



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR FEBRUARY MEETING
Minutes**

February 26, 2015

Present:	Jerry Lumpkins, Chair	Staff:
	Phyllis Ginestra, Vice Chair	Tim Horning, RHA Legal Counsel
	Karen Hoffman, Commissioner	Bridget Weeks, Executive Secretary
	Ric Cervantes, Commissioner	

Absent: Alice Jenkins, Commissioner

The meeting was called to order at 5:17 p.m.

PRESENTATION

John Brantley presented a review of his most recent and upcoming community programs and activities. An office space will be coming to Fairgrounds soon.

MINUTES:

Commissioner Ginestra moved that the RHA Board of Commissioners accept the minutes from the Regular Meeting held on January 22, 2015. Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Ginestra, Cervantes, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

CHECKS:

Commissioner Ginestra moved to place the checks from January 2015 on file for audit. Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Ginestra, Cervantes, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

FINANCIAL REPORT

Michele Sather, Finance Manager, reviewed the financial summary for the agency. For PH, the sites are currently at a cumulative net loss. COCC has a YTD income. HCV currently has a net income. Capital Fund program is operating under four open capital fund grants. Other grant programs would include the reopened resident programs grant and a coordinator grant (combined grant).

HUMAN RESOURCES REPORT

Michelle Cassaro, CFO, presented updates in HR. She discussed the employee status updates. The Employee Handbook has been completed and printed. It will be presented for approval with new business.

HCV, IT REPORT AND CASH POSITION

Michelle Cassaro, CFO, delivered the HCV report. In IT, Michelle discussed open book management and SharePoint implementation. There will be a survey sent to all staff to find out the trainings that the staff would like to see offered or that they feel are needed

In Finance, the audit draft will be sent to us by March 10th. As it stands, there were no findings. SVA will be here in April to present the audit.

A check was received from RHDC to pay down the note payable. Currently, there is about three months' worth of reserve from COCC to cover.

The HCV staff has spent time training on the Admin Plan.

SECURITY AND CRIME TRENDS REPORT

Sybil Mueller, Policies and Procedures Manager, discussed her efforts in getting the report from the city's data analyst on how the RHA properties' crime compares to the area in each respective district.

We will be reviewing possible programming for the youth at our family developments. In the weekly crime reduction meetings, Lt. Spades thanked the managers. There has been a reduction in crime on our properties and great collaboration with the police department.

HCV/PH HOUSING REPORT

Laura Snyder, Housing Operations Director, has been working with staff on both sides, LIPH and HCV, to streamline practices to make them more efficient and sharing information with partners to help things processed more smoothly.

There has been a challenge with getting the project-based vouchers issued/leased but we are reviewing other options as we try to resolve those issues.

PH has an overall occupancy of 97.8%. Our managers have been pushing to be at their best as we near the transition of managers. We are moving closer to our goal of centralized applications but we are realizing that there are still some things that need to be worked out to make this as smooth as possible.

RESIDENT PROGRAMS

Ronelia Gruber, Resident Programs Manager, discussed the resident training done with Freeport Housing Authority, Rockford Memorial Hospital, Rock River Training and our RHA team. Ronelia discussed the success of a recent FSS graduate. The people who go through the FSS program are successful. We are looking to get more people involved in the program.

We are still waiting for the approval of our ROSS grant.

ReBuild's newly renovated space is up and running. Currently, there are 15 recruits enrolled in the program.

Ronelia shared a success story with a letter written to the Resident Programs staff by an FSS participant.

Ron requested that the HCV rental area information be tracked by zip code to match how similar information is being tracked.

RE-DEVELOPMENT AND MODERNIZATION REPORT

Jodi Stromberg, Re-Development Manager, EPC is doing very well with 85% complete. We were asked to submit a full application on the solar project. This would be solar panels on the Boys and Girls Club and the Admin Building at Blackhawk.

Update on Sabrooke Park, Jodi provided a preview of what the completed project will look like.

Preliminary historic application for the two buildings on S. Third has been submitted and we are expecting to hear something on the status in the near future.

We are continuing with the monthly resident meetings. There has been a good turnout at these meetings. The residents seem more engaged as we talked about supportive services and what they would like to see. There has been good feedback. Some services they would like to see include more security, onsite nurse and accessibility features. There were suggestions of floor captains and the developing/reviewing emergency plans.

Five scattered sites that we have been working with HUD to get off our books have been donated to CCS.

NEW DEVELOPMENT AND ORGANIZATIONAL OVERVIEW

Ron Clewer, CEO, discussed highlights of the FSS plan. We have not received any information on our status with the ROSS grant. Until we do, there have been some changes made to keep those ROSS positions. The Client Advocate position has been eliminated. We are looking into a contractual arrangement for Crisis Intervention.

HUD meeting went well with the City and other partners. We will continue to have the hard conversations to come to actual solutions.

