



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR JULY MEETING  
Minutes**

July 23, 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 5:10 p.m.

**MINUTES:**

Commissioner Ginestra moved that the RHA Board of Commissioners accept the minutes from the Regular June meeting held on June 29, 2015. Commissioner Jenkins seconded the motion.

**Ayes:** Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

**Nays:** None

**MOTION APPROVED**

### **CHECKS:**

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

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

### **MOTION APPROVED**

### **FINANCIAL REPORT**

Michele Sather, Finance Manager, reviewed the financials for the month of June. All programs have shown a positive cash flow for the month of June. The PH program is at a cumulative \$572K income. There are some family sites showing cumulative losses. Although, two of the ten AMPS continue to show a negative cash flow, they have shown increases in their cash flow. As a whole, they are doing very well.

The final draft budgets will be brought before the board next month. Orton Keyes manager, Will Thompson, gave an explanation for the projected loss. Michele offered to provide a comparative analysis between the budgets. Ron Clewer, gave further insight on the managers and their budgets. Reiterating the fact that all of the managers inherited these budgets from the previous managers midway through the fiscal year. We are also looking at items that can possibly be categorized as capital. Blackhawk may continue to be a challenge until we find a solution for redevelopment.

### **IT AND CASH POSITION**

Ron Clewer, CEO, provided the IT report. Ron is pleased with our position as it relates to IT. Work orders are being completed. There have been some computer issues but we are working through them. We went through the first phase of the VDI review which will be included in the RFP along with a metric system to monitor our dashboards. We continue to advance SharePoint efforts. We are also looking to provide better solutions to our camera systems and security options. We will be meeting with those providers, Larson & Darby and ATS, to discuss these options. Ron also provided an explanation of VDI and its benefits.

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

Ron Clewer, CEO, delivered this month's report in Sybil Mueller, Policies and Procedures Manager's absence. We continue to monitor crime in a new and different way. Moving towards the federal system that the FBI uses. We have a data sharing agreement with the City that we are working on negotiating to include geo-coding police reports and other content. This will move us to having a much greater accuracy of crime and where it is happening.

There is signage going up at all of the sites in the next few weeks relating to producing identification if they are on any of our sites. The language has been approved by legal.

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

Laura Snyder, Housing Operations Director, provided this month's report. Capra's 20 project-based vouchers are under contract. We have provided 19 approved applications and already housed four. The Faust contract has been updated and will go into effect on August 1<sup>st</sup>. Some of our processes have been streamlined to help with productivity.

PH is really focusing on budgets. REAC inspections are coming up and being scheduled. The application process now takes place in the central office.

Ron added that some of the employees visited Aurora Housing Authority to take a look at their centralized maintenance. We are looking to implement centralized maintenance by calendar year-end. We have started without centralized paint team. We have a painter and an apprentice on our paint staff.

### **RESIDENT PROGRAMS**

Deryk Hayes, Community Development and Human Services Manager, did not have a report this month but continues to work on several items with the Resident Services staff.

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

Jodi Stromberg, Re-Development Manager, delivered the monthly update. The Energy Performance Contract is complete. We received site plans for the new solar project at Blackhawk. Hopefully, we will see some movement with that project within the next 30-60 days. With RAD, we continue reviewing and preparing to move Fairgrounds forward. In the board report there are pictures of the Rockford Urban Ministry Youth who painted the fences at Orton Keyes. Jodi will be presenting at the NAHRO Summer Conference in Austin, TX next week.

### **NEW DEVELOPMENT AND ORGANIZATIONAL OVERVIEW**

Ron Clewer, CEO, presented this report. He thanked Deryk and Jodi for attending and presenting at the NAHRO Summer Conference. The Sixth Annual Regional Mobility Conference provided for very good discussion (attended by Ron Clewer and Deryk Hayes). We will be looking at redevelopment options for opportunity areas under the RHI initiative. Also, several good discussions about "Moving to Work." We are moving forward with our Alliance commitments of high-performing agencies. We launched the employee portion this week in a staff meeting. The goal of the assessment is to determine if we are at the point where we believe we are ready to be a high-performing agency. The third year work plan will be presented at the September board meeting. The annual event will follow immediately after the meeting. We are making headway in our marketing with Comtech. We will have a

presence at a lot of community events. We have a new backdrop and brochures being created to continue to promote our brand.

