



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular June Meeting  
Minutes**

Thursday, June 18, 2020

**Present:** Karen Hoffman, Chairman  
Jeff DiBenedetto, Vice Chairman  
Jessica Wilson, Commissioner  
Jaime Sanchez, Commissioner  
Sandra Sigala, Commissioner

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

**Absent:**

The meeting was called to order at 4:03 p.m.

**MINUTES:**

Commissioner Sanchez moved that the RHA Board of Commissioners accept the minutes from the regular April meeting held April 23, 2020. Commissioner DiBenedetto seconded the motion.

**Ayes:** Commissioners: Sanchez, DiBenedetto, Wilson, Sigala, Hoffman

**Nays:**

**MOTION APPROVED**

Commissioner Sanchez moved that the RHA Board of Commissioners approve the checks from May on file for audit. Commissioner Sigala seconded the motion.

**Ayes:** Commissioners: Sanchez, Sigala, Wilson, DiBenedetto, Hoffman

**Nays:**

**MOTION APPROVED**

- As part of the Re-Opening Plan, Safety precautions have been put in place to allow staff to enter into all offices. These measures include employee health screening forms and a requirement to take individual temperatures before entering any facility.
- The Director of Housing Operations, along with the Physical Asset and Quality Assurance Manager, are working with our contractors to identify and/or construct "meeting rooms" at all facilities. The utilization of these rooms will remove the necessity to bring residents, guests, or visitors, into office spaces. It will allow for greater confinement of any contaminants and ease of sanitation.
- Development operations staff are working in shifts to allow fifty percent of the team to be present in the offices and maintain social distancing requirements.
- Maintenance continues to perform emergency work-order services and exterior maintenance

#### **Procurement:**

- Contractor restrictions have been maintained, with all contractors entering our facilities, subject to the same health screening and individual temperature readings as our staff.
- The procurement manager, Linda Dorsey-Tillman, has been working daily with our suppliers to obtain the necessary safety equipment to allow our staff to return to a more interactive schedule.

Not being that of an essential critical worker, supplies are very limited to RHA, making our re-opening date to the public un-foreseeable.

#### **Development:**

- Econometrica, RHA representatives, and our legal representative meet with R1 to discuss the use of the landbank properties for the redevelopment of Fairgrounds. During our conversation, it was discovered that the landbank properties would not be available to us in the timeframe needed. However, we may be able to capitalize on the County Trustee properties.

Eric Setter and Michael Dunn of R1 will be speaking with the County Chairman to discuss RHA's redevelopment plan and gain support from the Chairman for the use of this trustee properties.

- Gorman and Co. have submitted their claim for "fair compensation for development services." A check for \$89,901.89 for total open predevelopment expenses will be forwarded to Gorman and Co., along with a letter of dispute for the reasonable developer fees claimed.

#### **Finance:**

- Utilizing the CARES act funding, Director of Finance, Taip Asani, is working with IT and Yardi to determine if RHA can institute a paperless work environment and maintain and annual costs beyond the pandemic.

## **UNFINISHED BUSINESS**

### **Resolution #2020-012**

Commissioner DiBenedetto moved that the RHA Board of Commissioners lay over the request for approval demolition of Brewinton Oaks until the July 16, 2020 board meeting. Commissioner Sanchez seconded the motion.

**Ayes:** Commissioners: DiBenedetto, Sanchez, Wilson, Sigala, Hoffman

**Nays:** None

**MOTION APPROVED**

### **Resolution #2020-13**

Commissioner Sanchez moved that the RHA Board of Commissioners remove the request for approval of the Temination of the Scattered Sites MDA from the agenda. Commissioner DiBenedetto seconded the motion.

**Ayes:** Commissioners: Sanchez, DiBenedetto, Wilson, Sigala, Hoffman

**Nays:** None

**MOTION APPROVED**

### **Resolution #2020-14**

Commissioner DiBenedetto moved that the RHA Board of Commissioners remove the request for approval of the Temination of the Fairgrounds MDA from the agenda. Commissioner Sanchez seconded the motion.

**Ayes:** Commissioners: DiBenedetto, Sanchez, Wilson, Sigala, Hoffman

**Nays:** None

**MOTION APPROVED**

### **Resolution #2020-16**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE ENTERING INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF ROCKFORD WITH THE FOLLOWING: THE ROCKFORD HOUSING AUTHORITY BOARD OF COMMISSIONERS HERBY AGREES TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF ROCKFORD FOR THE PURPOSE OF PROVIDING ENVIRONMENTAL REVIEWS PURSUANT TO 24 C.F.R PART 58

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve entering into an Intergovernmental Agreement with the City of Rockford with the following: The

## **NEW BUSINESS**

### **Resolution #2020-19**

Commissioner DiBenedetto moved that the RHA Board of Commissioners lay over the request for approval of the Administrative Plan Changes until the July 16, 2020 board meeting. Commissioner Sanchez seconded the motion.

**Ayes:** Commissioners: Sanchez, DiBenedetto, Wilson, Sigala, Hoffman

**Nays:** None

**MOTION APPROVED**

### **Resolution #2020-20**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE THE RECOMMENDATION TO UTILIZE ANY AND ALL WAIVERS ALLOWABLE UNDER PIH NOTICE 2020-05, WHEN DEEMED NECESSARY BY THE AGENCY, TO BOTH PUBLIC HOUSING AND HCV PROGRAMS. THESE WAIVERS ARE TO BE EFFECTIVE UPON OBSERVATION THAT PROGRAM REQUIREMENTS AND ELIGIBILITY MAY BE IMPEDED. ANY AND ALL WAIVERS IMPLEMENTED WILL EXPIRE ON DECEMBER 31, 2020

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve the recommendation to utilize any and all waivers allowable under PIH Notice 2020-05, when deemed necessary by the agency, to both Public Housing and HCV programs. These waivers are to be effective upon observation that program requirements and eligibility may be impeded. any and all waivers implemented will expire on December 31, 2020. Commissioner Sanchez seconded the motion.

**Ayes:** Commissioners: DiBenedetto, Sanchez, Wilson, Sigala, Hoffman

**Nays:** None

**MOTION APPROVED**

### **Resolution #2020-21**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE A ONE YEAR CONTRACT TO CALL PLUS FOR ANSWERING SERVICES, WITH THE OPTION OF YEARLY RENEWAL UP TO 4 ADDITIONAL YEARS, AT RHA'S DISCRETION. THE YEARLY

Commissioner DiBenedetto moved that the RHA Board of Commissioners hold a special board meeting on July 7, 2020, at 2 pm to discuss development. Commissioner Sanchez seconded the motion.

**Ayes:** Commissioners: Sanchez, DiBenedetto, Wilson, Sigala, Hoffman

**Nays:** None

**MOTION APPROVED**

At 5:32 pm with no future business, Commissioner Sanchez made a motion to adjourn. Commissioner Wilson seconded the motion.

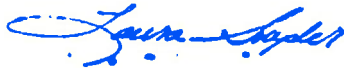
**Ayes:** Commissioners: Sanchez, Wilson, Sigala, DiBenedetto, Hoffman

**Nays:** None

**MOTION PREVAILED**



Chairman, Karen Hoffman



Board Secretary, Laura Snyder