



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular June Meeting
Minutes**

Thursday, June 20, 2019

Present: Karen Hoffman, Chairman
Jaime Sanchez, Commissioner
Kenneth Oliver, Commissioner
Ziyad Shihadah, Commissioner

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

Absent: Jeff DiBenedetto, Vice-Cahir

The meeting was called to order at 4:06 p.m.

MINUTES:

Commissioner Shihadah moved that the RHA Board of Commissioners accept the minutes from the regular meeting held May 16, 2019. Commissioner Sanchez seconded the motion.

Ayes: Shihadah, 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.

Laura Snyder, CEO

MANAGEMENT

- Chairman Hoffman, Director of Housing Operations, Owen Carter, and CEO, Laura Snyder, meet with Mayor McNamara and City Administrator, Todd Cagnoni. During this meeting, updates for the Brewington relocation and demolition were provided to the mayor
- Director of Resident Services, Odessa Walker, Manager, Marcus Hill, and CEO Laura Snyder, met with United Way representatives to discuss the "Walking School" for children of Blackhawk to attend Constance elementary school this upcoming year. RHA will support this effort again this year and may need to look at providing skilled labor for snow removal depending final decision on the route that will be taken.
- A round table meeting was hosted with our HCV department to discuss current events with the HCV department including the Brewington relocation for residents choosing a TPV and the additional monies awarded for HCV.
- Director of Housing Operations, Owen Carter, and CEO, Laura Snyder attended the Annual Father's Day event, hosted by John Brantley at North Main Manor. Overall there were about 40 people in attendance with guest speakers from the city of Rockford, and the faith community.
- Our Safety committee has arranged "Lunch and Learn" sessions every Monday for the month of June, National Safety Month, focusing each week on a different topic that will cover preventative measures and safety tips for day to day activities at work or home. The first session "Hazard Recognition" was presented by Randy Nicholson of the National Safety Council.
- Monique Jones, Manager of Human Resources, began hosting AFLAC enrollment session for employees who may be interested in additional coverage. Enrollment will be offered for this service during the entire month of June. She also been working with Paylocity (human resources software) to complete our mandated EEOC reporting submission.
- RHA representatives meet with Jon Carson of Trajectory for an update to the Solar application. Jon has learned the proposed land for the project does not need to be in the direct vicinity of the supplied units, therefore, they are submitting applications for four separate sites in hopes of a greater possibility of award.
- On Friday 6/14, we hosted our annual company picnic. Although it was a little windy, a good time was had by all 250 who attended.

- Larson and Darby are putting together the RFP for the DEMO, RHA had a meeting with them last week. Next public meeting is set for July 18th
- RMTD has asked they be kept informed once the BO is completely vacant

SITE OPERATIONS AND OCCUPANCY

Occupancy as of – 6/14/19

- Brewington: N/A
- Fairgrounds: 90 %
- Olesen: 95 %
- North Main: 95 %
- Park Terrace: 93 %
- Scattered Sites East: 96% West: 92%
- Blackhawk: 94 %

HCV

- The HCV department is continuing to pull names from our HCV waitlist to issue vouchers in an effort to utilize the additional monies received from the TPV award.
- HQS Q/A inspections have been scheduled and will be completed throughout the month of June. Finance

FINANCE

- The final stage of the 2018 Audit is nearing completion. We will be submitting well ahead of the 6/30 deadline if the HUD system will allow submission without approval of the 2017 audit.
- We learned from HUD that funds for repayment stemmig from the 2006 OIG audit were pulled from the wrong funding source. Taip has submitted the 2017 & 2018 payments and is still searching historical records to determine what source of funding all previous payments were made from.

DEVELOPMENT – PROCUREMENT

- We are awaiting approval from HUD on the section 18 disposition application to sell the Elm St. property to Crusader Clinic.

GORMAN REPORT

Ron Clewer, Illinois Market President

The Grove

- May financials have been submitted to Bridge representatives.
- Monthly police calls. In May 2019, there were six calls to the property, one of which was a residential fire. No substantial damage occurred.

Jane Addams

- May financials have been submitted to Bridge representatives.
- Monthly police calls. In May 2019, there were three calls to the property, one of which was a residential fire. No substantial damage occurred.

Orton Keyes

- May financials have been submitted to Bridge representatives. At the time of this report, all HUD filings are complete.
- Monthly police calls. In May 2019, there were twenty calls to the property; three of which were well-being checks.
- Grand Opening – Reminder, June 20th at 3 pm.

OTHER ITEMS

- **Family Self-sufficiency** programming Gorman and RHA staff are discussing the potential of FSS service delivery at Orton Keyes and The Grove. Requested information from RHA FSS is forthcoming during the week of 6/10.
- **Scattered Sites** – Contract remains in place. Presented a concept during the meeting
- **Fairgrounds Valley** – Contract remains in place. Presented a concept during the meeting.

UNFINISHED BUSINESS

Resolution #2019-013

Commissioner Shihadah moved that the RHA Board of Commissioners lay over the request for approval for the Collective Bargaining Agreement between the Rockford Housing Authority and International Association of Machinist and Aerospace Workers until the July 18, 2019 board meeting. Commissioner Sanchez seconded the motion.

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

MOTION APPROVED

NEW BUSINESS

Resolution #2019-017

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE LETTER OF INTEREST SUBMISSION TO HUD FOR THE SELECTION OF THE SECOND COHORT OF THE MTW EXPANSION WITH THE INTENTION TO COMPLY WITH THE MTW OBJECTIVES AND STATUTORY REQUIREMENTS AND OPERATIONS NOITCE AS PRESENTED.

Commissioner Oliver moved that the RHA Board of Commissioners approve the letter of interest submission to HUD for the selection of the second cohort of the MTW expansion with the intention to comply with the MTW objectives and statutory requirements and operations noitce as presented. Commissioner Sanchez seconded the motion.

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

MOTION APPROVED

R.A.B – RESIDENT ADVISORY BOARD

- Elections coming up in September 2019
- Plaining to meet with the Resident Services team in regard to the election process
- In the process of moving to the new Blackhawk office

AUDIENCE

John Brantley

- Gave updates for May financials and upcoming events.

RHA COMMISSIONERS

At 5:32 pm with no future business, Commissioner Oliver made a motion to adjourn. Commissioner Sanchez seconded the motion.

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

MOTION PREVAILED



Chairman, Karen Hoffman



Board Secretary, Laura Snyder