



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular February Meeting
Minutes**

Thursday, February 20, 2020

Present: Karen Hoffman, Chairman
Kenneth Oliver, Commissioner
Jaime Sanchez, Commissioner
Ziyad Shihadah, Commissioner By Phnoe
Jeff DiBenedetto, Vice Chairman By Phone

Staff: Laura Snyder, CEO
Tim Horning, RHA Legal Counsel
Angel Mackey, Executive Assistant

Absent:

The meeting was called to order at 4:05 p.m.

MINUTES:

Commissioner Sanchez moved that the RHA Board of Commissioners accept the minutes from the Annual Meeting held January 16, 2020. Commissioner Oliver seconded the motion.

Ayes: Sanchez, Oliver, Hoffman

Nays:

MOTION APPROVED

CEO REPORT

Laura Snyder, CEO

Human Services:

- Family Self Sufficiency and the Life Force Development programs are the recipient of a \$7500 grant from Associated Bank. This is grant was received to assist these programs in achieving their goals for calendar year 2020.

- Resident Services Manager, Marcus Hill, partnered with Rosecrance Addiction Treatment Center, to host an Awareness and Education seminar at our Blackhawk development.
- We have partnered with Rockford Regional Health and R1 to promote and assist with the 2020 Healthy Community Survey. This survey will focus on those that are traditionally underserved in our community. To assist in this initiative, RHA will schedule resident meetings at each location and make our computer labs available to RRH & R1 staff to educate our residents and assist them with completing the survey.

Operations:

Occupancy

- Blackhawk 94%
 - Park Terrace & Low rise 94%
 - North Main Manor 97%
 - Fairgrounds 85%
 - Olesen Plaza 91%
 - Scattered Sites East 97%
 - Scattered Sites West 91%
- REAC inspections have been completed for Scattered Sites East and West, and Blackhawk
 - Scattered Sites East: Score – 74c previous score 36c, gain of 37 points
 - Scattered Sites West: Score – not yet received
 - Blackhawk: Score – 67c previous score 74, loss of 7 points. Several points were lost due to ruts in the ground caused by the snow removal crew. After speaking with Chuck Doyle, Physical Asset and Quality Assurance Mgr., we do not believe that challenging this score will affect our overall PHAS score.
 - Public Housing Occupancy continues to be a struggle. Director of Housing Operations, Owen Carter, is working directly with staff to streamline processes to ensure efficiency.
 - We received our official notification for our SEMAP score from HUD. This letter indicated that HUD removed our points for “Leasing” which places our HCV program at a Standard Performer. I have submitted an appeal of this scoring to the HUD Chicago Field Office Director. Per regulation, the Director has 30 days to approve or deny the appeal. If denied, I will submit an appeal to the Assistant Secretary of HUD.
 - Funding for Administrative fees for HCV remains at 79% forcing us to look at the structure of our HCV department and make changes were necessary.
 - The Choice Mobility Plan has been drafted along with the referral form. This plan outlines the step necessary for a participant in a RAD transitional property to follow when requesting the issuance of an HCV. RHA staff will meet with Gorman staff to review the plan and referral form as well as outline the exchange of information.

Procurement:

- The draft property assessment for Brewington Oaks has been received.

- Procurement Mgr., Linda Dorsey Tillman, is working with our Section 3 Coordinator, Michaela Harris, to host an “intent to offer” seminar for residents who may wish to bid on or submit a proposal for the painting of common areas at North Main Manor and Olesen Plaza.

Development:

- The environment review for the disposition of 1117 Elm St. to Crusader Clinic has been completed and submitted to HUD for approval. RHA legal representative, Tim Horning, has drafted an intergovernmental agreement for these services and submitted to the city for review.
- Econometrica submitted an implementation plan for redevelopment to HUD with a very aggressive timeline outlined, that I do not believe is realistic. When voicing such to Econometrica, their response was that we should concentrate of the steps that need to take place, not the timeline in which it is proposed.
- Trajectory has submitted a proposition for a land lease for the vacant property directly adjacent to Orton Keyes. However, in reviewing this process with HUD representatives, because this intended use is a solar field, to execute a lease would require an environmental review be completed.
- Predevelopment meetings are being held at Fairgrounds to review survey outcomes with the residents.
- Capital fund meetings are being held at all sites for input from residents, management, and maintenance staff for the 2020 capital obligation.

