



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR JANUARY MEETING**

**Minutes**

January 23, 2014

Present: Jerry Lumpkins, Chair  
Phyllis Ginestra, Vice Chair  
Alice Jenkins, Commissioner  
Ric Cervantes

Staff:  
Bridget Weeks, Executive Assistant  
Tim Horning, RHA Legal Counsel

The meeting was called to order at 5:03 PM.

**MINUTES:**

Commissioner Cervantes moved that the RHA Board of Commissioners accept the minutes from the Annual and Regular November/December meeting held on December 11, 2013. Commissioner Ginestra seconded the motion.

Ayes: Commissioners: Cervantes, Ginestra, Jenkins & Lumpkins

Nays: None

**MOTION APPROVED**

**CHECKS:**

Commissioner Cervantes moved to place the checks from November/December 2013 on file for audit. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Cervantes, Jenkins, Ginestra & Lumpkins

Nays: None

## **MOTION APPROVED**

### **FINANCE, IT and HCV:**

Michelle Cassaro, CFO, delivered the financial report. All programs are showing slight losses or net incomes, YTD. All sites are projected to come in with a net income. Michele Sather and Michelle Morey met with sites focusing on line items with 10% variances. Projections are included in the new report titled, "Financial Highlights" on page 15. COCC has a slight deficit due to new hires and consultants.

In HCV, Bev Weston retired from the HCV Department. There will be severance payments that will come through so we will be balancing some things in an effort to stay on track with our budget. Section 8 financial does show a \$25,000 net income due to the admin fee coming in higher than we anticipated. Our plan is to bring someone in to look at structure and admin plan and determine our needs for the department in regards to staffing. We are continuing to monitor utilization and funding, file audits and SEMAP. There is a board rec for the revised HCV Fair Market Rents which includes the 5-bedroom amounts.

There is a board rec for procurement to revise the procurement policy. We had a consultant to review our current procurement processes and he recommended an 18-month work plan. Kevin Martin is working on that plan with completion expected by the end of this month.

In IT, things are moving along to get onto the new network platform. In the latest correspondence, the iFiber group says that it should be ready in two to four weeks. There is one RHA site that seems to be having technical issues but that is being resolved. All the phones have been converted to TDS.

The Board would like to see the budget tracked differently. There was discussion of tracking the budget separately (i.e. REAC) to reflect a more accurate budget during the course of the year. There were several suggestions made in reporting the budgets that will be taken into consideration.

We are still working on including the dashboards in the board reports. There are some dashboards in the report tonight. The HCV file audit is still showing the revenue and vacancy loss and site occupancy and tenant receivables.

### **ORGANIZATIONAL OVERVIEW**

Ron Clewer, Chief Executive Officer, addressed the items that he presented to the staff. We shared with the staff the progress that we are making instead of focusing on the goals that we have yet to meet. Overall, we are making good progress; however, we still have some challenges. The next phase will be about bringing the culture back together focusing on the big picture and getting back to "good business." We will transition to a ROWE, Results

Oriented Work Environment. We are still looking at software programs to keep us moving forward on specific tasks. Regarding dashboards, there are five different companies that we are looking at. Instead of spending an excessive amount of time creating reports, these reports will become automatically generated so that we are able to manage and monitor the outcomes. Ron plans to have these new measures in place by the end of the first quarter.

As part of the strategic plan and scorecard, we have initiated committees that are up and running. We also completed our Choice Neighborhoods Grant Planning document. That grant is nearly all closed out for the work that was due for the grant is done. All staff came together very well but a special thanks goes out to Jodi for her efforts in leading that effort.

Ron would like to make sure that we have a reserve policy in place. Shelly said it is part of the Cash and Investment Management Policy that we are working on.

RAD update, the cost is too significant for the possibility for renovation to Brewington Oaks. HUD is recommending that we do a Section 18 disposition. That is the current path we are on. This may be brought to the Board in February of March. The consent decree is being reviewed to possibly allow us to project base some units.

Rockford is one of the seven cities chosen in the nation for Strong Cities Strong Communities effort. HUD was very participatory in that process. The three items that influenced their decision setting us apart from other cities were: 1. A strong housing authority, 2. The creative approach to the Etsy program and 3. Transform Rockford. Jim Ryan, the City Administrator, will be the point of contact for the community.

### **OPERATIONS:**

Michelle Morey, Site Operations Manager, is meeting with the site managers on a monthly basis. There have been success plans issued to some managers and we are working through those plans. Chuck has been very instrumental in the preventative maintenance plan which is part of the quarterly inspection. Chuck will perform the quality control which will be a great help. Michelle has devoted her time to the staff and will be working alongside them to get the sites to where they need to be.

### **NEW BUSINESS:**

#### **RESOLUTION #2014-01**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES THE CONSENT AGENDA AS PRESENTED.

Commissioner Cervantes moved that the RHA Board of Commissioners approves the Consent Agenda. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Cervantes, Jenkins, Ginestra & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-02**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES FY2014 HCV PAYMENT STANDARDS.

Commissioner Cervantes moved that the RHA Board of Commissioners approves FY2014 HCV Payment Standards – Revised. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Cervantes, Jenkins, Ginestra & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-03**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES A CONTRACT MODIFICATION FOR A ONE-YEAR CONTRACT EXTENSION TO SIMPLEX GRINNELL IN A NOT TO EXCEED AMOUNT OF \$16,000.00.

