ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS

REGULAR SEPTEMBER MEETING
Minutes

September 25, 2014

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

The meeting was called to order at 5:14 PM.

MINUTES:

Commissioner Jenkins moved that the RHA Board of Commissioners accept the minutes from the Regular August meeting held on August 28, 2014. Commissioner Ginestra seconded the motion.

Ayes: Commissioners: Jenkins, Ginestra & Lumpkins

Nays: None

MOTION APPROVED

CHECKS:

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

Ayes: Commissioners: Ginestra, Jenkins & Lumpkins

Nays: None

MOTION APPROVED

PRESENTATIONS

Anderson Pest Solutions delivered a presentation on the service that they provide, their plan on how they will provide the service, challenges they are facing and their experience in pest control.

Ron Clewer, CEO, spoke briefly about the work plan with further delivery after the informational memo is presented.

FINANCE, IT and HCV:

Michelle Cassaro, Chief Financial Officer, delivered the August financials. PH still showing a net loss for all of the PH programs. We are still striving to get to net income at all of the sites. Everyone is working together to prepare for year end. Central Office currently has a net income. We are in the process of interviewing to fill the vacant positions. The HCV program continues to maintain a net income and the admin fee is expected to increase. Due to several terminations and port outs, we are currently tracking to see why we are losing tenants and seeking ways to prevent this from occurring.

ORGANIZATIONAL OVERVIEW, OPERATIONS AND HUMAN RESOURCES:

Ron Clewer, Chief Executive Officer, presented feedback on the RHA Event. The Inaugural event was a success. There were at 150 guests or more at the Jane Addams location. The booth that we operated at the Career Expo – "Community Development" was also a success.

RHA won the American Planning Association Implementation Award from the State of Illinois for the Choice Neighborhoods Plan.

HUD is still pushing for 100% occupancy rate. RHA is striving to reach and meet that goal. Although, Brewington Oaks will always present a unique situation, we should still close out the year on target from an occupancy standpoint.

REAC is fast approaching and scheduled for our sites in December or January.

From an HR perspective, we committed to ongoing improvement for our staff, we are much more focused on training and will continue with that focus. We have completed our surveys and will be meeting with those who participated. We are growing in the number of people participating in the surveys as well as those who are being evaluated.

Strategic planning meetings have begun, starting with the resident programs department. Through our safety and wellness committee we have our first draft of our emergency handbook for staff and residents.

NEW BUSINESS:

RESOLUTION #2014-58 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 & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2014-59 RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A NINE MONTH CONTRACT EXTENSION FOR ARMED AND UNARMED SECURITY SERVICES TO ON-LINE SECURITY SYSTEMS, LLC. (DBA METRO ENFORCEMENT) IN AN ANTICIPATED AMOUNT NOT TO EXCEED $340,000.00.

Commissioner Ginestra moved that the RHA Board of Commissioners award a nine month contract extension for armed and unarmed security services to On-line Security Systems, LLC. (DBA Metro Enforcement) in an anticipated amount not to exceed $340,000.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2014-60

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE ADDING FUNDS TO GEOSTAR IN A TOTAL AMOUNT NOT TO EXCEED $40,000.00.

Commissioner Ginestra moved that the RHA Board of Commissioners approve adding funds to Geostar in a total amount not to exceed $40,000.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2014-61

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A CONTRACT EXTENSION FOR ENVIRONMENTAL SERVICES TO MIDWEST ENVIRONMENTAL IN AN ANTICIPATED AMOUNT NOT TO EXCEED $45,000.00 AND EXTEND THE CONTRACT UNTIL SEPTEMBER 30, 2015.

Commissioner Jenkins moved that the RHA Board of Commissioners award a contract extension for environmental services to Midwest Environmental in an anticipated amount not to exceed $45,000.00 and extend the contract until September 30, 2015. Commissioner Ginestra seconded the motion.

Ayes: Commissioners: Jenkins, Ginestra & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2014-62

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A MODIFICATION TO THE LARSON & DARBY CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES IN A NOT TO EXCEED

AMOUNT OF $185,010.00 AND EXTEND THE CONTRACT END DATE TO SEPTEMBER 30, 2015.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a modification to the Larson & Darby contract for architectural and engineering services in a not to exceed amount of $185,010.00 and extend the contract end date to September 30, 2015. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2014-63

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS RESOLVE TO AWARD A ONE (1) YEAR CONTRACT EXTENSION FOR PROPERTY MANAGEMENT SERVICES FOR BREWINGTON OAKS TO GORMAN AND COMPANY IN AN AMOUNT OF $35 PER OCCUPIED UNIT, PER MONTH (ESTIMATED AT $134,000).

