



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR JANUARY MEETING
Minutes**

January 28, 2015

Present:	Jerry Lumpkins, Chair	Staff:
	Phyllis Ginestra, Vice Chair	Tim Horning, RHA Legal Counsel
	Alice Jenkins, Commissioner	Ron Clewer, RHA CEO
	Karen Hoffman, Commissioner	Bridget Weeks, HR Manager
	Ric Cervantes, Commissioner	

The meeting was called to order at 5:11 p.m.

MINUTES:

Commissioner Cervantes moved that the RHA Board of Commissioners accept the minutes from the Regular November/ December meeting held December 3, 2015. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Jenkins, Hoffman, Ginestra, Lumpkins

Nays: None

MOTION APPROVED

I. 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.

- **John Tac Brantley**- attended the Rotary meeting, submitted a request to talk about his expenditures last year, over \$2, 000. For the past 8 years January/February resident council has engaged and recognized Dr. Martin Luther King, Jr. birthday. He has been working with Bernie Sanders campaign, whom he has invited to his birthday celebration. Also provided information on programs that will start at the Salvation Army. Life Skills, Computers, Sports & music were some of the things residents of Fairgrounds and Ellis Heights requested.

CHECKS:

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

Ayes: Commissioners: Ginestra, Cervantes, Hoffman, Jenkins, Lumpkins

Nays: None

MOTION APPROVED

Commissioner Ginestra moved that the RHA Board of Commissioners amend the agenda to move the presentations up, start with the Celebration of Scholarship Award and the Gorman Presentation following. Commissioner Cervantes seconded the motion.

Ayes: Commissioners: Ginestra, Cervantes, Hoffman, Jenkins, Lumpkins

Nays: None

Presentation:

Ron Clewer, The Northern Illinois Council of Housing Administrator runs a scholarship program, and we award scholarship every year. Elias Sorias, RHA Staff, Amanda McFarland, resident and scholarship recipient. Amanda is currently attending Rockford University, for nursing. We presented Amanda with a check in the amount of \$2,000.00 so she can continue her studies at the University.

Gorman:

Andre Blakley, Gorman and Co. presented the following. He expressed sincere gratitude with the Gorman and RHA partnership. Our commitment including the public challenges' has only grown stronger. Andre provided a handout with the timeline of all of the RAD projects. In order of the projects that are set to close/target to close dates: Fairgrounds Valley Apartment Phase I, a full financial model showing the latest capital structure, targeting a

closing for Fairgrounds Phase I at New Towne 3.25.16. Projects detail of 49 units, homeownership units that are duplex, excited about offering that to resident whom are required to enter into financial counseling understanding classes to help prepare them to that transition of home ownership. The income levels served at FG of the 49 units, 43 RAD units, 6 unassisted LIHTC units, will act as market rate units. Appeal to the individual whose earning 24-34\$k/year. Purpose of this project, we believe no individual should pay more than 30% of their standard income. Total development cost 15mil. Total hard cost 10mil. We have secured the 9% credits to support the development. We have conventional and private money in the capital structure. Intent of the program was to leverage private and public funds. The completion date is targeted for June 2017. FG Phase I represents one of a multi-phase approach to replacing and deconcentrating the existing FG site. We are providing 59 parking spots. This exceeds the ratio to actual cars per household.

Phase II, targeting noncompetitive execution, 4%LIHTC handled in an open cycle with the state agency. Application process will start in June 2016. Phase II is considered more as a regional strategy, disbursed approach outside the city of Rockford. Identified a number of 5-10 units, very difficult finding larger assets. We have now combined the search to include vacant lots. Given that we are still a few months away with formalizing our application, our financing, but we do have a capital stack and structure to achieve 106 unit for the project. With the single family assets it will provide us access to replace the 4-5 bedroom units. Targeted construction start date February 2017, driven by the HUD deadlines, post Phase I and completion date September 2018.

Phase III has been seen as an opportunity for the Ellis Height neighborhood, utilize Phase III to rebuild the community. Proposing for Phase III a new construction development on the FG site. Everything on the existing FG site will be demo. Proposing a 50 unit development, similar to a Jane Adams type and combine with workforce housing (City of Rockford police station). Want to improve the assets and provide a revitalization opportunity for the neighborhood. We are planning to start construction in February 2018, completion anticipated for August 2019.

