



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR MAY MEETING
Minutes**

May 27, 2015

Present: Jerry Lumpkins, Chair
Phyllis Ginestra, Vice Chair
Alice Jenkins, Commissioner
Karen Hoffman, Commissioner

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

Absent: Ric Cervantes, Commissioner

The meeting was called to order at 5:09 p.m.

MINUTES:

Commissioner Ginestra moved that the RHA Board of Commissioners accept the minutes from the Regular April meeting held on April 23, 2015. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

CHECKS:

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

Ayes: Commissioners: Jenkins, Ginestra, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

FINANCIAL REPORT

Michele Sather, Finance Manager, reviewed the financials for the month of April. COCC is at a net income of \$117,000. Separation payouts (~\$30,000) are anticipated for the month of May.

Section 8 currently has a net income of \$47,000. There has been focus on increasing utilization. A utilization chart has been provided and Laura will be able to provide more information on that.

PH has a net income cumulatively. For April, the three family sites increased income and reduced expenses resulting in ending the month with a net income. They are currently still at a loss for the year. Laura has been working with the three family site managers to focus on the causes and effects of what is taking place at the sites.

Ron Clewer, stated that the managers were required to be at the board meeting tonight but they are attending a conference. Possible reasons for the net income for the month are: REAC has been completed and corrected rent calculation, new managers working on previous manager's budget (Ron will be writing a letter to petition HUD to allow the 5% bandwidth on capital to move monies to them), HVAC issues at Orton Keyes, challenges at Blackhawk Learning Center and separation payouts. Michele will provide a detailed explanation of time accrual and payout at separation.

IT AND CASH POSITION

Ron Clewer, CEO, provided the IT report. Until we select a new CFO, we have divided the duties. We have continued to schedule and meet with IT. We are still looking at how we can convert to a VDI system to make things simpler. Also, SharePoint has slowed down a bit in Shelly's absence but we are still moving in that direction. We are having some challenge with the internet connectivity at some sites but we are working through those items.

From a cash position, we will continue to review where we stand. If we are successful with what we are trying to do with RAD at FG, we would need to review how we want to handle excess cash. Orton Keyes RAD conversion is simpler due to renovation only. We want to make sure we reserve cash over and above the CSH loan in which we are the guarantor.

SECURITY AND CRIME TRENDS REPORT

Sybil Mueller, Policies and Procedures Manager, reported on updates for the month. The crime reduction meetings are still being held with focus on the calls for service. Tracking to see what the calls for service are and calling the residents to see if there are any services that they can be referred to. There was a suggestion to change the location for the meetings. With the summer months approaching, we will be looking at ways to engage the children at the family sites.

The recent crime in the area was discussed along with the messages that are being told to the public. It is important to RHA that we work to fix the housing in the neighborhood and restore the quality of life in a living space. We also want to make sure that the messages are accurate. The crime that happens near our properties are not necessarily RHA residents.

HCV/PH HOUSING REPORT

Ron Clewer, CEO, provided this month's report. Centralized applications has continued to move forward. All of the Section 8 applications have been processed and converted. The lottery is done and loaded into HAB as scheduled.

We have continued to look into transferring to centralized maintenance. We will be working with the trades in this area. We are looking into budget and finance training for the managers.

RESIDENT PROGRAMS

Ron Clewer, CEO, presented an update for RP. Derek Hayes, Community and Resident Programs Manager, is participating in a conference, Preventing Crime in the Black Community, alongside the managers this week. He has been working diligently with the Resident Programs team and putting in place the extra systems that have been worked on to drive data and performance to delivery and outputs. Looking at how to integrate service as part of our platform is a main focus. We are helping to lead how that model is put together. We need to learn how to become a system of service delivery in order to remain relevant. Resident programs is moving in the right direction.

RE-DEVELOPMENT AND MODERNIZATION REPORT

Jodi Stromberg, Re-Development Manager, delivered the monthly update. The Energy Performance Contract is truly winding down. They completed \$6.7 million worth of work. We will be entering the measurement and verification stage by the end of June. We should see some savings come back.

We were awarded the \$805,000 grant for the solar field at Blackhawk. There will be a board rec for approval on that agreement. The solar field is at Blackhawk and it will supplement the electric load in the admin building and the Boys and Girls Club.

On RAD, we held the Design Charrettes for Fairgrounds. They went very well. One of the designs is included in the board packet.

Discussion about one of the proposed designs regarding parking, transportation and accessibility. Details on the phases of the demolition of Fairgrounds was explained.

NEW DEVELOPMENT AND ORGANIZATIONAL OVERVIEW

Ron Clewer, CEO, presented information regarding the political environment around S. New Towne Development. We will continue to discuss and message best practices around this subject. We will be having a meeting for the community of S. New Towne and a bus tour is planned to Milwaukee to see what Gorman has done there.

Commissioners' manuals were given to each commissioner in attendance at the meeting. Ron presented the contents of the book and asked the commissioners to read through it and become very familiar with the information in it. There will be additions to the book and you will be given those additions to add to the book as they become available.

HUMAN RESOURCES REPORT

Kayla Liggett, Human Resources Manager, presented changes and updates in the staff. We are working with Workplace as we begin our search for a CFO. Although, we did not receive an increase in our premium with the current insurance provider, we did shop for the best rates for our team. In doing so, we achieved 100% employee participation in the completion of the forms.

