



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR JUNE MEETING
Minutes**

Thursday, June 23, 2016

Present:	Jerry Lumpkins, Chair	Staff:
	Phyllis Ginestra, Vice Chair	Ron Clewer, CEO
	Alice Jenkins, Commissioner	Amanda Hamaker, RHA COO
	Karen Hoffman, Commissioner	Tim Horning, RHA Legal Counsel

Absent: Ric Cervantes, Commissioner

The meeting was called to order at 5:16 p.m.

MINUTES:

Commissioner Ginestra moved that the RHA Board of Commissioners accept the minutes from the Regular May meeting held May 26, 2016. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman, Lumpkins

Nays: None

MOTION APPROVED

QUESTIONS/COMMENTS FROM THE AUDIENCE

Note:

The Rockford Housing Authority invites comments from our audience, limiting each individual to three minutes. We do, however, refrain from discussion of personnel issues and grievances. The RHA offers to respond to all questions, if provided in writing, regarding sensitive or inappropriate discussion issues.

When addressing the Board of Commissioners please provide your name and the topic of discussion.

NO COMMENTS FROM THE AUDIENCE

GORMAN UPDATE

not present

CHECKS

Commissioner Ginestra moved to place the checks from May 2016 on file for audit. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman, Lumpkins

Nays: None

Financial and Cash Position

Michele Sather, Finance Manager, provided the following information; reported that the PH program is doing very well year to date through May. Operating expenses are coming in lower than what we budgeted mostly because of our utility expenses. Our maintenance expenses look to be over budget but our contract is under budget so it equals out. And the other high cost saving for this year is related to our utility cost which was related to how we budgeted for the year. We are preparing our FY 17 budgets we have templates out to the managers for them to look at their revenue and expenses; for utilities especially we will be doing a cost analysis and how it relates to our EPC savings. Amanda Hamaker, COO, added that we are looking at customized software that is going to help us not only extract the data and look at it as a whole picture but also provide us with trends so we can see where we are moving forward. So that is something that Ann, Procurement and Contracts Manager, is currently in the process for research for 2017. The main overage we see is the capital fund because we didn't budget any for the 2016. Agency has ample cash to operate at this point. We will be doing a cash position analysis between RHA and Bridge Rkfd to see if there are any monies able to transfer forth, we will be utilizing a lot more our shared services agreement between RHA and Bridge moving forward. The cash analysis is big on our list to look at before end of the year to look at where RHA is and Bridge Rockford is.

Security and Crime Trends Report

Sybil Mueller, Housing Policy Manager, provided the following information; we have begun work with the new card access system at all of the high and low rises. We started at CO, the goal is to have everything switched out by September 1st. we are doing a new building every couple of weeks and every week on of the low rises. And we will all be on a new and upgraded system. Sybil shared she has a few ideas for mgmt. and police which she will share at the Crime Reduction meeting this week. Just looking for any ideas to get out walk, meet at the developments just over the summer, and also new

technology upgrade, the cameras at North Main are being installed and additionally at Olesen Plaza. Working closely with the police, documenting communication with the police and the command center: are there large crowds so we can get to where we need to be to disperse crowds. That is our number 1 problem we have, the crowds form and it is worked into the post orders for Securitas. I have gone over the post orders with the police and yes we may get multiple calls to keep going back. The thing that is different this summer is that we have someone who will physically be able to go check the people congregating stay away. So at least they are not wasted to go back to a crowd that is not there. And we can call the police to help prevent anything from happening. Also, we have an issue with kids running around and breaking things, so they are aware of that and keeping an eye on it, at least we can take a picture to determine whose kids these are so we can talk to the parents about the dangers of destroying property and the cost of it. Sybil shared a brief policy on crowds: hanging out is fine, but if you are out drinking alcohol or out creating a disruptive environment that is not allowed. Anything violent, anything that may create a disturbance on the property is what we are looking for.

