



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular November Meeting
Minutes**

Thursday, November 22, 2019

Present:	Karen Hoffman, Chairman Jeff DiBenedetto, Vice Chairman Kenneth Oliver, Commissioner Ziyad Shihadah, Commissioner Jaime Sanchez, Commissioner	Staff:	Laura Snyder, CEO Tim Horning, RHA Legal Counsel Angel Mackey, Executive Assistant
-----------------	---	---------------	--

Absent:

The meeting was called to order at 2:13 p.m.

MINUTES:

Commissioner DiBenedetto moved that the RHA Board of Commissioners accept the minutes from the regular meeting held October 17, 2019. Commissioner Sanchez seconded the motion.

Ayes: DiBenedetto, Sanchez, Oliver, Shihadah, Hoffman
Nays:

MOTION APPROVED

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.

CEO REPORT

Laura Snyder, CEO

Human Services:

- ROSS annual reporting has been completed and submitted to HUD.
- Life Force Development (LDI) will be graduating another class on Thursday, November 21, 2019. The ceremony will be held at the main office at 2:00 pm.
- Resident Services Manager, Marcus Hill, participated in the "Forces of Change Assessment" (FOCA) conversation on Tuesday November 12, 2019. The Community Health Collaborative has been formed to represent Winnebago and Boone County organizations that are working together to improve the health and well-being of our communities through collaboration, innovation, and promotion of data-driven, evidence-based practices.
The FOCA is used to help identify what forces are happening, or are likely to happen, that have the potential to impact the overall quality of life and health of our community.

Operations:

- Occupancy
 - Blackhawk 95%
 - Park Terrace & Low-rise 98%
 - North Main Manor 96%
 - Fairgrounds 96%
 - Olesen Plaza 99%
 - Scattered Sites East 98%
 - Scattered Sites West 95%
- REAC inspections have been completed for three of our properties.
 - Park Terrace: Score – 90C previous score 98B, loss of 8 points
 - Scattered Sites 24: Score – 85 previous score 79C
 - Scattered Sites 25: Score – not yet received, previous score 36C
- REAC inspection for Olesen was scheduled for 10/18/19, then cancelled by the inspector. A new inspection date has not been proposed.
- Public Housing Occupancy continues to be a struggle. Director of Housing Operations, Owen Carter is working closely with LIPH Program Manager, Tara Taylor, and Program Manager, Sybil Mueller, to minimize the impact of HCV voucher issuance on LIPH occupancy. Application specialist continue to host mass intake sessions to process and approve applications.
- The HCV department is continuing to process and issue vouchers.
- An application for an additional five VASH vouchers was submitted to HUD on 11/14/19.

Procurement:

- The quotes for the property assessment of Brewington Oaks were received and awarded.
The winning contractor has committed to having the assessment prepared and submitted by the end of November.
- Legal services RFP responses have been received and will be reviewed
- An RFP for carpentry services has been drafted and released to the public.

Development:

- Continuing section 18 application for the disposition of 1117 Elm St. to Crusader Clinic. We are awaiting HUD approval of the application for disposition and working with the City of Rockford to complete the environmental review. HUD will not approve this application without the environmental review.
- Staff meet with Dimension (Econometrica) to discuss and review the final Asset Repositioning Plan, drafted by Dimension. The plan is a simple outline of the overall approach RHA will take for redevelopment. We are in no way committed to this plan as it was simply a requirement by HUD, to Econometrica as part of the grant award.
- RHA staff, Dimension staff, and RATIO staff will be meeting on Tuesday November 19, 2019, to determine the best way to move forward utilizing both contractors.
- Trajectory Energy Partners are preparing plans for the installation of the solar field that will provide energy savings to our North Main facility and residents. Installation is scheduled to begin in April of 2020 and be completed by November 2020. Trajectory, is now asking if RHA would be interested in partnering again, using the vacant property outlining Orton Keyes.

Finance:

- Staff have been working to prepare and submit FY2019 unaudited Financial Data Sheets (FDS). The deadline for submission to HUD is November 30th and will be met.
- Repayment of the \$1,198,610.00 overpayment for the Faust conversion to RAD, was re-paid to HUD on November 12, 2019.
- The entire finance team continues to review processes and procedures to identify deficiencies and inefficiencies. Working together, they have streamlined processes and provided greater controls over our finances.

