92 %
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## GORMAN Written REPORT

### Jane Addams

- Update on Occupancy and 2018 Year End Performance (Property Management)  
100% occupied
- 2017 REAC score: 94c
- Property consistently maintains an extensive waitlist
- Minimal police calls- rental registries list walk throughs and welfare checks
- New relationship with Stepping Stones in 2018- their staff members provide supportive services to clients with mental health issues; Stepping Stones works out of one of our consultation rooms, which was the original intent for those spaces
- 2018-year end NOI: \$26,964.00

### The Grove

- Update on Occupancy and 2018 Year End Performance (Property Management)
- Current Incidents: No reported incidents since our last discussion (Property Management)
- Construction Update: We would like to host a meeting at Fairgrounds to discuss the completion of the project, services, and a deeper partnership with RHA Team.

### Capital Installment:

- We originally reported back in November 2018 that the two remaining capital installments will be disbursed in May and August of 2019. We've been in discussions with the Investor regarding early release of capital which did not occur due to delays in subsidy payments. The Investor is now targeting the first quarter of 2019. A total of \$49,876 and \$12,469 will be disbursed to RHA/Bridge Housing as a part of its share of developer fee. 2 vacant units- one is PBRA, had to hold for an SRN applicant, no response for SRN; eligibility appointments from the wait list, processing files; the other vacant is a LIHTC unit- we are working to find

an applicant that qualifies for the income limits and can afford the market rate (market rents were determined by IHDA)

Minimal police calls- walk throughs and domestic issues

- Family 2 Family Kids group on Wednesdays- huge success! They have hosted holiday parties for the residents of The Grove, partnered with the police department to host larger groups in their community room; Police department purchased basketball hoops for the kids to use during Wednesday group; planning meeting next week with F2F to discuss programming for 2019
- HAP payments have been paid in full through January 2019!!
- After issues with landscapers last summer/fall, we will be completing all landscaping in house. We haven't had any issues with overflowing trash in the dumpster room since last year- worked with the trash company to determine how they needed snow cleared in order to get the dumpsters out to the truck; no problems since.
- 2018-year end NOI: \$136,721.00

#### **Orton Keyes**

- Construction Update and Completion Report (Construction)
- Update on Occupancy and Lease Up (Management)
- Remaining contingency: We are still working through final costs for the project which is handled by a third-party accounting firm. Once we finalize the cost cert, we will be able to better predict interest carry cost until project achieves conversion. Since IHDA required a 50% deferral fee at closing, any remaining contingency will have to be applied to deferred developer fee first to address back end tax issues. We're estimating that number could be in the ballpark of \$75k-\$100k.
- Remaining Fees: Future disbursements are tied to two remaining capital installments. The anticipated dates for disbursement is June 2019 and December 2019. The total fees that will be disbursed to RHA is \$82,901 and \$44,757, respectively.
- Grand Opening for the community targeted for the Spring. We would like to work with the Board and Staff on selecting a date.

#### **RHA COMMISSIONERS:**

At 5:56 pm Commissioner Oliver moved that the RHA Board of Commissioners approve to go into closed session to discuss personnel issues, Commissioner Shihadah, seconded the motion.

Ayes: Commissioners: Oliver, Shihadah, DiBenedetto, Hoffman

**R.A.B – RESIDENT ADVISORY BOARD**

- New Resident Advisory Board manuals have been handed out.
- RAB trained members on the new forms and how to fill them out.
- RAD and Councils are focusing on becoming the standard for the rest of the nation

**AUDIENCE:**

At 4:46pm to take a tour of a new renovated Orton Keyes unit, Commissioner Oliver made a motion to adjourn. Commissioner Shihadah seconded the motion.

**Ayes:** Commissioners: Oliver, Shihadah, DiBenedetto, Hoffman  
**Nays:** None

At 5:1 pm, Commissioner DiBenedetto made a motion to re-open the meeting. Commissioner Shihadah seconded the motion.

**Ayes:** Commissioners: DiBenedetto, Shihadah, Oliver, Hoffman  
**Nays:** None

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

**Ayes:** Commissioners: DiBenedetto, Shihadah, Oliver, Hoffman  
**Nays:** None

**MOTION PREVAILED**

  
Chairman, Hoffman

  
Board Secretary, Laura Snyder