### **HUMAN RESOURCES REPORT**

Kayla Liggett, Human Resources Manager, presented changes and updates in the staff. We are looking to fill the open positions as soon as possible.

### **UNFINISHED BUSINESS:**

#### **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.

Discussion: The board would like the opportunity to review the information, in detail.

#### **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.

Discussion: The board would like the opportunity to review the information, in detail.

#### **MOTION HELD OVER**

### **NEW BUSINESS:**

#### **RESOLUTION #2015-47**

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 #2015-48**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A THREE MONTH CONTRACT EXTENSION FOR BED BUG SERVICES TO ANDERSON PEST SOLUTION IN AN ANTICIPATED AMOUNT NOT TO EXCEED \$28,000.00.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a three month contract extension for bed bug services to Anderson Pest Solution in an anticipated amount not to exceed \$28,000.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2015-49**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A THREE MONTH CONTRACT EXTENSION FOR GENERAL PEST CONTROL SERVICES TO ANDERSON PEST SOLUTION IN AN ANTICIPATED AMOUNT NOT TO EXCEED \$12,000.00.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a three month contract extension for general pest control services to Anderson Pest Solution in an anticipated amount not to exceed \$12,000.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2015-50**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A

CONTRACT EXTENSION WITH  
ADDITIONAL FUNDS FOR PROPERTY  
ENHANCERS IN AN AMOUNT NOT TO  
EXCEED \$45,000.00.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a contract extension with additional funds for property enhancers in an amount not to exceed \$45,000.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2015-51**

RESOLUTION THAT THE RHA BOARD OF  
COMMISSIONERS APPROVE AN  
EXTENSION TO THE CONTRACT  
BETWEEN RHA AND SVA CERTIFIED  
PUBLIC ACCOUNTANTS IN AN  
ANTICIPATED AMOUNT NOT TO EXCEED  
\$45,000.00.

Commissioner Ginestra moved that the RHA Board of Commissioners approve an extension to the contract between RHA and SVA Public Accountants in an anticipated amount not to exceed \$45,000.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

**MOTION APPROVED**

**RESOLUTION #2015-52**

RESOLUTION THAT THE RHA BOARD OF  
COMMISSIONERS TO OBLIGATE EXCESS  
RESERVE ACCOUNT FOR CURRENT AND  
FUTURE EPC LIABILITIES AND IN DOING  
SO AUTHORIZE THE EXECUTION OF THE  
ATTACHED RESOLUTION.

Commissioner Ginestra moved that the RHA Board of Commissioners obligate excess reserve account for current and future EPC liabilities and in doing so authorize the execution of the attached resolution. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman & Lumpkins

Nays: None

**MOTION APPROVED**

**RHA COMMISSIONERS:**

Ron provided clarification on redevelopment and the improvements that were made at various sites.

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

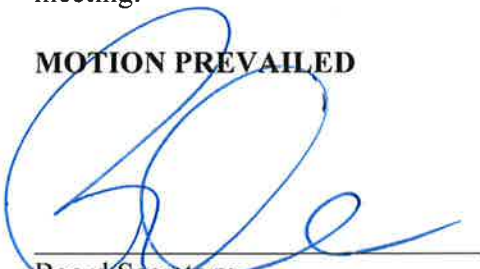
Joyce Oliveri, RAB secretary, provided an update on RAB and Resident Council activities. The mock election is scheduled for the first Wednesday, August 5<sup>th</sup>. There will be the general election on the second Tuesday in September. The first Wednesday in October, there will be training provided for all of the new officers. Some of the councils have combined to meet the member requirement.

**AUDIENCE**

John Tac Brantley provided a report of his most recent community activities.

At 6:53 p.m., with no future business, Commissioner Jenkins made a motion to adjourn the meeting.

**MOTION PREVAILED**

  
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Board Secretary  
/bw

  
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Chairman