CEO Message:

The current continuing resolution (CR) expires on Thursday, November 21, which is next week. It appears that negotiations between House, Senate, and White House are still going well. Leadership has agreed to vote next week on another short-term spending bill that will expire on Friday, December 20. This is a very positive sign that all parties believe an agreement on spending allocations can be reached before the holidays. If for some reason an agreement on spending cannot be reached before the end of the calendar year, with the impeachment proceedings, we're likely to have another CR that will last at a minimum into

the spring. RHA will continue to operate on the assumption that funding will match or be slightly less than last year, conserving dollars where we can.

GORMAN REPORT

The Grove

Monthly financials have been submitted to Bridge representatives.

CORRECTION: For the month of September, there were three (3) calls for service – 1 of which was a special foot patrol notice.

For the month of October, there were thirteen (13) calls for service – 7 of which were related to the investigation of one event; 2 warrant services.

In October, meetings with the RHA FSS team and Family to Family coalition occurred, and the collaborative case management process is unfolding. An analysis of bandwidth and process for data sharing is being resolved.

Jane Addams

Monthly financials have been submitted to Bridge representatives.

CORRECTION: For the month of September there was one (1) calls for service; a follow up from a prior report.

For the month of October there was five (5) calls for service; 3 related to the same unit where Resident Services is intervening.

Before we submit a written formal request for the RHA to consider RAD conversion for the public housing units at Jane Addams to improve cash flow, I am requesting interest and approval from the lender and the investor as this will affect the debt and the return on the project. I will present findings when I have them

Orton Keyes

Monthly financials have been submitted to Bridge representatives. At the time of this report, all HUD filings are complete.

CORRECTION: For the month of September, there were twenty (20) calls for service; including 3 misdials to 911. The chronic runaway intervention requested last month occurred, with RHA resident services meeting with the family. After discussion it was determined by staff that the existing supportive services plan for the minor and family was sufficient and that the services team was available to the family as needed. No reports were called into the police this past month.

For the month of October, there were twenty-eight (28) calls for service; 3 911 misdials/info, and 4 for "suspicious" cars and persons.

Other items:

Family Self-sufficiency programming continues. HUD providing answers on Technical Assistance outreach. Family to Family, FSS and Gorman continue to meet to ensure FSS compliance and advancement.

Development Agreements With the ongoing activity on the Scattered Sites and Fairgrounds Master Development Agreements, I want to make sure I am serving the RHA's needs for Progress Reports. The Fairgrounds MDA states such reports are deliverable upon the request of the Authority. The Scattered Sites MDA states they will be delivered quarterly in the months of March, June, September, and January. Over the past several months, with a previous, mutually agreed upon hiatus of the development work on these two MDAs, these reports were also placed on hold.

Since April 2019, I have presented monthly summaries of development and transitional work and served to reactivate the progress towards the development work the RHA and Gorman & Company remain under contract to do. Those monthly reports provided a snapshot of action for the month prior between RHA (and Bridge Rockford Alliance) and Gorman & Company at Jane Addams, The Grove (Phase 1 Fairgrounds) and Orton Keyes. With the presentation from September and the forthcoming November presentation, the focus on development is back in process. With this, I will be presenting quarterly development reports for both active MDAs, going forward; consistent with the Scattered Sites MDA [in March, June, September, and January], unless otherwise directed.

On Going Development Presentation – see attached. Handouts will be provided at meeting.

UNFINISHED BUSINESS

Resolution #2019-027

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE HUSAR ABATEMENT, LTD. TO BE AWARDED THE CONTRACT TO PROVIDE ASBESTOS REMOVAL SERVICE FOR THE BREWINGTON OAKS DEMOLITION PROJECT #19-035 FOR THE CONTRACT AMOUNT OF \$639,100.00 TO BE FUNDED BY CAPITAL FUND YEAR 16 AND CAPITAL FUND YEAR 18.

