ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Regular September Meeting
Minutes

Thursday, September 19, 2019

Present: Karen Hoffman, Chairman
Jeff DiBenedetto, Vice Chairman
Kenneth Oliver, Commissioner
Ziyad Shihadah, Commissioner
Jaime Sanchez, Commissioner (Left at 6:10pm)

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

Absent:

The meeting was called to order at 4:06 p.m.

MINUTES:

Commissioner Oliver moved that the RHA Board of Commissioners accept the minutes from the regular meeting held August 8, 2019. Commissioner Sanchez seconded the motion.

Ayes: Oliver, Sanchez, Shihadah, DiBenedetto, 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:

• Director of Human Services, Odessa Walker and Director of Housing Operations, Owen Carter, participated in a round table session that was held by the Department of Human Rights on September 4, 2019. The panel of experts discussed federal initiatives aimed at preventing and addressing sexual harassment in housing, recent enforcement cases involving sexual harassment in housing, a victim's/advocate's perspective and the State of Illinois Sexual Harassment and Discrimination Helpline. HUD is putting an emphasis on this subject and included this topic in discussion sessions held at the PHADA legislative conference in Washington DC, which I took part in. In response and cooperation with this initiative, RHA Human Resources, will be working with IAHA (Illinois Association of Housing Authorities),
to provide training to all RHA staff.

• Brewington Relocation is nearly complete with 1 resident remaining. A request for relocation extension was submitted to HUD on Tuesday, August 27th, 2019. The request asked for a 30-day extension and advised HUD that RHA is working with the remaining residents legal counsel, to secure replacement housing. To date, a formal response to this request has not be received from HUD.

• The next session of LDI (Lifeforce Development Institute) classes, has kicked off with a full class. This curriculum was created by, Odessa Walker, Human Services director and is designed to assist residents with life skills and job readiness programs.

• The entire resident services staff hosted an Open House on August 22, 2019 for enrollment into the FSS (Family Self-Sufficiency) program.

Operations:

• All sites continue to realize a low occupancy rate. Director of Housing Operations, Owen Carter, is working with the LIPH program manager, and maintenance manager to ensure a quicker turn time of vacant units and lease up of eligible applicants. Please refer to the occupancy dashboard.
• HUD will take a snapshot of our occupancy on September 30, 2019. This snapshot will be used as part of our PHAS scoring.

• To assist with lease up efforts, the entire LIPH management team is assisting with the processing of applications. We are hopeful to be at no less than 98% occupancy as of September 30.
• Maintenance is continuing REAC inspections and are preparing for the new NSPIRE (National Standards of the Physical Inspection of Real Estate) standards and grading scale.
• The HCV waitlist opened on September 12, 2019 and will close on September 16, 2019, with 2600 applications being received in less than 24 hours. If we continue with these applications number throughout the opening, we can expect an estimated 13,000 applications. Upon closing of the waitlist, a lottery will be hosted to place 2500 application on the waitlist. This number was chosen to ensure we remain within the guidelines of our Administrative Plan, to support a three-year processing of applications.

Procurement:

• The bids for asbestos removal have been received and reviewed, with a recommendation for award being presented at September's board meeting.
• The RFP for demolition was put out to the public on September 12, 2019.
• Section 3 Coordinator, Michaela Harris, working in cooperation with our resident services and procurement team, and Project First Rate, hosted a "Doing business with RHA", session on September 12, 2019. At this session, local unions and contractors were educated on: Topics included:

- Procurement
- Invoices
- Section 3 Compliance
- Resident Services Training Opportunities
- Future Development Opportunities

Occupancy:

- Blackhawk 95%
- Park Terrace & Low-rise 94%
- North Main Manor 95%
- Fairgrounds 94%
- Olesen Plaza 96%
- Scattered Sites East 99%
- Scattered Sites West 96%

Development:

• Continuing section 18 application for the disposition of 1117 Elm St. to Crusader Clinic. We are continuing to work with HUD for approval of the application for disposition. However, in error, contractors for Crusader Clinic began demolition of this unit, leaving a large hole in the roof and side of the house. Crusader management was able to intervene and halt demolition. For insurance purposes, Maintenance manager, Chuck Doyle, has taken

photos of the unit and submitted them to our insurance provider along with a written statement from Crusader management outlining what had occurred.