Commissioner Cervantes moved that the RHA Board of Commissioners approves a contract modification for a one-year contract extension to Simplex Grinnell in a not to exceed amount of \$16,000.00. Commissioner Ginestra seconded the motion.

Ayes: Commissioners: Cervantes, Ginestra, Jenkins & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-04**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES A ONE-YEAR CONTRACT EXTENSION FOR TELEPHONE ANSWERING SERVICES TO ALLIANCE COMMUNICATION IN THE NOT TO EXCEED AMOUNT OF \$11,000.00.

Discussion: Clarification on what the service actually provides. It operates as an answering service determining the urgency of the call, the next steps and contacting the appropriate personnel in the form of a phone tree.

Commissioner Jenkins moved that the RHA Board of Commissioners approves a one-year contract extension for telephone answering services to Alliance Communication in the not to exceed amount of \$11,000.00. Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Jenkins, Cervantes, Ginestra & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-05**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES A CONTRACT EXTENSION TO GORMAN AND COMPANY FOR PROPERTY MANAGEMENT SERVICES AT RHA SCATTERED SITES IN AN AMOUNT OF \$35 PER OCCUPIED UNIT PER MONTH TOTALING \$122,245.00 (SS WEST - \$59,270.00, SS EAST - \$62,975.00).

Commissioner Ginestra moved that the RHA Board of Commissioners approves a contract extension to Gorman and Company for property management services at RHA Scattered Sites in an amount of \$35 per occupied unit per month totaling \$122,245.00. Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Ginestra, Cervantes, Jenkins & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-06**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES A ONE YEAR CONTRACT EXTENSION TO GE FOR INDEFINITE QUANTITY PURCHASE OF APPLIANCES IN AN ANTICIPATED NOT TO EXCEED AMOUNT OF \$90,000.00 (THIS AMOUNT IS BASED ON PAST EXPENDITURES).

Commissioner Cervantes moved that the RHA Board of Commissioners approves a one year contract extension to General Electric for indefinite quantity purchase of appliances in an anticipated not to exceed amount of \$90,000.00. Commissioner Ginestra seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-07**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES A ONE YEAR CONTRACT EXTENSION TO ANGELIC ORGANICS FOR AN URBAN FARM MANAGEMENT SUBJECT TO THE PRESENTATION OF A BUDGET IN AN AMOUNT NOT TO EXCEED \$160,436.00.

Commissioner Cervantes moved that the RHA Board of Commissioners approves a one year contract extension to Angelic Organics for an Urban Farm Management subject to the presentation of a budget in an amount not to exceed \$160,436.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Cervantes, Jenkins, Ginestra & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-08**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES A ONE YEAR CONTRACT EXTENSION FOR BOILER MAINTENANCE TO GEOSTAR MECHANICAL IN THE NOT TO EXCEED AMOUNT OF \$30,000.00.

Commissioner Ginestra moved that the RHA Board of Commissioners approves a one year contract extension for boiler maintenance to Geostar Mechanical in the not to exceed amount of \$30,000.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Cervantes & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-09**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES ONE YEAR CONTRACT EXTENSIONS TO GEOSTAR

AND PEARSON PLUMBING AND  
HEATING IN A TOTAL NOT TO EXCEED  
AMOUNT OF \$207,000.00

Commissioner Cervantes moved that the RHA Board of Commissioners approves one year contract extensions to Geostar and Pearson Plumbing and Heating in a total not to exceed amount of \$207,000.00. Commissioner Ginestra seconded the motion.

Ayes: Commissioners: Cervantes, Ginestra, Jenkins & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-10**

RESOLUTION THAT THE RHA BOARD OF  
COMMISSIONERS ALLOWS THE  
MODIFICATION OF RHA PROCUREMENT  
POLICY AS STATED.

Discussion: There will be more of these forthcoming in procurement as well as HR. following audits. Ron introduced Kayla Liggett, Human Resources Manager. Kayla will be presenting some provisions and new policies to the Board in the upcoming months.

Commissioner Jenkins moved that the RHA Board of Commissioners allows the modification of RHA Procurement Policy as stated. Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Jenkins, Cervantes, Ginestra & Lumpkins

Nays: None

**MOTION APPROVED**

**RHA COMMISSIONERS:**

Ric Cervantes thanked the Board for their patience and allowing him to remain a Board member in spite of his absences due to work obligations.

**R.A.B – RESIDENT ADVISORY BOARD (FORMERLY, H.O.M.E. BOARD):**

Aisha Little, President, addressed the Board regarding the need to make some amendments to the by-laws and the specifications of several rules and regulations. Ron informed Aisha and the Board that the paralegal extern working with RHA will be assisting in that area. Ric thanked Aisha for accepting the position.

**AUDIENCE:**


John Brantley, provided information on the "Nelson Mandela" movie viewing event that was attended by 46 students, free of charge, at Showplace 16 and Love's Park Kar Korner provided transportation to the event held on Dr. Martin Luther King's birthday. He also gave information on the various projects that he participates in and organizes in the community.

Chairman Lumpkins suggested that John prepare a report to present to the Board to show what he has accomplished and is trying to accomplish.

Ron said they are working to look at a vacant unit at Fairgrounds to possibly convert to a community gathering space in partnership with some other organizations. This would help devote some space to assist John in some of the areas that he spoke about.

At 6:38 PM with no future business, Commissioner Ginestra made a motion to adjourn. Commissioner Jenkins seconded the motion.

**MOTION PREVAILED**

  
Board Secretary  
/bw

  
Chairman