Commissioner Jenkins moved that the RHA Board of Commissioners resolve to award a one (1) year contract extension for property management services for Brewington Oaks to Gorman and Company in an amount of $35 per occupied unit, per month (estimated at $134,000. Commissioner Ginestra seconded the motion.

Ayes: Commissioners: Jenkins, Ginestra & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2014-64

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE PROJECT-BASED CONTRACT AWARDS TO ANCHOR VI, ANCHOR VIII, INFINITY ASSETS, BRIDGE ROCKFORD ALLIANCE, AND WINNEBAGO HOMES CONTINGENT UPON CONSENT DECREE ACCEPTANCE

AND FINAL APPROVAL OF CONTRACT TERMS.

Commissioner Jenkins moved that the RHA Board of Commissioners approve project-based contract awards to Anchor VI, Anchor VIII, Infinity Assets, Bridge Rockford Alliance, and Winnebago homes contingent upon consent decree acceptance and final approval of contract terms. Commissioner Ginestra seconded the motion.

Ayes: Commissioners: Jenkins, Ginestra & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2014-65

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS AWARD A THREE YEAR, PHASED CONSTRUCTION CONTRACT TO INSTALL VIDEO SURVEILLANCE AND WIFI SYSTEMS TO PROCOM SYSTEMS IN AN AMOUNT NOT TO EXCEED $1,147,025.00.

Commissioner Ginestra moved that the RHA Board of Commissioners award a three year, phased construction contract to install video surveillance and Wi-Fi systems to Procom Systems in an amount not to exceed $1,147,025.00. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2014-66

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS RESOLVE TO APPROVE THE CHANGES TO THE DRESS CODE.

Commissioner Ginestra moved that the RHA Board of Commissioners resolve to approve the changes to the dress code. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2014-67

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A MODIFICATION TO THE CONTRACT BETWEEN RHA AND SVA CERTIFIED PUBLIC ACCOUNTANTS IN AN ANTICIPATED AMOUNT NOT TO EXCEED $15,580.

Commissioner Ginestra moved that the RHA Board of Commissioners approve a modification to the contract between RHA and SVA Certified Public Accountants in an anticipated amount not to exceed $15,580. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2014-68

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE THE REQUEST OF A LOAN TO BRIDGE ROCKFORD ALLIANCE, INC. FOR THE REHABILITATION OF 2911 KNIGHT AVENUE IN AN AMOUNT NOT TO EXCEED $23,410.75 AND ISSUE A PROMISSORY NOTE FOR THE SAME.

Commissioner Ginestra moved that the RHA Board of Commissioners approve the request of a loan to Bridge Rockford Alliance, Inc. for the rehabilitation of 2911 Knight Avenue in an amount not to exceed $23,410.75 and issue a promissory note for same. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins & Lumpkins

Nays: None

MOTION APPROVED

RESOLUTION #2014-69

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS DO HEREBY RESOLVE THURSDAY, SEPTEMBER 25, 2014 THAT ROCKFORD HOUSING AUTHORITY

COMMIT TO USE THE VALUES AND VISION OF TRANSFORM ROCKFORD AS A GUIDE TO ALIGN THE WORK OF THE ROCKFORD HOUSING AUTHORITY.

Commissioner Ginestra moved that the RHA Board of Commissioners do hereby resolve Thursday, September 25, 2014 that Rockford Housing Authority commit to use the Values and Vision of Transform Rockford as a guide to align the work of the Rockford Housing Authority. Commissioner Jenkins seconded the motion.

Ayes: Commissioners: Ginestra, Jenkins & Lumpkins

Nays: None

MOTION APPROVED

RHA COMMISSIONERS:

The RHA cards were a nice gift given at the RHA event.

The gardens will be featured in Affordable Housing Insider as a best practice for healthy eating.

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

The Resident Council Handbook is near completion.

At 7:09 PM, Commissioner Jenkins made a motion to adjourn to go into closed session. Commissioner Ginestra seconded the motion.

At 7:34 PM, Commissioner Ginestra made a motion to come out of closed session. Commissioner Jenkins seconded the motion.

At 7:35 PM, with no future business, Commissioner Ginestra made a motion to adjourn.

MOTION PREVAILED

Board Secretary

Chairman

/bw