



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR JUNE MEETING  
Minutes**

June 29, 2015

Present: Phyllis Ginestra, Vice Chair  
Ric Cervantes, Commissioner  
Alice Jenkins, Commissioner  
Karen Hoffman, Commissioner

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

Absent: Jerry Lumpkins, Chairman

The meeting was called to order at 5:04 p.m.

At 5:05 p.m., Commissioner Hoffman made a motion to go into public comments.  
Commissioner Jenkins seconded the motion.

**AUDIENCE:**

Several residents provided their comments and questions about the S. New Towne development. RHA residents spoke and told their personal stories and S. New Towne residents were able to express their feelings regarding the development.

At 6:09 p.m., public comments ended and the RHA June Regular Board Meeting resumed.

### **MINUTES:**

Commissioner Jenkins moved that the RHA Board of Commissioners accept the minutes from the Regular May meeting held on May 27, 2015. Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Jenkins, Hoffman & Ginestra

Nays: None

### **MOTION APPROVED**

### **CHECKS:**

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

Ayes: Commissioners: Jenkins, Hoffman & Ginestra

Nays: None

### **MOTION APPROVED**

### **FINANCIAL REPORT**

Michele Sather, Finance Manager, reviewed the financials for the month of May. PH has an income of \$390K. There are still family sites that show a net loss for the year. OK and BH still have large negative cash flows. For this fiscal year, PHAS scoring will not take place for OK. We are still trying to get the losses balanced for this year. The other sites are showing incomes. COCC has a \$93K income and HCV is showing an income of \$44K. The PHAS scoring, OK is not receiving any points. We are looking for improvements to produce cash flow and improve each sites' scores. Working on FY16 budgets and will have a preliminary draft to submit next month. Submitted FY14 financials to HUD.

### **IT AND CASH POSITION**

Ron Clewer, CEO, provided the IT report. We continue to meet weekly with IT. Fortunately, things have been running smoothly. SharePoint sites will hopefully be up and running in the next six weeks. We are also continuing to look at a VDI solution and the next steps to moving that opportunity forward.

We continue to watch where we are from a cash standpoint on all properties. We will address that as we come into year-end to make sure we balance all properties and score the maximum allowable score. We do have our non-federal equity that we have guaranteed the CSH loan

with. From a net cash position, we continue to move forward towards our goals. We are also making some strong headway in the area of IT in spite of the absence of a director over IT.

### **SECURITY AND CRIME TRENDS REPORT**

Ron Clewer reported updates for Sybil Mueller, Policies and Procedures Manager. From a security standpoint, we continue to invest in camera systems and wireless technology. We are finishing the first phase of our \$1.2M work and beginning the second phase. We have just started budgeting for the third phase which gives us wireless networks over our developments so that we can add cameras, electronic locks systems, etc.

We continue to see downward trends on certain crimes. There is an upward increase in arrests on property by residents and non-residents. We are looking to report the same way that the city does to the federal government. Going forward, we can now look at crime in our property in the same reporting fashion as crime in the city, state and nation. We will then be able to compare our properties to the surrounding neighborhoods to see if we are making improvements or if our rates are lower. In a meeting with others including the Chief, we did analyze this in the first wave and our crime numbers are down compared to the surrounding neighborhoods.

In relation to the altercation that took place in the highly circulated video, three residents have been issued 10 day notices to quit the lease and the police have been involved.

Legal counsel explained what happens when a person is banned from the property.

### **HCV/PH HOUSING REPORT**

Ron Clewer, CEO, provided this month's report for Laura Snyder, Director of Housing Operations. HCV we are diligently updating our reporting. In April, we had some system challenges and HUD issued a notice stating that they changed their processing. We implemented that processing and trained staff to ensure that we are submitting our information for our inventory, correctly. We executed the final contract with the Project Based Vouchers RFP. We should be at a point over the next 30 days to reach out to the Shriver Center to close out the consent decree.

In PH, management meetings are continuing. Nan McKay will be coming in a few weeks to complete our PH operations manual. PH is diligently looking at budgeting. They have gone through open book management and ultimately, budget training. That being said, we will still have a few sites that will not cash flow due to the condition that they are in.

