



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular March Meeting  
Minutes**

Thursday, March 21, 2019

**Present:** Karen Hoffman, Chairman  
Ken Kenneth Oliver, Commissioner  
Jaime Sanchez, Commissioner  
Ziyad Shihadah, Commissioner (By Phone)

**Staff:** Laura Snyder, CEO  
Tim Horning, RHA Legal Counsel

**Absent:** Jeff DiBenedetto, Vice Chair

The meeting was called to order at 4:12 p.m.

**MINUTES:**

Commissioner Sanchez moved that the RHA Board of Commissioners accept the minutes from the regular meeting held February 21, 2019. Commissioner Sanchez 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.

## **CEO & DEVELOPMENT REPORT**

Laura Snyder, CEO

### **MANAGEMENT**

- As stated at the Board meeting on the 21<sup>st</sup>, the ROSS grant report has been successfully submitted to HUD.
- Michaela Harris, Section 3 coordinator, sat in a 1:1 training session with Keith Swiney on 3/1/19. During this training session, Keith reviewed all regulation requirements with Michaela. Michaela then received Section 3, 100 & 200 certification.
- On March 7, 2019, Director of Housing Operations, Owen Carter, HCV Manager, Sybil Mueller, HCV Lead Specialist, Rosalind Gulley, along with me, attending a Portability Summit at the Chicago HUD field office. In attendance at this summit were 23 housing authorities throughout Illinois. This summit allowed for the opportunity to review the latest rule in portability and discuss current challenges and individual policy/procedure with HUD representatives. During the summit, agencies also had the opportunity to work together to determine the best method of communication and billing practices when ports occur.
- Director of Housing Operations, Owen Carter, and Director of Human Services, Odessa Walker, joined in discussion with several community leaders and partners to discuss the plans for the city's "Family Justice Center".
- I along with, commissioner Sanchez and commissioner Oliver, attended the Nan McKay Housing Conference in New Orleans, 2/24/19 – 2/26/19. Topics among the training included, preparing your PHA for PBV through RAD, Turning vacant units, and Executive management, How to interact with your Board. Throughout most of the training sessions, I attended the executive level classes while commissioner Sanchez and Oliver attended the regulatory or best business practice session. I believe we all came away with great insight for moving our agency forward and toward greater compliance.
- Director of Human Services, Odessa Walker and Resident Opportunity Service Specialist, Carandus Brown, participated in the "Bridges out of Poverty" training session and are now certified to teach this curriculum. This curriculum will now become part of our WDI program.
- We met with representatives from Trajectory to finalize the proposed addresses and savings trajectory for residents within the RHA LIPH portfolio. During this meeting, I again voiced our concern with any residents being obligated to a two-year contract with Trajectory and stated that we would not participate if the contract obligation was not pointed at RHA directly. I also asked Trajectory to present a sample contract from any current HA that they are under contract with.

- On 2/28/19, as a board member of the Community Action committee, I attend a special board meeting to discuss moving the activities of this committee forward. During the meeting, I mentioned that RHA has a ready population for those targeted by this board, therefore, all actions of this board should begin and end with RHA. The majority in attendance agreed. RHA will be working with Leticia Wallace on steps for moving the agency actions forward to include a “single point of application”, for all social services.
- We received a letter for the Shriver Center, demanding substantial improvement to the relocation process for the senior and/ or disabled residents and an extension of the arbitrary deadline the United States Department of Housing and Urban Development (HUD) has set for the tenants to move. Shriver Center is asking for a meeting with RHA preventatives, Congressional staff, and Prairie State Legal services to address these concerns. I have drafted a response to this letter and will submit it to legal for review, prior to sending to Shriver Center. A copy of this letter is attached to this report.

#### **SITE OPERATIONS AND OCCUPANCY**

Occupancy as of – 3/13/19

- Brewington: N/A
- Fairgrounds: 95%
- Olesen: 93 %
- North Main: 94 %
- Park Terrace: 93 %
- Scattered Sites East: 97% West: 96%
- Blackhawk: 92 %

#### **HCV**

- The HCV department has scheduled voucher issuance meetings with Brewington residents. These meetings took place on 3/5/19 and 3/7/19. The city of Rockford was be in attendance to discuss the deposit assistance.

#### **FINANCE**

- We have been notified by HUD that our 2017 final audit review has been rejected. Director of Finance, Taip Asani, will be working with finance consultant, John Sykes to complete the necessary corrections for submission.
- We have been informed by HUD that our 2018 unaudited submission has been rejected. The entire finance team will work to make the necessary corrections by 3/20/19.
- Bi-weekly update conference calls are keeping everyone on task and accountable for the 2018 audit to ensure a late submission does not occur again.

## **DEVELOPMENT – PROCUREMENT**

- Procurement Manager, Linda Dorsey, is working on the draft RFP for demolition of Brewington.
- Several members of the RHA team meet with Ratio/Area on 2/1/19. During which time I advised Ratio that a concept for Fairgrounds redevelopment needs to be in place and submitted to the board by Summer 2019. Resident and community engagement must start immediately and, land or building options need to be presented to RHA as soon as possible. Redevelopment coordinator, Erin Woosley, will be hosting a meeting with Fairgrounds residents on 3/11/19, to update residents of Fairgrounds on any progress.
- We are currently looking for a contractor to deconstruct the wash stations and weather cover from 1407-1413 Valley. Once a quote is provided, we will work with Angelic for coverage of this cost and any potential re-construction.