Orton Keyes is the next deal that will close after FG. We are really able to make an impact and deliver a project and unit amenities. Currently at the site there is not an existing laundry facility. With this recapitalization approach we are able to provide a laundry facility. Other things delivered are: centralized A/C to the units. Existing 175 units, we will leave as is with the exceptions of the unit. 15 mil \$ in total development cost, 4% LIHTC, securing tax exempt bonds from the state. Working to identify a working and nonworking 3rd party asset. Donation tax credit is substantial and represent about 3.2mil in additional equity. Target construction start date August 2016, completion of March 2018. 100% units are subsidized. Replacing over 200 trees to improve the curb appeal.

FINANCIAL REPORT

Michele Sather, Finance Manager provided the following financial reporting: first quarter 2016 budget results are within the packet. Have a scheduled budget meeting in February to discuss with all managers to review financial results. We do anticipate increasing our utilization fees which will then increase admin.

IT CASH REPORT

Ron Clewer, CEO, provided the IT reported not having any concerns with our current cash position. IT report, will continue to move forward with SharePoint training, about 200 machines that require individualized attention. As we issue our RFP we are looking for a VDI solution. We will do all of our processing through one server. We are increasing the RAM on 32 computers to increase the productivity of our staff. IT is progressing.

SECURITY CRIME TRENDS REPORT

Sybil Mueller, Housing Policy Manager. We have been working diligently to getting the command center up and running, set goal is February 15 deadline. We are in constant communication for that and training. As part of Securitas training we want to make sure that this is community oriented and focus to GOP policing.

HCV/ PH HOUSING REPORT

Ron Clewer, CEO, provided the report on behalf of Laura Snyder, Director of Housing Operations. We continue to have challenges', as you look to each of the property mgrs. Dashboard we are having occupancy challenges'. We are not at 98% which is where we need to be. After conversation with HUD last week we will have conversations with HUD on a weekly basis. This is a decline in the last month's reports. Blackhawk and Fairgrounds are both trending in a decline for the past 90 days. Orton Keyes is trending upward. Brewington Oaks has a 74% occupancy rate, is based on the 214 units but we have 105 that are not vacant. Ron stated he will continue to have these conversations with Laura and management. We were on target to be a high performer this year, but on occupancy we have the potential to lose those numbers. The month of December has a significant amount of evictions due to lease violations. If we know we have filed an eviction, then we know the resident will be moving out so we need to anticipate that happening, and be ready to go. From an application stand point we moved to centralized application process. There are some challenges' that still apply; we have a low turnout of people being processed to move in. We have expanded our contract with the answering service to contact potential clients more frequently. We have also started group classes. We are processing in groups of 50. We have 60 days to process a client to become a resident. We should always have a group of processed applications on file. Each property has to provide a plan in regards to how they will achieve 98% occupancy across the board.

RESIDENT PROGRAMS

Deryk Hayes, Community and Resident Programs Manager. Deryk provided an overview that a lot of newer non for profit agencies, trying to strengthen the programs that are already being provided for residents. There has been disconnect where programs were available but families were unaware. The resident councils are moving back to trying to make sure things are going through the proper protocol per the bylaws. Also trying to figure out ways that councils can combine together and build organic relationships and strengthen the community. Rebuild is in a "hybrid" situation doing a 4 week course vs. doing an 8 week course. We

want to evaluate and help gain the skills they learn and use them. All Human Service departments will use a standard matrix which is a needs assessment. (Who needs adult education, are the residents thriving, in a crisis situation, etc.) In doing this we will be able to better serve our residents and how they are making progress in their goals.

HR REPORT

Bridget Weeks, HR Manager, provided this month's report. We are currently starting new on-boarding orientation. I plan on having that for our regular staff as well. So they will know just as much as everyone else coming in. There are some modules and courses to keep everyone on the same page. The 360 are complete we passed them out today so staff could get their feedback and prepare their professional development plans. We have diversity training that we started with our leadership and managers; this will be continued with the rest of the staff.

RE- DEVELOPMENT/MODERNIZATION REPORT

Jodi Stromberg, Re-development Manager. The EPC contract is complete. The final project was the solar at Blackhawk. We received a grant and a part of that is with education and marketing materials with the school district; grant was from the Illinois community clean energy foundation. There is a board rec for choice planning, this is similar to the Ellis Heights but this is in the Orchid neighborhood near Brewington. This grant award comes with 100,000 for what they call early action projects (improvements and projects that you can do before to keep people engaged).