Finance:

- RHA welcomed, Jana Janes, as the Finance Manager on February 3, 2020.
- We have not received operating funding from HUD for Fairgrounds for January and February 2020. Director of Finance, Taip Asani received correspondence on 2/13/20, from HUD that we should not expect to see this funding until March. Therefore, forcing the other sites to carry Fairgrounds until this funding is received.
- The Finance team continues to work on the 2019 audit preparation and is in line to have all information to the auditor's on time.
- We have agreed to a lease agreement with Trajectory to rent an office space on the first floor of the main building, in the amount of \$500.00 per month for six months. At which time, the lease can be extended on a month-to-month basis if needed.

GORMAN REPORT

Development

Reviewed of a development proposal for Fairgrounds and scattered

The Grove

Monthly financials were submitted to Bridge representatives; year-end recaps and budgets will be presented in the next Bridge Rockford board meeting.

For the month of January, there were five (5) calls to police for service – 1 of these was an Aggravated Battery w/Knife or Other Cutting Instrument. More details will be presented during the Board meeting.

The 2019 Summary of calls follows on the next page. There were 97 (total) calls for service, equaling just under 2 calls per unit, per year; however, if we remove the “administrative” related calls (30 total) the calls that elevate to further investigation of intervention equal 67, or average 1.36 per unit. It is also worth noting that 42 of the calls are incorrectly applied to one unit, and while there are domestic issues within the household, we believe many of the calls are attributable to other units.

Jane Addams

Monthly financials were to Bridge representatives; year-end recaps and budgets will be presented in the next Bridge Rockford board meeting.

For the month of January, there were four calls for service, down from 7 calls for service in December.

Orton Keyes

Monthly financials were submitted to Bridge representatives; year-end recaps and budgets will be presented in the next Bridge Rockford board meeting.

For the month of January, there were sixteen (16) calls for service, down from 37 calls for service in December; 5 for Well-being checks. The 2019 Summary of calls follows on the next page.

We are nearly done completing the final HUD submission for RAD conversion that includes a relocation/right to return audit and appreciate the RHA team help in completing the analysis.

Other items:

Family Self-sufficiency programming continues. Family to Family, FSS and Gorman continue to meet to ensure FSS compliance and advancement. There are still FSS operational questions we are working to resolve with HUD - Case #2911990 with the PIH-REAC Technical Assistance Center - 1-888-245-4860.

Development Agreements We are still looking to find a time to deliver the development plan presentation that was rescheduled from the November meeting. I am hopeful the RHA is available in March to complete this action step. I will keep working through Laura to find a date and time that works; however, I have blocked the following times/dates to expedite this process.

Time window held: 2pm to 8pm for each date that follows

Weekday dates held: March 4th, 5th, 9th, 13th, 18th, 19th, 25th

Saturday dates held: March 14th and 28th – any time window.

If a meeting isn't confirmed by the Friday of the week prior, I will have to release those day blocks to accommodate other meetings. Other times may be available and I am open to working with the RHA to find a time that fits the Board's schedule.

I also submit for further review the attached, updated state of the Rockford Housing Market. Based on this Co-Star data, I believe our market will be entering a slowdown, which will bring additional leasable multi-family product to market at lower prices. At the same time, this product may be of lesser quality as much of the better quality product may have already been sold/traded. Despite this, I do believe we can find units that we can renovate, in neighborhoods that align with the submitted in November 2019.

Finance

Finance Director Taip Asani went over the month financials and 1st quarter financials and property summaries

UNFINISHED BUSINESS

Resolution 2019-47

Commissioner Oliver moved that the RHA Board of Commissioners lay over the CEO Evaluation until the special board meeting on March 10, 2020. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Oliver, Sanchez, Hoffman
Nays: None

MOTION APPROVED

Resolution 2020-01

The Intergovernmental Agreement between the RHA and the City of Rockford for Police Services is laid over until the regular board on March 13, 2020.

