



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Regular February Meeting Minutes

Thursday, February 21, 2019

Present: Karen Hoffman, Chairman
Jeff DiBenedetto, Vice Chair
Ken Kenneth Oliver, Commissioner
Jaime Sanchez, Commissioner
Ziyad Shihadah, Commissioner (By Phone)

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

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 January 17, 2019. 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, Renewal Turning Point

Mr. Brantley updated the board on the outings and events that he has taken the youth on; he also provided the board with the financials from January 2019.

Sam Clark, Resident

Sam voiced his concern on a resident of RHA who had water main break in their apartment; he also expressed his concern over a request for transfer.

CEO Laura Snyder explained that she would have Director of Housing Operations Owen Carter follow up on the resident concerns

CEO & DEVELOPMENT REPORT

Laura Snyder, CEO

MANAGEMENT

- Due to severe weather, RHA offices were closed two days the week of 1/27/19-2/2/19.
- While in Section 3 training, we learned that RHA is out of compliance with the regulation. To bring RHA into compliance, with section 3 monies, RHA has purchased software from one of a Section 3 expert and consultant to HUD, Keith Swiney. Also, we are drafting a section 3 coordinator position to fulfill and enforce all requirements under section 3 regulation.
- RHA has hired from within for Section 3 Manager Michaela Harris who starts on March 4th and will receive one on one training with Keith Swiney.
- Effective 2/4/19, the Housing Policy Mgr., no longer reports to the CEO. This position now reports directly to the Director of Housing Operations.
- We received official notification from HUD that Tenant Protection Vouchers have been awarded and issued for Brewington Relocation. Although only 109 are needed for this transition, we have been awarded funding for 348 vouchers. The remaining subsidy can/will transfer over to our HCV department allowing for additional vouchers to be issued to those on the waitlist.
- We meet with HUD representative, Brian Gillian, on Monday to discuss our Connect Home efforts. RHA is still leading the nation in bridging the digital divide for our residents. Brian was able to supply more donation resources for devices for our residents.
- Ms. Walker and I meet with Mary Cacioppi, of Bridges out of Poverty. Bridge out of Poverty is a training program for those currently living in poverty to empower and educate participants to become self-sufficient. RHA will train an ambassador to teach this program to those within our resident pool and the community. This program will also be incorporated into our WDI program.

- Ms. Walker and I attend the 2019 Building Trades Career Expo and were able to gather information regarding all union trades positions to present to residents within our agency.
- As stated at the Board meeting on the 21st, the ROSS grant report has been successfully submitted to HUD.
- Angelic has moved, main. RHA has done what we can to return units to an online status, in the process broken pipe discovered which has been capped off.

SITE OPERATIONS AND OCCUPANCY

Occupancy as of – 2/14/19.

- Brewington: N/A
- Fairgrounds: 92 %
- Olesen: 91 %
- North Main: 93 %
- Park Terrace: 93 %
- Scattered Sites East: 98% West: 96%
- Blackhawk: 92 %

HCV

- The HCV landlord meeting has been scheduled for 2/20/19 at 3:00pm. With the award of the tenant protection vouchers, the tone of this meeting will be recruitment of landlords and program policy and procedure.
- Two letters of intent were provided to PBV landlords responding to the PBV RFP.

FINANCE

- RHA staff meet with Gorman and SVA to discuss the 2018 audit. Per Anna, at Gorman, Gorman will work closely with their audit team to ensure all documents needed are submitted to RHA and SVA by May 2019. In addition we will be hosting bi-weekly meetings with both SVA and Gorman to ensure work continues to progress for the audit.

DEVELOPMENT – PROCUREMENT

- Procurement Manager, Linda Dorsey, is working on the draft RFP for the demolition of Brewington.
- RHA and Ratio will be sitting in on a presentation from Fordam Forward for the revitalization of the Orchid (Brewington) neighborhood. This has been scheduled for Thursday 2/20/19.
- Redevelopment Coordinator is working with HUD for the sale of our property located at 1117 Elm St. to Crusader Clinic.

- Two letters of intent were provided to PBV landlords responding to the PBV RFP.

FINANCE REPORT

Taip Asani, Finance Director

- Went over the financials provided to the board in the January board packet on pages 8-20. Taip also went over the quarterly site budget reports on pages 21-37
- Submitted the unaudited FDS

Resolution #2019-001

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE CHANGES MADE TO THE RHA EMPLOYEE HANDBOOK

Commissioner DiBenedetto moved that the RHA Board of Commissioners the changes made to the RHA Employee Handbook, Commissioner Sanchez seconded the motion.

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

MOTION APPROVED

R.A.B – RESIDENT ADVISORY BOARD

- Commissioner Oliver inquired on where the RAD home office be moved to once everyone is moved
- RAB has trained members on the new forms and how to fill them out.

AUDIENCE:

At 5:17 pm with no future business, Commissioner Oliver made a motion to adjourn. Commissioner Sanchez seconded the motion.

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

MOTION PREVAILED


Chairman, Karen Hoffman


Board Secretary, Laura Snyder