NEW DEVELOPMENT AND ORGANIZATIONAL OVERVIEW

Ron Clewer, CEO provided the RHA Board of Commissioners with the following: he was very pleased with the 360 feedback. We have a lot of focus on staff this year. He provided the information from the staff survey. Our total staff of 61 with 45 responses (76%) say they are safe at work. We want full 100%. 8 because of crime and violence in the neighborhood and 4 because of work environment. We want our staff to feel safe at work. At the end of the day we had 73% of staff feeling (satisfied, engaged or inspired), want to address those who are not satisfied. We are only 1% better than last year. We are significantly more satisfied than our government counterparts. July 2016 is our 65th Anniversary, our marketing team has chosen a new anniversary logo. Ron also provided our first resident focused newsletter. Choice Neighborhoods, we are looking at an application with partnering with the city. This would be a great opportunity to improve our city. Ron asked when the board would prefer the annual event for 2016; in the month of July our anniversary or again in September. It was decided on for September.

NEW BUSINESS:

RESOLUTION #2016-91

**RESOLUTION THE RHA BOARD OF
COMMISSIONERS APPROVE A 6 MONTH
CONTRACT EXTENSION WITH**

ADDITIONAL FUNDS IN AN
ANTICIPATED AMOUNT NOT TO
EXCEED \$ 13, 288.00

Commissioner Cervantes moved that the RHA Board of Commissioners approve a 6 month contract extension with additional funds in an amount not to exceed \$13, 288.00.
Commissioner Jenkins seconded the motion.

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

MOTION APPROVED

RESOLUTION #2016-92

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

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

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

MOTION APPROVED

RESOLUTION #2016-93

RESOLUTION THAT THE ROCKFORD
HOUSING AUTHORITY BOARD OF
COMMISSIONERS AWARD A ONE YEAR
CONTRACT EXTENSION TO ROCK RIVER
DISPOSAL FOR WASTE DISPOSAL
SERVICES IN AN ANTICIPATED NOT TO
EXCEED AMOUNT OF \$119,998.92.

Commissioner Ginestra moved that the RHA Board of Commissioners award a one year contract extension to Rock River Disposal for waste disposal services in an anticipated not to exceed amount of \$119,998.92. Commissioner Cervantes seconded the motion.

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

MOTION APPROVED

RESOLUTION #2016-94

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A SIX (6) MONTHS EXTENSION TO THE CONTRACT OF ADVANCED TECHNOLOGY SERVICES (ATS) AND ADD ADDITIONAL FUNDS OF AN AMOUNT NOT TO EXCEED \$70,500.00

Commissioner Cervantes moved that the RHA Board of Commissioners approve a six (6) months extension to the contract of Advanced Technology Services (ATS) and add additional funds of an amount not to exceed \$70,500.00. Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2016-95

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE AND EXECUTE THE CORPORATE AND ENTITY RESOLUTION FORMS WITH ALPINE BANK.

Commissioner Ginestra moved that the RHA Board of Commissioners approve and execute the corporate and entity resolution forms with Alpine Bank. Commissioner Hoffman seconded the motion.

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

MOTION APPROVED

RESOLUTION #2016-96

RESOLUTION THE RHA BOARD OF COMMISSIONERS APPROVE THE SUBMISSION OF A 4% LOW INCOME HOUSING TAX CREDIT APPLICATION TO IHDA TO SECURE FUNDING FOR THE ORTON KEYES RAD CONVERSION. IN APPROVING THE SUBMISSION THE BOARD OF COMMISSIONERS GIVES THE CEO THE AUTHORIZATION TO SIGN ANY

AND ALL DOCUMENTS NECESSARY FOR
THE SUBMISSION.

Commissioner Cervantes moved that the RHA Board of Commissioners approve the submission of a 4% Low Income Tax Credit Application to IHDA to secure funding for the Orton Keyes RAD Conversion. In approving the submission the Board of Commissioners gives the CEO the authorization to sign any and all documents necessary for the submission. Commissioner Ginestra seconded the motion.

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

MOTION APPROVED

RESOLUTION #2016-97

RESOLUTION THE RHA BOARD OF COMMISSIONERS TO AMEND THE 4TH AMENDMENT AGREEMENT THE TERM OF THIS NOTE SHALL COMMENCE ON THE DATE HEREOF AND CONTINUE UNTIL THE EARLIER OF JANUARY 13, 2017, OR THE DATE OF CLOSING OF THE FINANCING OF THE BREWINGTON OAKS PHASE OF THE DEVELOPMENT.