HCV/PH Housing Report

Laura Snyder, Director of Housing Operations, provided the following update: on the 16th we issued a number of vouchers, we are already leasing 12 of the 49 in allowing us to more than hit our goal this month. Later tonight you will see contract approvals for PBV, we are already pulling in applications to assuming they are approved, processing them to get the units filled. Hope to have them filled by next month. We are doing great on our occupancy, for the first time last week we sent out offers for tenants to vacate the high rises, which mean before the units were empty we offered them out, some of those were accepted. We are still having a struggle getting people to show up for the eligibility appointments to reside at the family sites. So we are really utilizing the after-hours call services to locate people to get them in. we do have 200 scheduled to come in for just Blackhawk and Orton Keyes so hopefully we will see the majority of those next week. We purged the waitlist probably February of this year, and its either they moved, and we do not have a valid address or a current number to call and say come in for the interview has been the main reason of why applicants are not coming into the office for any appointments or also they are in a lease somewhere else and are no longer interested in residing in RHA properties. Our biggest struggle has been getting in touch with them because they have been on the waitlist for so long. Roughly, 2200 are currently on the waitlist between family sites and 500 elderly/disabled. We will continue to purge the list every 6 months to make sure we are always looking at an accurate list. There are about 2250 on the waitlist for Section 8, we will continue to pull from this list until we get at least another 100 on the street, we are pulling them in increments no less than 50. Ron reported we had more than 8000 last year, and we used the lottery to get it down to 2250.

Operational Overview

Amanda Hamaker, COO, provided the following update: following up on finance we are in the middle of working on next year's budget, we are hitting the income statement hard in terms of revenue and expense. We are pursuing the open books model in terms of going into the next step, I have started looking at the visual reporting matrix which will best suite ideally our managers and everybody down the line in terms of our whole line staff, hopeful to have this online by end of the calendar year but am hopeful that with the YARDI transition that is something I can launch in the fiscal year because the tools will be in hand. We are finally staffed up in the finance department which is a joy. The audit is going back and forth and file hopefully on Monday, June 30th. Very excited, we have been working the ConnectHome project, led by Ron Clewer, CEO and Meggi Aspengren, Resident Case Manager; as a result our resources through the ConnectHome project we will be replacing all of the computers in our labs and a few that are designed for use in our CO. that will be a total of 80 computers replaced this

summer. The company that we are doing it through provides a license and full warranty for a year. We will be retiring old machines that have no future that are currently deployed, recycling a few of them to go back to the producers of the refurbished laptops we will be getting. The other piece is we have our YARDI kickoff Tuesday, very excited, they have assigned us a full conversion specialist. We should have the full conversion done by fiscal. This will be an August and September project to keep staff moving on that project. In terms of operations, we are staffed up as well in Central Maintenance; we are really putting together a nice facility for all of the people that work there. The Blackhawk maintenance garage, has been formatted for the maintenance techs to come in and check email, for the dispatcher, and storekeeper.

