



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular April Meeting
Minutes**

Thursday, April 23, 2020

Present:	Karen Hoffman, Chairman	Staff:	Laura Snyder, CEO
	Jeff DiBenedetto, Vice Chairman		Tim Horning, RHA Legal Counsel
	Jaime Sanchez, Commissioner		Angel Mackey, Executive Assistant
	Jessica Wilson, Commissioner (Abstaining from voting)		

Absent:

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

MINUTES:

Commissioner Sanchez moved that the RHA Board of Commissioners make a correction to page 2 of the minutes of the special meeting held March 10, 2020 the motion to go in to closed session, commissioner Shihadah's name needs to be removed from the vote due to him not being present to vote. Commissioner DiBenedetto seconded the motion.

Ayes: Sanchez, DiBenedetto, Hoffman

Nays:

MOTION APPROVED

Commissioner Sanchez moved that the RHA Board of Commissioners make a correction to page 10 of the minutes of the regular meeting held March 13, 2020 to the Board Recommendation 2020-09. Commissioner DiBenedetto seconded the motion.

Ayes: Sanchez, DiBenedetto, Hoffman

Nays:

MOTION APPROVED

Commissioner Sanchez moved that the RHA Board of Commissioners accept the corrected minutes from the special board meeting held March 10, 2020 and the regular board meeting held March 13, 2020. Commissioner DiBenedetto seconded the motion.

Ayes: Sanchez, 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:

- We have partnered with YMCA and RPS-205 to deliver meals to children within our family developments who are home from school.
- All resident programming educational courses have been placed on hold in compliance with the governor's executive order. We will continue to monitor the Shelter in Place order and will adjust presentation, user interface design, and class model as needed, pending the overall duration of the order.
- All resident services staff have been working remotely, limiting face to face interaction. However, services have not faltered. Staff members are assisting residents with unemployment applications, food services, and deliveries, and obtaining school supplies.
 - Partnering with Comcast, we were able to secure low cost or free internet services to allow children to complete school assignments.
- RHA applied for and received funding through HUD's Family Unification Program (FUP). This funding, totaling \$222,251, will provide 36 vouchers for youth currently participating in the child welfare system.

Operations:

Occupancy:

- Blackhawk 95%
- Park Terrace & Low-rise 95%
- North Main Manor 96%
- Fairgrounds 94%
- Olesen Plaza 85%
- Scattered Sites East 99%
- Scattered Sites West 95%

• HUD issued PIH Notice 2020-05: COVID-19 Statutory and Regulatory Waivers, on April 10, 2020. This notice provides PHA's ability to review current policy and procedure and make necessary adjustments in response to the pandemic. Changes are temporarily authorized without HUD or board approval. Any changes being made to programming must be completed by July 31, 2020. PHA's are not mandated to adhere to any implemented changes once the pandemic has concluded. To date, we have not implemented any formalized changes in our ACOP or Admin Plan.

• We have yet to receive a response to the appeal submitted to the HUD Asst. Secretary for our 2019 SEMAP score.

• HUD has announced a distribution of an additional two months of operating and HCV administrative funding to assist PHA's offset the loss of funding relative to the COVID19 pandemic.

• The Choice Mobility Plan has been completed and is awaiting signature. Participants currently eligible for issuance of a voucher will be notified of availability. As can be expected, the Governor's Shelter in place order will significantly influence the immediate issuance of vouchers.

• Standard operating procedures (SOP) have been completed for procurement, development, and section 3. With these submissions, SOP's have been completed for all departments within the agency.

Procurement:

- Bids for the demolition of Brewington Oaks were received on 4/16/2020, with 14 bids in receipt.
- Capital fund planning is ongoing. With PIH notice 2020-05, HUD has extended all deadlines relating to current funding grants for six-months.

Development:

• The Section 19 application for the disposition of 1117 Elm St. to Crusader Clinic has been completed and submitted to HUD for approval.

• Trajectory has closed their office space on the first floor of our main office and will begin the recruitment of residents into their program once the Governor's order has been lifted.