Commissioner Shihadah moved that the RHA Board of Commissioners Approve HUSAR abatement, LTD. to be awarded the contract to provide asbestos removal service for the Brewington Oaks demolition project #19-035 for the contract amount of \$639,100.00 to be funded by capital fund Year 16 and Capital fund year 18. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Shihadah, Sanchez, Oliver, DiBenedetto,
Hoffman

Nays: None

MOTION APPROVED

Resolution #2019-037

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE THE ATTACHED SEMAP CERTIFICATION.

Commissioner Oliver moved that the RHA Board of Commissioners Approve the attached SEMAP Certification Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Oliver, Sanchez, Shihadah, DiBenedetto,
Hoffman

Nays: None

MOTION APPROVED

Resolution #2019-038

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE THE SECTION III ANNUAL SUBMISSION.

Commissioner Shihadah moved that the RHA Board of Commissioners Approve the Section III Annual Submission. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Shihadah, Sanchez, Oliver, DiBenedetto,
Hoffman

Nays: None

MOTION APPROVED

NEW BUSINESS

Resolution #2019-044

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE THE ATTACHED 2020 PAYMENT STANDARDS

Commissioner Shihadah moved that the RHA Board of Commissioners Approve the attached 2020 Payment standards. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Shihadah, Sanchez, Oliver, DiBenedetto,
Hoffman

Nays: None

MOTION APPROVED

Resolution #2019-045

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE THE PROPOSED CHANGES FOR PUBLIC

POSTING AND INCLUSION IN THE LOW-
INCOME PUBLIC HOUSING UTILITY
ALLOWANCE SCHEDULE, AS
PRESENTED, WHICH WILL BE
EFFECTIVE JANUARY 1, 2020.

Commissioner Shihadah moved that the RHA Board of Commissioners Approve the proposed changes for public posting and inclusion in the Low-Income Public Housing Utility Allowance Schedule, as presented, which will be effective January 1, 2020. Commissioner Sanchez seconded the motion.

Resolution #2019-046

RESOLUTION THAT THE RHA BOARD OF
COMMISSIONERS HEREBY APPROVE
THE PROPOSED CHANGES FOR PUBLIC
POSTING AND INCLUSION IN THE LOW-
INCOME PUBLIC HOUSING FLAT RENT
SCHEDULE, AS PRESENTED, WHICH
WILL BE EFFECTIVE JANUARY 1, 2020.

Commissioner Shihadah moved that the RHA Board of Commissioners Approve the proposed changes for public posting and inclusion in the Low-Income Public Housing Flat Rent Schedule, as presented, which will be effective January 1, 2020. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Shihadah, Sanchez, Oliver, DiBenedetto,
Hoffman

Nays: None

MOTION APPROVED

Resolution 2019-47

Commissioner Sanchez moved that the RHA Board of Commissioners lay over the CEO Evaluation until the special meeting on December 5, 2019. Commissioner Oliver seconded the motion.

Ayes: Commissioners: Sanchez, Oliver, Shihadah, DiBenedetto,
Hoffman

Nays: None

MOTION APPROVED

R.A.B – RESIDENT ADVISORY BOARD

Ken Oliver

- New Council at Olesen Plaza now have 3 councils totals
- Would like to have a member from RAB to rotate sitting in on the RHA board meeting to give the report

AUDIENCE

John Brantley,

- John went over the financials for the month of November
- Disney on ice 60 people took 78 people raised 1500.00
- Mayor is having a meet and Greet ugly sweater contest at the Irish Rose
- Oak Street Health will be doing the dinner at North Main Manor
- Olesen Plaza & North Main Manor will be having their holiday dinner next Tuesday at 3pm
- Transform Rockford Having a book drive.
- Looking for Sponsors to sponsor 3 families for Christmas
- Raising funds for Harlem Globe Trotters

John James

- OP Resident Council needs information on making up budgets and funding to begin to put a budget together, would like to have events for the residents such as, Oak street health fair, movie night, etc.


RHA COMMISSIONERS

At 3:38pm pm with no future business, Commissioner DiBenedetto made a motion to adjourn. Commissioner Shihadah seconded the motion.

Ayes: Commissioners: DiBenedetto, Shihadah, Sanchez, Oliver,
Hoffman

Nays: None

MOTION PREVAILED


Chairman, Karen Hoffman
Board Secretary, Laura Snyder