Organizational Overview

Ron Clewer, CEO, provided the following update: staff has done a great job hitting on the issues and I was more than a little excited about seeing the workspace because not only do you see the maintenance guys bought in but you see other staff treating out facility on a different level at the developments, by staff and by the residents. So organization is key; everything has a place and in its place. So I am happy to see that. Today HUD announced a replacement in staff, Dana Kitchens replacing Will Wilkins. About a few weeks ago our regional director of HUD housing sent out an email addressing he has had some consideration I will be retiring effectively tomorrow afternoon. And so we have had an acting director and now have fully appointed Dana Kitchens out of MN. Looking at the HCV budget and the cash flow admittedly Laura has 180% of the work so we have been talking with how we can provide her some assistance in doing that. Particularly in the HCV side of things. So we are looking and talking with continued planning, we will provide some solution there. I would like Amanda and me to sit down and talk with Chair and Vice-chair to talk over some plans and ideas. When Amanda came on board she presented the framework of the staff plan, we have talked about responsibilities but before we talk about new people it would be great to discuss and bring to next board meeting. Along those lines we are in the midst of budgeting one of the things we are working with staff on, every year when we do budgeting we need to understand everyone's desires and lay out travel and training but every year staff members decided to go back and get their masters and/or bachelors and while we want staff members to continue to seek education, \$30,000/\$50,000 expense on our part because of our policy could be a challenge. So Amanda and I have talked about this due to some federal government framework we must pay attention to. So we want to work thru those challenges and bring them forward into next year's policy. So the suggestion to put a one year hold on a payment of education reimbursement for staff, not currently enrolled but who are thinking about enrollment until we are able to budget and get the policy in place; there are specific regulations in place about taxable income with education, this area requires some improvement. The board provides us the authority and the approved policy, we consider there is no formal item on the agenda, but be ready for next month for discussion. We talked about how we address the financials, still having struggle to get you the board packet, the driver of our work is the packet. We all agree it needs to get to you the Friday before the board meeting. There were suggestions about the different ways to do it and it causes more work and a greater delay, some a gap from HUD reporting. Two options: 1 is to streamline which is what we do now but it always becomes a challenge. One suggestion if heading into July we report June, August report July. At September we are at that point of year end, last week to finalize budget and carried forward, if we then in October come with a year-end review, in November we start with the final September number. In December we are looking at October. Instead of having the board meeting into the 4th Thursday could we consider it on the 1st Thursday to report 5 week material, this will take the load off of finance and operations. Merely by moving the date I think we accomplish everything.

This is just discussionary because this would have a change in the bylaws, which state the fourth Thursday.

NEW BUSINESS:

RESOLUTION #2016-129

RESOLUTION THE RHA BOARD OF COMMISSIONERS APPROVE CONTRACT MODIFICATION BETWEEN RHA AND UNIVERSAL RELOCATION SYSTEMS IN AN ANTICIPATED AMOUNT NOT TO EXCEED \$10,000 FOR EVICTION SERVICES, THROUGH THE END OF THE 120 DAYS CONTRACT PERIOD.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a contract modification between RHA and Universal Relocation Systems in an anticipated amount not to exceed \$10,000 for Eviction Services, through the end of the 120 days contract period. Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Jenkins, Lumpkins
Nays: None

MOTION APPROVED

RESOLUTION #2016-130

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A CONTRACT EXTENSION FOR ENVIRONMENTAL SERVICES TO MIDWEST ENVIRONMENTAL IN AN ANTICIPATED AMOUNT NOT TO EXCEED \$72,000.00 AND EXTEND THE CONTRACT PERIOD THROUGH SEPTEMBER 30, 2017.

Commissioner Ginestra moves that the RHA Board of Commissioners award a contract extension for environmental services to Midwest Environmental in an anticipated amount not to exceed \$72,000.00 and extend the contract period through September 30, 2017. Commissioner Hoffman seconded the motion.

Ayes: Commissioners: Ginestra, Hoffman, Jenkins, Lumpkins
Nays: None

MOTION APPROVED

RESOLUTION #2016-131

RESOLUTION THAT THE ROCKFORD HOUSING AUTHORITY BOARD OF COMMISSIONERS AWARD A CONTRACT MODIFICATION #4 TO PRO-COM TO COMPLETE THE CHANGE ORDER REQUEST AT OLESEN PLAZA AND NORTH MAIN

MANOR IN AN AMOUNT NOT TO EXCEED
\$1,848.00.