NEW BUSINESS:

RESOLUTION #2015-32

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 Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-33

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A FOUR (4) MONTH CONTRACT EXTENSION TO

**GEOSTAR IN AN AMOUNT NOT TO
EXCEED \$167,822.84.**

Commissioner Ginestra moved that the RHA Board of Commissioners approve a four (4) month contract extension to Geostar in an amount not to exceed \$167,822.84. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffinan & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-34

**RESOLUTION THAT THE RHA BOARD OF
COMMISSIONERS APPROVE A ONE (1)
YEAR CONTRACT EXTENSION TO
HERNANDEZ BROTHERS PROFESSIONAL
LANDSCAPING FOR AN ANTICIPATED
AMOUNT NOT TO EXCEED \$154,115.00.**

Commissioner Ginestra moved that the RHA Board of Commissioners approve a one (1) year contract extension to Hernandez Brothers Professional Landscaping for an anticipated amount not to exceed \$154,115.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-35

**RESOLUTION THAT THE RHA BOARD OF
COMMISSIONERS APPROVE A ONE (1)
YEAR CONTRACT EXTENSION TO BURR
PEST CONTROL FOR PEST CONTROL
SERVICES FOR GORMAN MANAGED RHA
PROPERTIES IN AN ANTICIPATED
AMOUNT NOT TO EXCEED \$99,000.00.**

Commissioner Ginestra moved that the RHA Board of Commissioners approve a one (1) year contract extension to Burr Pest Control for pest control services for Gorman managed RHA properties in an anticipated amount not to exceed \$99,000.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-36

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A CONTRACT MODIFICATION TO INSTALL VIDEO SURVEILLANCE CAMERAS TO PROCOM SYSTEMS IN AN AMOUNT NOT TO EXCEED \$4,162.00.

Commissioner Ginestra moved that the RHA Board of Commissioners award a contract modification to install video surveillance cameras to Procom Systems in an amount not to exceed \$4,162.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-36

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS MOVE TO APPROVE A CONTRACT MODIFICATION TO LARSON & DARBY FOR ARCHITECTURAL AND ENGINEERING SERVICES IN A NOT TO EXCEED AMOUNT OF \$11,190.78 AND EXTEND THE CONTRACT END DATE TO SEPTEMBER 30, 2015.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a contract modification to Larson & Darby for architectural and engineering services in a not to exceed amount of \$11,190.78 and extend the contract end date to September 30, 2015. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-37

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A CONTRACT AWARD TO PER MAR SECURITY IN AN ANTICIPATED AMOUNT NOT TO EXCEED \$56,806.00.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a contract award to Per Mar Security in an anticipated amount not to exceed \$56,806.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-38

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A REPLACEMENT CONTRACT AWARD FOR VIDEO MONITORED ENTRY SYSTEMS UPGRADE TO PRO COM SYSTEMS IN THE AMOUNT NOT TO EXCEED \$143,298.00.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a replacement contract award for video monitored entry systems upgrade to Pro Com Systems in the amount not to exceed \$143,298.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2015-39

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AUTHORIZE THE CEO TO EXECUTE THE GRANT AGREEMENT WITH ILLINOIS CLEAN ENERGY FOUNDATION AND APPROVE THE ALLOCATION OF CAPITAL FUNDS TO THIS SOLAR PROJECT IN AN AMOUNT OF \$125,068.00.

Commissioner Ginestra moved that the RHA Board of Commissioners authorize the CEO to execute the grant agreement with Illinois Clean Energy Foundation and approve the allocation of capital funds to this solar project in an amount of \$125,068.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

MOTION APPROVED

RHA COMMISSIONERS:

None

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

Joyce Oliveri, RAB secretary, discussed upcoming events that are taking place with the resident councils. There will be mock elections held in June to prepare for the General Election coming up this fall for the resident council positions. The RAB will hold their awards ceremony at the Golden Coral on June 25th. There have been some issues water at Buckbee that is being corrected. We have continued with fundraising to continue to provide us the opportunities to do different activities. Joyce provided a brief summary about the conference that she attended, “Can I Live?”

AUDIENCE:

John Brantley, resident at N. Main Manor and Neighborhood Network, spoke about the growth of the Neighborhood Network Organization. He also discussed the various activities in the community that he attends and helps to coordinate transportation for RHA residents to attend. John thanked Ron for bringing the Oak Street Healthcare representative. They will cater to seniors which should lower the calls for service. There are concerns regarding bans and Metro.

Metro officers are now wearing BodyCams. They have the right to ask for identification on RHA property. There are plans to post signs at the sites that indicate the possibility of being asked for id. Also, the banning process is another way to appeal a ban.

Erica Smith, resident at Fairgrounds, provided thoughts on rent calculation with her new income.

At 7:19 p.m., Commissioner Ginestra made a motion to go into closed session. Commissioner Jenkins seconded the motion.

At 7:44 p.m., Commissioner Ginestra made a motion to come out of closed session.
Commissioner Jenkins seconded the motion.

At 7:44 p.m., with no future business, Commissioner Ginestra made a motion to adjourn the meeting.

MOTION PREVAILED



Board Secretary
/bw

Vice Chairman