### **RESIDENT PROGRAMS**

Deryk Hayes, Community Development and Resident Services Manager, presented an update for RP. In the next few months we are looking to have more people in FSS and case management. Over the last few weeks we have been involved in some activities such as the 500 Fathers Celebration where we partnered with several other agencies and served over 139

families from RHA and the community as a whole. Our RP team is now knocking on doors and sitting with families to better assist them with their needs. We are also putting realistic plans in place to meet goals that are set. Most recently, we are meeting with other departments to be better informed on what is actually going on in the developments. We have also started cross-training within our department.

## **RE-DEVELOPMENT AND MODERNIZATION REPORT**

Jodi Stromberg, Re-Development Manager, delivered the monthly update. Jodi just attended the Better Building Challenge Midwest convening, today. This is the Obama Administration's initiative to reduce energy consumption. We made a commitment through the Better Buildings Challenge to reduce energy consumption portfolio-wide by 20% by the end of 2015. Part of what is going to get us there is the Energy Performance Contract. When we joined the challenge we used Park Terrace as a case study and this was used today as an example. We were introduced as a HA that is way ahead of other HAs in our energy improvements. We are recognized nationwide as a leading HA. The EPC is winding down and we are entering into the measurement and verification stage. This will feed into the Better Building Challenge.

Rockford Urban Ministries has summer camps and we are using their services at some of our properties.

## **NEW DEVELOPMENT AND ORGANIZATIONAL OVERVIEW**

Ron Clewer, CEO, presented this report. HUD's budget is still being renegotiated. The Senate has signed off on it. As a coalition of HAs in Northern Illinois we are reaching out to address Moving to Work. The Senate has expanded in their write up to over 300 agencies to become moving to work agencies. Hopefully, the Senate version of the budget advance with moving to work contained in it. I have provided to you tonight, copies of letters that were sent out to our elected officials. We have heard back from several offices in support of it. We believe we will be more successful by all four HAs joining together (Rockford, Freeport, Winnebago and Boone). Moving to Work is a program that would allow us to put requirements on housing (term limits, programs, etc.).

RHI (Regional Housing Initiative) will allow us to pool HCVs. We would be able to look at further granular data and collectively pool our housing Choice Vouchers with the surrounding HAs and create a housing development with the focus on jobs and education.

There will be significant change in fair housing with regards to the disparate impact ruling. We will have to treat both sides of town equally. This was a big win for fair housing.

We have made a lot of progress in the SHOP program, a housing program to assist people in buying homes while they live in the home. We did the Strong Cities Strong Communities convening where we listened to topics to help us improve our community. One topic was Community Investment act in a Land Bank. We are working as a leader of an ad-hoc committee in forming a land bank for our community. When it is finished we will fade out

and will not be a municipal partner. We can help form and advance good policy and change our community.

Ron reviewed the Informational Item (Fairgrounds Redevelopment History) on the agenda. Providing a brief description of the events on the timeline. The Board, unanimously, supports the work with Fairgrounds and to keep moving forward.

### **HUMAN RESOURCES REPORT**

Bridget Weeks, Executive Assistant to the CEO, presented for Kayla Liggett, Human Resources Manager, presented the changes and updates in staff for last month. Workplace continues the search for CFO candidates. There will be a board rec tonight for continued coverage with the local government health, dental and vision plan.

### **NEW BUSINESS:**

#### **RESOLUTION #2015-39**

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 as presented. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Cervantes, Jenkins, Hoffman & Ginestra

Nays: None

#### **MOTION APPROVED**

#### **RESOLUTION #2015-40**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE FY15 PHA ANNUAL AND FIVE YEAR ROLLING PLAN.

Commissioner Cervantes moved that the RHA Board of Commissioners approve the FY15 PHA annual and five year rolling plan. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Cervantes, Jenkins, Hoffman & Ginestra

Nays: None

#### **MOTION APPROVED**

**RESOLUTION #2015-41**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A CONTRACT WITH OPTIONS TO EXTEND TO SCHULTZ & SONS SERVICES FOR BATHTUB, SINK, AND COUNTERTOP REFINISHING IN AN AMOUNT NOT TO EXCEED \$30,000.00.

