



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular May Meeting  
Minutes**

Thursday, May 16, 2019

**Present:** Karen Hoffman, Chairman  
Jeff DiBenedetto, Vice Chair  
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 4:03 p.m.

**MINUTES:**

Commissioner Oliver moved that the RHA Board of Commissioners accept the minutes from the regular meeting held April 18, 2019. Commissioner Shihadah seconded the motion.

Ayes: Oliver, Shihadah, DiBenedetto, 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

- The separation date for those that stepped forward for voluntary layoff, was Friday 4/26/19, except for one property manager that agreed to stay on until 5/17/19, to allow us the opportunity to post and fill the position. It was not our intent to accept this position as part of the volunteering however, there were extenuating circumstances that caused this person to step forward.
- As part of the restructuring, Chuck Doyle, Physical Asset and Quality Assurance Mgr. now supervises the Maintenance staff and will report directly to the Housing Operations Director. In addition, with this change in supervision of maintenance,
- The Operations Mgr. position has been downgraded to LIPH Program Mgr. This change aligns this position with the HCV and FSS program Mgr. positions.
- Several meetings were hosted with union leadership to reach an agreement relating to the incentive provided to staff, the MOU's relating to staff assignment and totals.
- Overall, four AFSCME positions and four IAM positions were vacated, with another three positions within AFSCME that will not be filled.
- Forecasting for 2020, this reduction in staff should provide an estimated \$460,000 savings.
- Additional movement will take place within the exempt staff once the Director of Human Services returns from leave. This movement will not allow for any additional savings but, will provide a greater oversight to resident services staff.
- The extension request for the Brewington relocation was submitted to HUD. Per the approval letter, an exact date needed to be given for the extension timeframe. I have asked that we be allowed to extend the relocation to June 28, 2020.
- I, along with Director of Finance, Taip Asani, and Director of Housing Operations, Owen Carter, attend the County's State of the County address.
- I meet with Kamil Szalewics, Partnership Specialist with the Chicago Regional Census Center. RHA will be partnering with the Census Center to become a "Complete Count Committee" member and sponsor. Together, with the Census Center, we will host completion session and assist those within our residency at completing census forms.

## SITE OPERATIONS AND OCCUPANCY

Occupancy as of – 4/26/19

- Brewington: N/A
- Fairgrounds: 91 %
- Olesen: 94 %
- North Main: 94 %
- Park Terrace: 94 %
- Scattered Sites East: 98% West: 94%
- Blackhawk: 94 %
- Bridge Properties: Please see the attached report.

## **HCV**

▪ We received correspondence from HUD that they have yet to review the HAP contract for Winnebago Homes relating to the request of WCH to terminate this contract. HUD plans to review all documentation submitted in April and will respond to both agencies.

## **FINANCE**

- Director of Finance, Taip Asani, has been working with SVA to get the audit complete. Information from Gorman has been received.
- 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.
- Taip is in constant communication with HUD trying to get our 2017 audit reviewed and released. If HUD fails to release this audit, we cannot submit the 2018 audit.

## **DEVELOPMENT – PROCUREMENT**

- Redevelopment coordinator, Erin Woosley, is working with HUD and Crusader Clinic for the sale of the Scattered Site property located at 1117 Elm St. The resident has been offered the unit and does not have any interest in purchasing the unit.

## **FINANCE REPORT**

Taip Asani, Finance Director

- Went over the financials provided to the board in the January board packet on pages 8-20. And the 2<sup>nd</sup> Quarter Dashboards on page 34

## **GORMAN REPORT**

Ron Clewer, Illinois Market President

## **THE GROVE**

April financials have been submitted to Bridge representatives.

Gorman has submitted the BRAI nonprofit services agreement to the investor and IHDA. 5609s have been executed and the close out of the project is underway.

Monthly police calls. In April 2019, there were fifteen calls to the property, the most common of which was a check for well-being/missing adult.

## **JANE ADDAMS**

April financials have been submitted to Bridge representatives.

Monthly police calls. In April 2019, there were three calls to the property.

## **ORTON KEYES**

January, February, and March financials have been submitted to Bridge representatives. At the time of this report, all HUD filings are complete.

Monthly police calls. In April 2019, there were fifteen calls to the property.

Grand Opening – confirmed date June 20<sup>th</sup> at 3 pm. We can host the Board meeting at the site if this works for RHA/Bridge.