- We were able to speak with HUD regarding the TA (Technical Assistance) grant we have been awarded. With the city being released from the voluntary compliance agreement, HUD transferred all monies allocated for the Regional Housing Initiative with the city, to a TA grant for our overall redevelopment plan. With a $274,000 total grant amount we will be able to utilize Econometrica and their expert team to formulate an overall plan for Brewington, Fairgrounds, and Scattered Sites. Redevelopment coordinator, Erin Woosley, is scheduling a meeting for RHA, Ratio, and Econometrica to determine how to best move forward and utilize this TA grant to its fullest. We are hopeful to have this meeting the week of September 16.
- We will be meeting with the Mayor and Urban Equities on September 16, 2019 to discuss development of the Brewington Oaks land. During this meeting, it will be made clear that any future development of this property will need to be in partnership with the Housing Authority.

Finance:

- The repayment agreement from the 2006 OIG audit has been finalized and signed off of by HUD.
- Finance will be preparing all sites and COCC for year-end close out on September 30, 2019.

CEO Message:

2020 budget mark-ups for allocation should be seen the week of September 16th. The House passed a much larger budget before the caps were set in place for appropriations. The new bill calls for a much greater portion of the budget to be allocated to capital funds (80 million) and additional VASH (Veterans Affairs Supportive Housing) vouchers. With renewal funds being supported at 100%. Renewal funds are those used to fund Housing Choice Voucher programming and Tenant Protection Vouchers. However, Admin fees for these programs are currently being supported at 77% proration with no increase recommended for 2020.

I would like to thank the board for allowing Director of Housing Operations, and myself to attend the AHURI (Australian Housing and Urban Research Institute) conference in Darwin, Australia. In addition to learning that Australia provides five separate types of housing all umbrellaed under "Social Housing", it was fascinating to learn that the states govern all housing and the federal government will not give consideration to any funding or legislation purposed without state endorsement. Not unlike the United States, Australia has failed to invest properly in their public housing assets and are now looking to "Community Housing" for redevelopment. Community Housing is equivalent to HUD's RAD program, in looking to

private developers to align private funding and tax credit to modernize properties.
However, unlike the United States, tenant rights go far beyond our regulation and law's and do not provide Australian public housing authorities any right to enter into a property once leased, making lease enforcement much more difficult.
spending bill, it is more likely that the final FY 2020 HUD program appropriations will be less than the House bills.
Leadership will remain focused on program services as we begin planning for potential shortfall or lack of funding.

GORMAN REPORT

The Grove

- Monthly financials have been submitted to Bridge representatives.

- For the month of August there were five (5) calls for service – 1 for loud music, 1 for well-being, and 3 walk-in reports.

- In August I attended a meeting with the Family to Family coalition to help connect them with the FSS team, to potentially serve on the FSS Program Coordination Committee (PCC), and the coordinate service across the public-private partnership. The FTF team is set to meet with the RHA FSS team for an orientation. Next steps are between RHA and FTF to formalize the relationship. I will remain involved to ensure this happens.

Jane Addams

- Monthly financials have been submitted to Bridge representatives.

- For the month of August there were six (6) calls for service; including 2 for well-being.

- I would like to make a formal request for the RHA to consider RAD conversion for the public housing units at Jane Addams to improve cash flow.

Orton Keyes

- Monthly financials have been submitted to Bridge representatives. At the time of this report, all HUD filings are complete.
- For the month of August there were twenty-nine (29) calls for service; including 7 911 hang ups, and many for a "chronic run away". I have requested we work with RHA Resident Services to see if we can assist the runaway situation as there have been more than 20 calls over the last few months.

