



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR MAY MEETING
Minutes**

May 19, 2014

Present:	Jerry Lumpkins, Chair	Staff:
	Phyllis Ginestra, Vice Chair	Bridget Weeks, Executive Assistant
	Karen Hoffman, Commissioner	Tim Horning, RHA Legal Counsel
	Alice Jenkins, Commissioner	
	Ric Cervantes, Commissioner	

The meeting was called to order at 5:12 PM.

MINUTES:

Commissioner Ginestra moved that the RHA Board of Commissioners accept the minutes from the Regular March meeting held on April 30, 2014. Commissioner Cervantes seconded the motion.

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

Nays: None

MOTION APPROVED

CHECKS:

Commissioner Ginestra moved to place the checks from April 2014 on file for audit.
Commissioner Cervantes seconded the motion.

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

Nays: None

MOTION APPROVED

FINANCE, IT and HCV:

Michelle Cassaro, Chief Financial Officer, delivered the financial report. COCC continues to show a cumulative net loss. Expenses have leveled out and the net income was \$18K for the month. We project a \$30K net income for FY. We did experience some unexpected turnover which included separation payments and training costs for new staff.

At several sites, there is still a deficit. Emphasis continues to be placed on expense controls to reach positive net income by year's end. There is still a projection of loss at two sites. We are completing more review of expenses at these sites to determine if there are any additional changes that we can make.

HCV currently has a net income of \$34K. At this point, we may not be receiving the additional admin funding previously reported by Michele Sather in last month's meeting. We are working on our own reconciliation to counter that action and offer any argument, if we may and are eligible for those funds. We are leasing additional units in the Section 8 program. We issued an additional 50 vouchers and of those we are expecting to lease in around 35 clients. We also awarded the project-based vouchers to Winnebago County which will give us another 16 vouchers to be added to our lease up. This will, in turn, cause us to see an admin fee increase at a later time maybe the beginning of next year.

In IT, we have all users on Microsoft 2013. We are very compliant with current software and standards so we feel more secure. We also have the offsite backup in place, which is an additional security measure. We have a meeting to begin SharePoint rollout on Wednesday.

The financial audit will be presented at the June board meeting. There were some additional items that the auditors wanted to review, in detail and we wanted to include them in the report. The auditing company also had a staff change. The Board is very pleased with the Gorman narratives.

ORGANIZATIONAL OVERVIEW AND HUMAN RESOURCES

Ron Clewer, Chief Executive Officer, discussed the downward trend of bed bugs. The biggest issue tends to be tenant prep and reporting. Inspections were being performed on a

quarterly basis. Recently, management said that these inspections were too time consuming. So, it was implemented that if a certain score was achieved in REAC that inspections would be conducted every six months. We worked closely with Resident Programs and management to try to come up with a solution to this ongoing problem. Ron believes one solution would be to purchase a dog trained in detecting the bed bugs. Part of the problem is that we are having to retreat the same units due to tenants bringing the bed bugs back in after the unit has been cleared of the bed bugs. We are relying more on maintenance and the exterminators for inspections versus management. Management is still inspecting but for a different purpose. Kevin has spent the last 45 days investigating the best RFP to put on the street. In the end, it's a bed bug elimination program not a treatment program.

Park Terrace has decreased its bed bugs incidents, considerably. The manager, Laura Snyder, has done a lot of preventative education and has a lot of drive when it comes to reducing the problem. This proves that it can be done and we are headed in the right direction.

Another issue that has come to our attention is violence. A resident came forward about information on someone selling drugs at Brewington Oaks. There was an individual (resident) arrested for possession of heroin. Due to the eviction process, when these things happen, tenants need to be educated on how the process works.

Human Resources, Ron Clewer, discussed some of the items that Kayla has been working on. He discussed the potential step increases and the new hires. Kayla continues to organize the Human Resource department as she settles into her role at RHA.

OPERATIONS

Ron Clewer, CEO, stated that there will be some items for discussion in Closed Session.

NEW BUSINESS:

RESOLUTION #2014-29

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. Commissioner Jenkins seconded the motion.

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

Nays: None

MOTION APPROVED

RESOLUTION #2014-30

A RESOLUTION OF THE GOVERNING BODY OF THE ROCKFORD HOUSING AUTHORITY, AUTHORIZING THE EXECUTION AND DELIVERY OF AN EQUIPMENT LEASE/PURCHASE AGREEMENT WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT FOR THE PUBLIC BENEFIT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION.

Discussion: All of the properties are covered by the EPC except for Fairgrounds and Brewington. There was discussion on the possibly penalties associated with the EPC and RAD Conversion.

Commissioner Ginestra moved that a resolution of the governing body of the Rockford Housing Authority, authorizing the execution and delivery of an equipment lease/purchase agreement with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required in connection therewith; and authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution. Commissioner Cervantes seconded the motion.

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

Nays: None

MOTION APPROVED

RESOLUTION #2014-31

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

Commissioner Cervantes moved that the RHA Board of Commissioners award a contract with options to extend to Keith Nelson Bathtub Reglazing in an amount not to exceed \$30,000.00. Commissioner Jenkins seconded the motion.

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

Nays: None

MOTION APPROVED

RESOLUTION #2014-32

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES A MODIFICATION TO THE VALUE OF NAN MCKAY FOR HQS INSPECTIONS IN AN AMOUNT NOT TO EXCEED \$100,000.00.

Commissioner Ginestra moved that the RHA Board of Commissioners approves a modification to the value of Nan McKay for HQS Inspections in an amount not to exceed \$100,000.00. Commissioner Jenkins seconded the motion.

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

Nays: None

MOTION APPROVED

RESOLUTION #2014-33

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES A MODIFICATION TO THE VALUE OF PEST CONTROL FOR BURR PEST CONTROL IN AN ANTICIPATED AMOUNT NOT TO EXCEED \$40,000.00.

Commissioner Cervantes moved that the RHA Board of Commissioners approves a modification to the value of pest control for Burr Pest Control in an anticipated amount not to exceed \$40,000.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Cervantes, Jenkins, Ginestra, Hoffman

Nays: None

MOTION APPROVED

RHA COMMISSIONERS:

None.

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

Ron Clewer informed the Board that RHA would be sending two resident council members, William Brumfield and Joyce Oliveri to a training being held in Washington, DC. The training is with "Can I Live" which consists of an organized group of resident council members.

AUDIENCE:

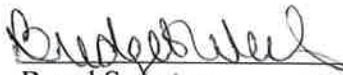
Jodi Stromberg, thanked the Board for their commitment to leadership and investing in RHA staff and the resident councils.

At 6:23 PM Commissioner Cervantes made a motion to enter into Closed Session. Commissioner Jenkins seconded the motion.

At 7:00 PM, the meeting returned to Open Session.

At 7:01 PM, with no future business, Commissioner Cervantes made a motion to adjourn.

MOTION PREVAILED


Board Secretary
/bw


Chairman