## **FINANCE REPORT**

Taip Asani, Finance Director

- Went over the financials provided to the board in the January board packet on pages 6-18.

### **Resolution #2019-002**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE SECTION 3 POLICY EFFECTIVE MARCH 21, 2019

Commissioner Sanchez moved that the RHA Board of Commissioners approve the Section 3 policy effective March 21, 2019. Commissioner Oliver seconded the motion.

Ayes: Commissioners: Sanchez, Oliver, Hoffman

Nays: None

### **MOTION APPROVED**

### **Resolution #2019-003**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE REVISED ADMISSIONS AND CONTINUED OCCUPANCY POLICY, RHA RESIDENTIAL LEASE AGREEMENT AND MAINTENANCE CHARGES, WHICH UPON APPROVAL WILL BE EFFECTIVE APRIL 1, 2019

Commissioner Sanchez moved that the RHA Board of Commissioners approve the Revised Admissions and continued Occupancy Policy, RHA Residential Lease Agreement and Maintenance charges, which upon approval will be effective April 1, 2019. Commissioner Oliver seconded the motion.

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

**MOTION APPROVED**

**Resolution #2019-004**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE REVISED ADMISSIONS AND CONTINUED OCCUPANCY POLICY, RHA RESIDENTIAL LEASE AGREEMENT AND MAINTENANCE CHARGES, WHICH UPON APPROVAL WILL BE EFFECTIVE APRIL 6, 2019

Commissioner Sanchez moved that the RHA Board of Commissioners approve the Revised Admissions and continued Occupancy Policy, RHA Residential Lease Agreement and Maintenance charges, which upon approval will be effective April 6, 2019. Commissioner Oliver seconded the motion. Commissioner Oliver seconded the motion.

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

**MOTION APPROVED**

**Resolution #2019-005**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE REVISED HCV ADMINISTRATIVE PLAN WHICH UPON APPROVAL WILL BE EFFECTIVE APRIL 1,2019

Commissioner Sanchez moved that the RHA Board of Commissioners approve the Revised HCV Administrative Plan which upon approval will be effective April 1,2019. Commissioner Oliver seconded the motion.

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

**MOTION APPROVED**

**Resolution #2019-006**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE REVISED HCV ADMINISTRATIVE PLAN WHICH UPON APPROVAL WILL BE EFFECTIVE APRIL 6,2019

Commissioner Sanchez moved that the RHA Board of Commissioners approve the Revised HCV Administrative Plan which upon approval will be effective April 6,2019. Commissioner Oliver seconded the motion.

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

**MOTION APPROVED**

**Resolution #2019-008**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE APPROVE THE UPDATED LANGUAGE CHANGES MADE AFTER UNION REVIEW TO THE RHA INTERNET, EMAIL, PHONE, IPAD, BLUETOOTH AND COMPUTER USAGE POLICY

Commissioner Sanchez moved that the RHA Board of Commissioners approve the approve the updated Language CHANGES MADE after union review TO the RHA Internet, Email, Phone, iPad, Bluetooth and Computer Usage Policy. Commissioner Oliver seconded the motion.

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

**MOTION APPROVED**

**Resolution #2019-009**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE APPROVE THE ROLLOVER OF 159 HOURS OF ANNUAL LEAVE ACCUMULATED BY LAURA SNYDER FROM CALENDAR YEAR 2018 TO BE ROLLED OVER TO CALENDAR YEAR 2019.

Commissioner Sanchez moved that the RHA Board of Commissioners approve the approve the rollover of 159 hours of annual leave accumulated by Laura Snyder from calendar year 2018 to be rolled over to calendar year 2019. Commissioner Oliver seconded the motion.

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

**MOTION APPROVED**

**Resolution #2019-010**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS PURSUANT TO THE ROCKFORD HOUSING AUTHORITY PERSONNEL POLICY BASED ON THE SPECIAL CIRCUMSTANCES AS OUTLINED, AUTHORIZE THE ROCKFORD HOUSING AUTHORITY TO PAY LAURA SNYDER IN A LUMP SUM PAYMENT FOR THE UNUSED ACCUMULATED ANNUAL LEAVE OF 159 HOURS. PAYMENT OF THIS UNUSED ANNUAL ACCUMULATED LEAVE IS TO BE DONE SOLELY BASED ON THE SPECIAL CIRCUMSTANCES. FUTURE CARRYOVER OF ACCUMULATED ANNUAL LEAVE WILL NOT BE CONSIDERED.

Commissioner Sanchez moved that the RHA Board of Commissioners pursuant to the Rockford Housing Authority Personnel Policy based on the special circumstances as outlined, authorize the Rockford Housing Authority to pay Laura Snyder in a lump sum payment for the unused accumulated annual leave of 159 hours. Payment of this unused annual accumulated leave is to be done solely based on the special circumstances. Future carryover of accumulated annual leave will not be considered. Commissioner Oliver seconded the motion.

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

**MOTION APPROVED**

#### **R.A.B – RESIDENT ADVISORY BOARD**

##### **AUDIENCE:**

##### **RHA COMMISSIONERS:**

At 5:31 pm Commissioner Sanchez moved that the RHA Board of Commissioners approve to go into closed session to discuss personnel, Commissioner Oliver seconded the motion.

Ayes: Commissioners: Sanchez, Oliver, Hoffman

At 5:51 pm with no future business, Commissioner Sanchez made a motion to adjourn. Commissioner Oliver seconded the motion.

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

**MOTION PREVAILED**

  
Chairman, Karen Hoffman

  
Board Secretary, Laura Snyder