The last part of our dashboard is coming together. We will be reviewing some more models in the next couple of weeks.

UNFINISHED BUSINESS:

RESOLUTION #2015-12

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE TWO (2) YEAR AGREEMENT WITH THE IAM EMPLOYEES THROUGH SEPTEMBER 2016 ACCORDING TO THE TERMS NEGOTIATED SUBJECT TO IAM RATIFICATION

MOTION HELD FOR CLOSED SESSION

NEW BUSINESS:

RESOLUTION #2015-13

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

Commissioner Ginestra moved that the RHA Board of Commissioners approves the Consent Agenda as presented. Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Ginestra, Cervantes, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-14

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A CONTRACT MODIFICATION TO GENERAL ELECTRIC FOR AN INDEFINITE QUANTITY PURCHASE OF APPLIANCES IN AN ANTICIPATED NOT TO EXCEED AMOUNT OF \$90,000.00.

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

Ayes: Commissioners: Cervantes, Ginestra, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-15

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A ONE-YEAR CONTRACT WITH FOUR OPTIONS TO EXTEND TO UNITED MAINTENANCE & SERVICE TECHNICIANS, WILSON ELECTRIC, AND GARWICK ELECTRIC IN A NOT TO EXCEED AMOUNT OF \$45,000.00.

Commissioner Ginestra moved that the RHA Board of Commissioners award a one-year contract with four options to extend to United Maintenance & Service Technicians, Wilson Electric, and Garwick Electric in a not to exceed amount of \$45,000.00. Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman & Lumpkins

Nays: None

Abstain: Commissioners: Cervantes

MOTION APPROVED

RESOLUTION #2015-16

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A ONE-YEAR CONTRACT WITH OPTIONS TO EXTEND TO NITA'S CLEANING SERVICE FOR VACANT UNIT CLEANING IN A NOT TO EXCEED AMOUNT OF \$40,000.00.

Commissioner Cervantes moved that the RHA Board of Commissioners award a one-year contract with options to extend to Nita's Cleaning Service for vacant unit cleaning in a not to exceed amount of \$40,000.00. Commissioner Ginestra seconded the motion.

Discussion: Responsibilities to include cleaning cabinets, windows and floors. Looking to hire 3-5 residents.

Ayes: Commissioners: Cervantes, Ginestra, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-17

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A ONE YEAR CONTRACT WITH FOUR ONE-YEAR OPTIONS TO EXTEND TO CONTEMPORARY HAMMER WORKS GENERAL CONTRACTOR, RUIZ CONSTRUCTION SYSTEMS, AND SWANSON CONSTRUCTION COMPANY FOR ANNUAL CARPENTRY SERVICES IN A NOT TO EXCEED AMOUNT OF \$100,000.00.

Commissioner Cervantes moved that the RHA Board of Commissioners award a one year contract with four one-year options to extend to Contemporary Hammer Works General Contractor, Ruiz Construction Systems, and Swanson Construction Company for Annual Carpentry Services in a not to exceed amount of \$100,000.00. Commissioner Ginestra seconded the motion.

Ayes: Commissioners: Cervantes, Ginestra, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-18

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE REVISED FSS ACTION PLAN AS SUBMITTED.

Commissioner Ginestra moved that the RHA Board of Commissioners approve the FSS Action Plan as submitted. Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Ginestra, Cervantes, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RHA COMMISSIONERS:

Commissioner Hoffman shared her experience and feedback on the meeting with HUD.

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

AUDIENCE:

Mike Schablaske, Transform Rockford, expressed the appreciation of his Chair and himself for RHA's leadership in the community on several fronts, treated people with respect and valuing the vision. He also thanked RHA for being the first organization to adopt the values of Transform Rockford.

William Brumfield shared information about some concerns that he has with RAB.

Excell Lewis, CEO of XL Academics, RHA is doing an outstanding job.

At 7:02 p.m., Commissioner Ginestra made a motion to adjourn to go into closed session. Commissioner Cervantes seconded the motion.

At 7:24 p.m., Commissioner Cervantes made a motion to come out of closed session. Commissioner Ginestra seconded the motion.

RESOLUTION #2015-12

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE TWO (2) YEAR AGREEMENT WITH THE IAM EMPLOYEES THROUGH SEPTEMBER 2016 ACCORDING TO THE TERMS NEGOTIATED SUBJECT TO IAM RATIFICATION.

Commissioner Cervantes moved that the RHA Board of Commissioners approve the two (2) year agreement with the IAM employees through September 2016 according to the terms negotiated subject to IAM ratification. Commissioner Ginestra seconded the motion.

Ayes: Commissioners: Cervantes, Ginestra, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

At 7:25 p.m., with no future business, Commissioner Cervantes made a motion to adjourn.

MOTION PREVAILED



Board Secretary

/bw



Chairman