



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR JUNE MEETING  
Minutes**

June 26, 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 5:14 PM.

**MINUTES:**

Commissioner Cervantes moved that the RHA Board of Commissioners accept the minutes from the Regular May meeting held on May 19, 2014. Commissioner Jenkins seconded the motion.

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

Nays: None

**MOTION APPROVED**

### **CHECKS:**

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

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

Nays: None

### **MOTION APPROVED**

**PRESENTATION:** Jairo Sepulveda, RHA resident, presented some of his artistic work. He also presented RHA with a piece, especially designed for RHA (picture of North Main Manor). William "Bill", RHA resident, was also in attendance to present the frame that he made to accommodate the picture Jairo created. The picture and frame will be hung in the lobby of North Main.

### **FINANCE, IT and HCV:**

Michelle Cassaro, Chief Financial Officer, delivered the May financials. We continue to try to decrease deficits. Many sites did improve their deficits over the month. Fairgrounds and Blackhawk continue to face challenges but are still diligently working to decrease the deficits. Scattered Sites had some decreased income for the month but are relatively close to a net income on the East and the West still has a net income.

COCC plans to achieve a net income this year. HCV is currently at \$46,000.00 net income YTD and we budgeted for \$48,000.00. We only expect for that to improve. In August, you will have the revised administrative plan for review. There have also been some changes to the homeownership program that you should see in a few months. There have been some staff changes. Bill, our inspector, will be leaving this month. We have a new lead compliance inspector to fill his position and a new HQS inspector with Nan McKay.

IT is moving along nicely. Our bandwidth is 10x better than what we had before. COCC Wi-Fi is being set up and much better than before. The back-up systems are also in place. We have IT interns here over the summer getting the labs upgraded.

Phyllis requested some clarification with the vacancies at the sites and the file audits. Ron explained what is being done at the sites in question (Orton Keyes, Blackhawk, Fairgrounds, and Park Terrace). Shelly explained the process of the file audits (information that is being checked) and who conducts them (Sybil Mueller).

The financial audit was presented by Chris Fearn (supervisor) and Glen Weinberg (partner) from SVA. The financial statements were covered as well as the communications required standards. The highest level of auditing was performed, OMB (Office of Management and Budget). There were "no findings" found. Ric expressed his concern for the late delivery of

the audit to the Board. Shelly explained that there was a slight miscommunication that occurred delaying the audit from being delivered to the board at an earlier time. The team was congratulated on the work that was done to receive such a favorable auditing result.

## **ORGANIZATIONAL OVERVIEW**

Ron Clewer, Chief Executive Officer, explained the new crime information provided in the back of the board packet. He discussed arrests that had been made that will help to provide a safer environment for our residents at Fairgrounds and Blackhawk.

We are achieving more resident referrals. We had the active shooter training. We are also working with the Fire Department in preparing for emergency response (fire drills).

Ron discussed the calls for service at Brewington Oaks. When calls result in arrests made, they are good calls because they are making our sites safer. There continues to be an elevated rise in calls for the high rises due to mental health issues.

The PHA plan will be presented later for approval by the board. This document was submitted to the board earlier to give the opportunity to review prior to the board meeting.

There continues to be a heavy focus on training for staff. There will be a review conducted with Ronelia in Resident Programs regarding the audits performed for FSS and ROSS and Resident Programs. There was also a new plan for ReBuild that was submitted.

An EPC update was also included in the board packet. Jodi Stromberg, Re-development Project Manager explained the information and the work currently being performed. Brad Nelson, a former employee, advising and working with Johnson Controls, was also on hand to explain some of the work being performed and some concerns that developed. Jodi expressed that overall, Johnson Controls is doing a fabulous job.

## **HUMAN RESOURCES**

Kayla Liggett, Human Resources Manager, gave an update with HR. Employee files have been completed (binder, documentation, organization) as well as the confidential files. The retention policy for HR documents was discussed. Kayla requested to know from the board some specifics as to the feedback and information that they would like to see in the board report.

## **OPERATIONS**

Michelle Morey, Site Operations Director, gave an update with the progress at Fairgrounds. She spoke of the great conversation and discussion with the unions. Ron expressed that it is good to have developed relationship with the unions that have allowed us to sit down to have these good, healthy conversations. Michelle has now moved to Blackhawk and Orton Keyes as new management settles in to Fairgrounds. There are currently 12 vacant units available at

Fairgrounds. We will be down to 10 units that are to be contracted out for turn-over as agreed upon with the unions.

**NEW BUSINESS:**

**RESOLUTION #2014-34**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES THE ROCKFORD HOUSING AUTHORITY'S FISCAL YEAR 2013 FINANCIAL AUDIT AS PRESENTED.

Commissioner Ginestra moved that the RHA Board of Commissioners approves the Rockford Housing Authority's fiscal year 2013 financial audit as presented. Commissioner Cervantes seconded the motion.

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

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-35**

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. Commissioner Jenkins seconded the motion.

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

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-36**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES THE THREE (3) YEAR CONTRACT WITH THE BUILDING TRADES; A COPY OF WHICH IS ATTACHED.

Commissioner Cervantes moved that the RHA Board of Commissioners approves the three (3) year contract with the Building Trades. Commissioner Jenkins seconded the motion.

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

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-37**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES THE FY14 PHA ANNUAL AND 5 YEAR ROLLING PLAN.

Commissioner Ginestra moved that the RHA Board of Commissioners approves the FY14 PHA Annual and five (5) year rolling plan. Commissioner Jenkins seconded the motion.

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

Nays: None

**MOTION APPROVED**

**RESOLUTION #2014-38**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVES 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 approves the one (1) year contract local government health plan and use AFSCME caps for employee/employer contribution. Commissioner Cervantes seconded the motion.

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

Nays: None

**MOTION APPROVED**

**RHA COMMISSIONERS:**

None.

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

None.

**AUDIENCE:**

Resident at Scattered Sites made the board aware of an issue that she has been having with a neighbor. Chairman Lumpkins assured the resident that the situation will be looked into by RHA. Resident, Willie Mae, thanked Chuck Doyle, RHA and Gorman for all that they do. She is also thankful for the comment cards and surveys.

At 7:39 PM Commissioner Ginestra made a motion to enter into Closed Session.  
Commissioner Jenkins seconded the motion.

At 8:25 PM, the meeting returned to Open Session.

**RESOLUTION #2014-39**

RESOLUTION THAT THE RHA BOARD OF  
COMMISSIONERS APPROVES THE CEO  
EVALUATION OF RON CLEWER  
TIMEFRAME BETWEEN JULY 1, 2014 TO  
JUNE 30, 2015

Commissioner Cervantes moved that the RHA Board of Commissioners approves the CEO evaluation of Ron Clewer timeframe between July 1, 2014 to June 30, 2015. Commissioner Jenkins seconded the motion.

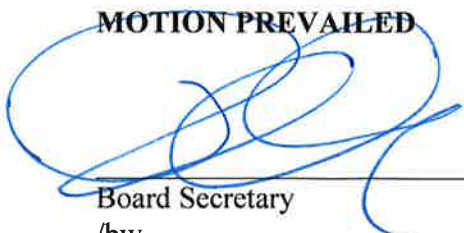
Ayes: Commissioners: Cervantes, Jenkins, Hoffman, Ginestra & Lumpkins

Nays: None

**MOTION APPROVED**

At 8:26 PM, with no future business, Commissioner Jenkins made a motion to adjourn.

**MOTION PREVAILED**

  
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Board Secretary  
/bw

  
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Chairman