Other items:

- **Family Self-sufficiency** programming Gorman and RHA staff met on August 2, 2019 we are coordinating a meeting of RHA staff, Gorman staff and the Family to Family team to ensure FSS participants are fully serviced going forward.
- Fairgrounds, Scattered Sites (E and W) continued redevelopment presentation – see handout to be presented separately in tonight's meeting.

UNFINISHED BUSINESS

Resolution #2019-018

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE AN ANNUAL BOARD OF COMMISSIONERS PLAN OF WORK FOR THE 2020 FISCAL YEAR. IT IS ADDITIONALLY RECOMMENDED THAT THE BOARD OF COMMISSIONERS GIVE RHA STAFF THE AUTHORITY TO UPDATE THE PLAN, AS NEEDED, TO ACCOUNT FOR UNFORESEEN REQUIREMENTS AND CHANGES.

Commissioner Shihadah moved that the RHA Board of Commissioners approve an Annual Board of Commissioners Plan of Work for the 2020 fiscal year. It is additionally recommended that the board of commissioners give RHA staff the authority to update the plan, as needed, to account for unforeseen requirements and changes. Commissioner Sanchez seconded the motion

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

Resolution #2019-022

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS RESOLVE TO AWARD A NEW LEASE TO ANGELIC ORGANICS LEARNING CENTER WITH THE TERMS AND CONDITIONS OF THE LEASE AS ATTACHED HERETO.

Commissioner Oliver moved that the RHA Board of Commissioners resolve to award a new lease to angelic organics learning center with the terms and conditions of the lease as attached hereto. Commissioner Sanchez seconded the motion.

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

Nays: None
MOTION APPROVED

Resolution #2019-023 RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE THE FISCAL YEAR 2020 OPERATING BUDGETS OF THE AUTHORITY.

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve the Fiscal Year 2020 Operating Budgets of the authority. Commissioner Shihadah seconded the motion.

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

NEW BUSINESS

Resolution #2019-025 RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY REAPPROVE A ROLLING BASED VOUCHER PROGRAM TO ZION/LONGWOOD WITH THE UNITS COMMITTED.

Commissioner Shihadah moved that the RHA Board of Commissioners reapprove a rolling based voucher program to Zion/Longwood with the units committed. Commissioner Sanchez seconded the motion.

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

Resolution #2019-026 RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE A ROLLING BASED VOUCHER PROGRAM FROM 10 UNITS TO 5 UNITS FOR ORPUT/VALLEY VIEW.

Commissioner Sanchez moved that the RHA Board of Commissioners approve a rolling based voucher program from 10 units to 5 units for Orput/Valley View. Commissioner DiBenedetto seconded the motion.

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

Resolution #2019-027

Commissioner DiBenedetto moved that the RHA Board of Commissioners lay over the request for approval Brewington Oaks Enviortmental Abestos Bid Review for RHA RFP#19-035. Commissioner Shihadah seconded the motion.

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

R.A.B – RESIDENT ADVISORY BOARD

AUDIENCE

Sargent Davis,
The new RHA officer was introduced to the board, he gave some back-ground information on himself and the RHA board welcomed him.

Sargent Sander,
Sargent Sander spoke on the application process and how Sargent Davis was selected Sargent Davis will start with RHA on Monday September 23rd. The RHA board wishes Sargent Sander well in his new role.

John Brantley,
John Brantley gave the board updates on the financials for the month of July, and upcoming events. For September and October. He requested a rep from RHA to attend an event.

RHA COMMISSIONERS

The RHA board of commissioners agreed to have the staff celebration for the Brewington Oaks Relocation completion on October 17th at 2pm.

The RHA board of commissioners agreed to have the Commissioner Retreat on October 21th at 9am.

MOTION PREVAILED

At 6:36 pm with no future business, Commissioner DiBenedetto made a motion to adjourn. Commissioner Shihadah seconded the motion.

Ayes: Commissioners: DiBenedetto, Shihadah, Oliver, Hoffman
Nays: None
MOTION PREVAILED

Chairman, Karen Hoffman

Board Secretary, Laura Snyder