Commissioner Ginestra moved that the RHA Board of Commissioners to amend the 4th amendment agreement the term of this note shall commence on the date hereof and continue until the earlier of January 13, 2017, or the date of closing of the financing of the Brewington Oaks Phase of the development. Commissioner Jenkins seconded the motion

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

MOTION APPROVED

RESOLUTION #2016-98

RESOLUTION THE BOARD OF COMMISSIONERS OF THE ROCKFORD HOUSING AUTHORITY AWARD A CONTRACT TO GORMAN AND COMPANY FOR PROPERTY MANAGEMENT AND MAINTENANCE SERVICES AT FAIRGROUNDS VALLEY IN AN AMOUNT OF \$35 PER OCCUPIED UNIT, PER MONTH.

Commissioner Ginestra resolution the board of commissioners of the Rockford Housing Authority award a contract to Gorman and Company for property management and maintenance services at Fairgrounds Valley in an amount of \$35 per occupied unit, per month. Commissioner Jenkins seconded the motion.

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

MOTION APPROVED

RESOLUTION #2016-99

RESOLUTION THE RHA BOARD OF COMMISSIONERS APPROVE TWO CONTRACTS FOR CHOICE PLANNING SERVICES, CONTINGENT ON A SUCCESSFUL GRANT AWARD. CONTRACT 1) TORTI GALLAS & PARTNERS IN THE AMOUNT OF \$99,870 AND 2) JAMES CAPRARO IN THE AMOUNT OF \$24,000.

Commissioner Ginestra moved that the RHA Board of Commissioners approve two contracts for Choice Planning Services, contingent on a successful grant award. Contract 1) Torti Gallas & Partners in the amount of \$99,870 and 2) James Capraro in the amount of \$24,000. Commissioner Cervantes seconded the motion.

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

MOTION APPROVED

RHA COMMISSIONERS:

Commissioner Hoffman- thanked the RHA for the HUD: Lead the Way training for Board of Commissioners, she felt like it really helped her understand and enjoyed the conversation with the Executive Staff member of RHA.

Chairman Lumpkins- agrees it is vital information that all commissioners should take a part of. It was a definite good use of time. He encourages each and anyone to take the training. He also expressed the recognition of how much value we add to the community.

Commissioner Ginestra- appreciated the different people explaining the different topics.

R.A.B – RESIDENT ADVISORY BOARD

R.A.B President Aisha Little- spoke on the following topics: they have council members that are threatening to resign because they haven't seen any budgets and/or stipends. (Ron,

the dead line for the packet delivery is what day?) (Aisha, by the end of the month)(Ron, I have addressed this with staff before, going forward I will make sure they are processed within 7 days of receipt.)(Ron, if there is a problem or the packet isn't fully complete that will be the only reason for a hold up).

- The FOIA request that we received, we as RAB would like to know why our information is being received. (Tim, the housing authority is a public entity has to produce, the information we have control over we have to produce over FOIA act.)(Aisha, we feel as though we were bullied over providing the information). (Ron, we have 5 days to turn any FOIA request around. The election results should be recognized by RHA and filed for RHA to have final results.)(Tim, under FOIA we are required to produce any records under the custody and control of the RHA.)

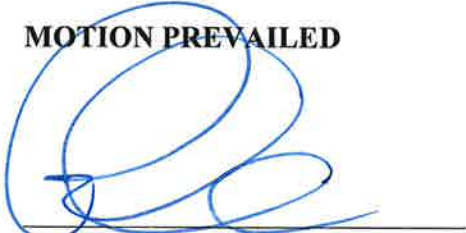
- A date for an MOU. (Ron, we need an MOU from each council not just from Homeboard)

- What is the RHA policy when a council depletes their fiscal year funding? (Ron, they wouldn't receive any more funding, they will still exist but nothing more in monetary amounts. Any fundraisers that took place under the council would then transfer into what they could spend. Members of RAB would then look into their budget and help better assist in spending recommendations.)(Aisha, suggested that they seek sponsorship in the community.)

- What is the policy if a tenant is arrested for assault/battery? (Ron, it would depend on 1. If we know. 2. Arrested and found not guilty. 3 depends on where it occurred.)

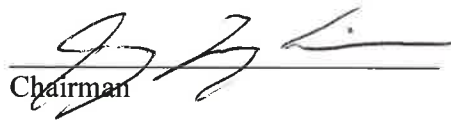
At 8:15 p.m., with no future business, Commissioner Ginestra made a motion to adjourn the meeting.

MOTION PREVAILED



Board Secretary

/rc



Chairman