Ayes: Commissioners:
Nays: None
Abstain: Commissioners: Hoffman

MOTION MUTE NO QUORUM

Resolution #2020-02

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE A ONE YEAR CONTRACT TO MEYER AND HORNING FOR LEGAL SERVICES AND COUNSEL, WITH AN OPTION OF YEARLY RENEWAL UP TO 4 ADDITIONAL YEARS, AT RHA'S DISCRETION. THE COMBINED ANTICIPATED AMOUNT IS EXPECTED NOT TO EXCEED \$150,000.00.

Commissioner Sanchez moved that the RHA Board of Commissioners approve a one year contract to Meyer and Horning for legal services and counsel, with an option of yearly renewal up to 4 additional years, at RHA's discretion. The combined anticipated amount is expected not to exceed \$150,000.00. Commissioner Oliver seconded the motion.

Ayes: Commissioners: Sanchez, Oliver, Hoffman
Nays: None

MOTION APPROVED

NEW BUSINESS

Resolution 2020-03

The carpentry contract is laid over until the regular board on March 13, 2020.

Ayes: Commissioners:

Nays: None
Abstain: Commissioners: Sanchez
MOTION MUTE NO QUORUM

Resolution #2020-04

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS APPROVE APPROVE A ONE YEAR CONTRACT TO MRA, DUNAMIS, AND MATRANGA FOR VACANT UNIT CLEANING SERVICES, WITH AN OPTION OF YEARLY RENEWAL UP TO 4 ADDITIONAL YEARS, AT RHA'S DISCRETION. THE CONTRACT WILL BE REVIEWED AND REDETERMINED YEARLY. THE COMBINED ANTICIPATED AMOUNT IS EXPECTED NOT TO EXCEED \$150,000.00.

Commissioner Oliver moved that the RHA Board of Commissioners a one year contract to MRA, Dunamis, and Matranga for vacant unit cleaning services, with an option of yearly renewal up to 4 additional years, at RHA's discretion. The contract will be reviewed and redetermined yearly. The combined anticipated amount is expected not to exceed \$150,000.00. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Oliver, Sanchez, Hoffman
Nays: None
MOTION APPROVED

R.A.B – RESIDENT ADVISORY BOARD

Kenneth Oliver

- Working with NMM and Park Terrace RAB to get established

AUDIENCE

Dina Richter

- Ms. Richter Provided chairman Hoffman with a complaint letter and requested a response to her letter as soon as possible.

RHA COMMISSIONERS

Commissioner Oliver moved that the RHA Board of Commissioners to host a special board meeting on March 10, 2020, at 2:00pm for Unfinished Business item 2019-047 CEO Evaluation. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Oliver, Sanchez, Hofman
Nays: None
MOTION PREVAILED

Commissioner Sanchez moved that the RHA Board of Commissioners reschedule the regular March board meeting on March 19, 2020, at 4:00pm, to March 12, 2020, at 2:00pm. Commissioner Oliver seconded the motion.

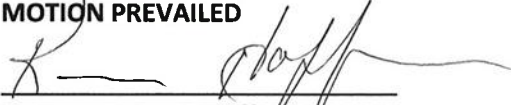
Ayes: Commissioners: Sanchez, Oliver, Hofman
Nays: None
MOTION PREVAILED

Commissioner Oliver moved that the RHA Board of Commissioners reschedule the regular March board meeting on March 19, 2020, at 4:00pm, to March 13, 2020, at 2:00pm instead of the previously voted on date of March 12, 2020, at 2pm. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Oliver, Sanchez, Hoffman
Nays: None
MOTION PREVAILED

At 6:19pm, with no future business, Commissioner Oliver made a motion to adjourn. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Oliver, Sanchez, Hoffman
Nays: None
MOTION PREVAILED



Chairman, Karen Hoffman



Board Secretary, Laura Snyder