Commissioner Jenkins moved that the RHA Board of Commissioners award a contract with options to extend to Schultz & Sons services for bathtub, sink, and countertop refinishing in an amount not to exceed \$30,000.00. Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Jenkins, Cervantes, Hoffman & Ginestra

Nays: None

**MOTION APPROVED**

**RESOLUTION #2015-42**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A TWO YEAR CONTRACT AWARD TO COMTECH MULTIMEDIA MARKETING IN AN ANTICIPATED AMOUNT NOT TO EXCEED \$84,000.00.

Commissioner Cervantes moved that the RHA Board of Commissioners approve a two year contract award to Comtech Multimedia Marketing in an anticipated amount not to exceed \$84,000.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Cervantes, Jenkins, Hoffman & Ginestra

Nays: None

**MOTION APPROVED**

**RESOLUTION #2015-43**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE ONE (1) YEAR CONTRACT LOCAL GOVERNMENT HEALTH PLAN.

Commissioner Jenkins moved that the RHA Board of Commissioners approve the one (1) year contract local government health plan. Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Jenkins, Cervantes, Hoffman & Ginestra

Nays: None

**MOTION APPROVED**

**RESOLUTION #2015-44**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AUTHORIZE THE CEO TO EXECUTE THE ATTACHED MASTER DEVELOPMENT AGREEMENT, SUBJECT TO LEGAL COUNSEL APPROVAL FOR THE RAD CONVERSION OF ALL 175 UNITS AT ORTON KEYES.

**MOTION HELD OVER**

**RESOLUTION #2015-45**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AUTHORIZE THE CEO TO EXECUTE THE ATTACHED MASTER DEVELOPMENT AGREEMENT SUBJECT TO LEGAL COUNSEL APPROVAL FOR THE RAD CONVERSION SCATTERED SITES EAST AND SCATTERED SITES WEST.

**MOTION HELD OVER**

**RESOLUTION #2015-46**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD MIDWEST ENVIRONMENTAL EMERGENCY CONTRACT MODIFICATION TO COMPLETE THIS MOLD REMEDIATION AT 1XXX MEADOW COURT- BLACKHAWK. THE CONTRACT MODIFICATION FOR ENVIRONMENTAL CONSULTING SERVICES CONTINGENT IN AN AMOUNT NOT-TO-EXCEED \$68,000.00 INCLUSIVE OF 10% GENERAL CONDITIONS TO MIDWEST ENVIRONMENT CONSULTING TO COMPLETE THE PROJECT.

Discussion: This was not a result of anything that RHA did wrong. This resident has had some challenges.

Commissioner Cervantes moved that the RHA Board of Commissioners award Midwest Environmental Emergency contract modification to complete this mold remediation at 1xxx Meadow Court – Blackhawk. The contract modification for environmental consulting services contingent in an amount not to exceed \$68,000.00 inclusive of 10% general conditions to Midwest Environment Consulting to complete the project. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Cervantes, Jenkins, Hoffman & Ginestra

Nays: None

**MOTION APPROVED**

**RHA COMMISSIONERS:**

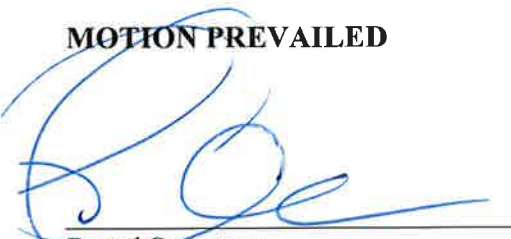
None

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

Joyce Oliveri, RAB secretary, provided an update on RAB and Resident Council activities.

At 7:20 p.m., with no future business, Commissioner Ginestra made a motion to adjourn the meeting.

**MOTION PREVAILED**

  
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Board Secretary  
/bw  
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Chairman