#### **OTHER ITEMS:**

**Family Self-sufficiency** programming Gorman and RHA staff are discussing the potential of FSS service delivery at Orton Keyes and The Grove. Next meeting with RHA CEO Snyder on 5/15/19; no further update at present.

**Brewington Oaks predevelopment agreement** – mutually rescinded and complete. RHA and Gorman no longer have a development agreement on the property after the Board action last month. Unless there is future reason, this is the last month Brewington will appear on the report.

**Scattered Sites** – Contract remains in place; seeking direction from RHA. Next meeting with RHA CEO Snyder on 5/15/19; no further update at present.

**Fairgrounds Valley** – Contract remains in place; seeking direction from RHA. Working on financial model for Industrial Laundry facility. Next meeting with RHA CEO Snyder on 5/15/19; no further update at present.

services were incurred. As of the date of this memo, those costs total \$42,987.86. Some or all of these costs may be subject to reimbursement.

It was also previously discussed that RHA and Gorman & Company, may choose to terminate the Scattered Sites MDA; however, no such request was brought to the Board for vote. Since, there has been a change in the Illinois Market President role at Gorman and market conditions, and I am hopeful, given the nature of my experience with the RHA and that the MDA has not yet been terminated, the Board provide Gorman, through me, the opportunity to bring new development scenarios to the RHA.

**Fairgrounds Valley** - After procurement of a Master developer partner, RHA entered into a MDA with Gorman & Company for the redevelopment of the RHA Fairgrounds Valley site. In the process of the developing the initial developer's development plan, costs, including costs for third party inspections, legal and accounting services were incurred. Applications fees for equity and financing were also incurred. Phase 1 costs were reimbursed through the development of the Grove. Phase 2 and Phase 3 have outstanding balances. As of the date of this memo, those costs total \$21,529.75 and \$ 25,384.28, respectively. Some or all of these costs may be subject to reimbursement.

It was also previously discussed that RHA and Gorman & Company, may choose to terminate the Fairgrounds MDA; however, no such request was brought to the Board for vote. Since, there has been a change in the Illinois Market President role at Gorman and market conditions, including potential interest by the Industrial Launderer in the site. I am hopeful, given these changes and the nature of my experience with the RHA and that the

MDA has not yet been terminated, the Board provide Gorman, through me, the opportunity to bring new development scenarios to the RHA; including the possible laundry deal that may include the demolition of Fairgrounds Phase 1 units.

**NEW BUSINESS**

**Resolution #2019-013**

Commissioner DiBenedetto 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 Areospace Workers until the June 20, 2019 board meeting. Commissioner Oliver seconded the motion.

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

**MOTION APPROVED**

**Resolution #2019-014**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE ROCKFORD HOUSING AUTHORITY'S FISCAL YEAR 2018 FINANCIAL AUDIT AS PRESENTED.

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve the Rockford Housing Authority's fiscal year 2018 financial audit as presented. Commissioner Shihadah seconded the motion.

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

**MOTION APPROVED**

**Resolution #2019-015**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE ROLLING BASED VOUCHER PROGRAM TO THREE FIRMS LISTED WITH UNITS COMMITTED

Commissioner Shihadah moved that the RHA Board of Commissioners approve the Rolling Based Voucher Program to three firms listed with units committed. Commissioner DiBenedetto seconded the motion.

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

**MOTION APPROVED**

**Resolution #2019-016**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE the SECTION 18 APPLICATION THAT WILL BE SUBMITTED TO HUD FOR THE DISPOSITION OF 1117 ELM STREET.

Commissioner Shihadah moved that the RHA Board of Commissioners approve the Section 18 application that will be submitted to HUD for the disposition of 1117 Elm Street. Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: Shihadah, DiBenedetto, Oliver, Hoffman

Nays: None

**MOTION APPROVED**

**R.A.B – RESIDENT ADVISORY BOARD**

Elections coming up in September 2019

RHA is now controlling the vending machine monies for RAD

Taip will set up biannual audits/

Owen will look into time frame to move home board office to Blackhawk office

**AUDIENCE**

**John Brantley**

Gave updates for April financials and upcoming events.

**RHA COMMISSIONERS**

At 5:57 pm with no future business, Commissioner Oliver made a motion to adjourn.

Commissioner Shihadah seconded the motion.

Ayes: Commissioners: Oliver, Shihadah, DiBenedetto, Hoffman

Nays: None

**MOTION PREVAILED**



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Chairman, Karen Hoffman



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Board Secretary, Laura Snyder