Commissioner Ginestra moved that the RHA Board of Commissioners award a contract modification #4 to Pro-Com to complete the change order request at Olesen Plaza and North Main Manor in an amount not to exceed \$1,484.00 Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman, Lumpkins
Nays: None

MOTION APPROVED

RESOLUTION #2016-132

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A CONTRACT TO PROCOM SYSTEMS IN THE AMOUNT OF \$18,900 TO INSTALL A POINT-TO-POINT SYSTEM TO PROVIDE INTERNET SERVICE FROM PARK TERRACE TO NORTH MAIN MANOR AND OLESEN PLAZA

Commissioner Ginestra moved that the RHA Board of Commissioners approve a contract to Pro-Com Systems in the amount of \$18,900 to install a point-to-point system to provide internet service from Park Terrace to North Main Manor and Olesen Plaza. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman, Lumpkins
Nays: None

MOTION APPROVED

RESOLUTION #2016-133

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE PROJECT-BASED CONTRACT AWARDS TO BRIDGE ROCKFORD ALLIANCE INC. FOR PROPERTIES LOCATION AT 608 FISHER AVE, 614 FISHER AVE, 533 FISHER AVE#3 UPON FINAL APPROVAL OF CONTRACT TERMS.

Commissioner Ginestra moved that the RHA Board of Commissioners approve project-based contract awards to Bridge Rockford Alliance, Inc. for properties located at 608 Fisher Ave, 614 Fisher Ave, 533 Fisher Ave#3; upon final approval of contract terms. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman, Lumpkins.
Nays: None

MOTION APPROVED

RESOLUTION #2016-134

RESOLUTION THE RHA BOARD OF COMMISSIONERS APPROVE PROJECT- BASED CONTRACT AWARDS TO MULFORD PARK APARTMENTS UPON FINAL APPROVAL OF CONTRACT TERMS.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a contract modification between RHA and Universal Relocation Systems in an anticipated amount not to exceed \$10,000 for Eviction Services, through the end of the 120 days contract period. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman, Lumpkins
Nays: None

MOTION APPROVED

RESOLUTION #2016-135

RESOLUTION THE RHA BOARD OF COMMISSIONERS APPROVE THE FY16 PHA ANNUAL AND 5 YEAR ROLLING PLAN.

LAY OVER

Ayes: Commissioners: Ginestra, Hoffman, Jenkins, Lumpkins
Nays: None

MOTION APPROVED TO LAY OVER UNTIL SPECIAL MEETING JULY 12, 2016

RESOLUTION #2016-136

RESOLUTION THE RHA BOARD OF COMMISSIONERS APPROVE THE ADDITIONAL ROOF REPLACEMENT WORK BY RUIZ CONSTRUCTION IN THE AMOUNT OF \$60,475.

Commissioner Ginestra moved that the RHA Board of Commissioners approve the additional roof replacement work by Ruiz Construction in the amount of \$60,475. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman, Lumpkins
Nays: None

MOTION APPROVED

RESOLUTION #2016-137

RESOLUTION THE RHA BOARD OF COMMISSIONERS APPROVE THE ONE (1) YEAR CONTRACT LOCAL GOVERNMENT HEALTH PLAN AND USE AFSCME CAPS FOR EMPLOYEE/EMPLOYER CONTRIBUTION.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a contract modification between RHA and Universal Relocation Systems in an anticipated amount not to exceed \$10,000 for Eviction Services, through the end of the 120 days contract period. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman, Lumpkins
Nays: None

MOTION APPROVED

RESOLUTION #2016-137

RESOLUTION THE RHA BOARD OF COMMISSIONERS AUTHORIZE AMANDA HAMAKER AS COO IN THE ABSENCE OF RON CLEWER TO EXECUTE ANY DOCUMENTS REQUIRED FOR THE CLOSING ON SOUTH NEW TOWNE.

Commissioner Ginestra moved that the RHA Board of Commissioners authorize Amanda Hamaker, COO in the absence of Ron Clewer to execute any documents required for the closing on South New Towne. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins, Hoffman, Lumpkins
Nays: None

MOTION APPROVED


RHA COMMISSIONERS:

None to report.

R.A.B – RESIDENT ADVISORY BOARD

None to report.

MOTION PREVAILED


Board Secretary
/rc


Chairman