• Asbestos removal has begun at Brewington Oaks with an expected completion time frame of May 2020.

• We have submitted a letter of interest for "Special-Use" units to HUD for approval. This request allows RHA to utilize units within our LIPH portfolio for purposes outside of the housing. i.e., Resident Council offices.

• Before the Governor's order, we were able to meet with four aldermen to discuss a redevelopment vision for Fairgrounds. We are hoping to host conference calls with the remaining alderman.

Finance:

- The pandemic has not impacted the 2019 Audit. To date, we are inline for our regularly planned presentation to the board in June. However, HUD has provided a six-month extension in PIH Notice 2020-05.

CEO Message:

For the past month, our agency has been focused on policy and procedural updates, in response to the COVID19 pandemic, for both our clients and our staff. The executive team has attended countless training sessions, webinars, and discussion groups relating to the COVID-19 pandemic. Topics included PHA operations during the pandemic, FEMA and CARES act funding, and Employee rights under the CARES act. We have and continue to participate in weekly calls with NAHRO, PHADA, and HUD, to discuss the challenges for our residents and our daily operations.

Working with MMG marketing, we have created a COVID-19 page within our website. This site was launched on March 20, 2020, and provides our residents, staff, and the community with the most recent, up to date information, locally, within the state, and nationally. The information includes but is not limited to recommendations from medical professionals and the Winnebago County Health Dept. if you are feeling ill, hours of operations for local grocers and restaurants, and RHA's operational framework during this time. As well as a Frequently Asked section that can provide instant answers relating to lease obligations for residents during this time. As this pandemic continues to evolve, we will review current operations, policies, and practices to ensure we are providing the best overall service to our clients, staff members, and the community.

GORMAN REPORT

Ron requested to know when the next Bridge Rockford meeting would be so the Gorman can present the financials.

The board was presented with police calls in breakdown for each property that doesn't violate the rights of the people. The board agreed they like the presented but would also like to see the follow up that was done for each call. Ron agreed to submit the requested information to the board going forward.

A brief discussion was had about the MDA's for Fairgrounds and Scattered Sites.

The Grove

Monthly financials were submitted to Bridge representatives as agreed.

Jane Addams

Monthly financials were submitted to Bridge representatives as agreed.

For the month of March, there were two calls for service as follows:

Orton Keyes

Monthly financials were submitted to Bridge representatives as agreed.

For the month of March, there were twenty-four (24) calls for service as follows:

Other items:

Family Self-sufficiency programming continues with 7 residents between The Grove and Orton Keyes. Family to Family, FSS and Gorman need to set a meeting to ensure FSS compliance and advancement. Prior to that meeting, we request RHA meet with HUD to determine eligibility of RAD relocated residents (Grove) and former PH residents (Orton Keyes) given the agreement for coordinated services is placed with RHA under the RAD conversion, operating/partnership agreements, and the existing FSS grant award that RHA has.

NEW BUSINESS**Resolution #2020-11**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY REAPPROVE A ROLLING BASED VOUCHER PROGRAM TO ZION/LOGWOOD WITH THE UNITS COMMITTED.

Commissioner DiBenedetto 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: DiBenedetto, Sanchez, Hoffman

Nays: None

MOTION APPROVED**Resolution #2020-012**

Commissioner DiBenedetto moved that the RHA Board of Commissioners lay over the request for approval demolition of Brewinton Oaks. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Hoffman

Nays: None

MOTION APPROVED

R.A.B – RESIDENT ADVISORY BOARD

AUDIENCE

None

RHA COMMISSIONERS

At 5:20 pm with no future business, Commissioner DiBenedetto made a motion to adjourn. Commissioner Sanchez seconded the motion.

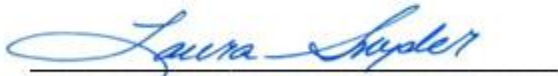
Ayes: Commissioners: DiBenedetto, Sanchez, Hoffman

Nays: None

MOTION PREVAILED

A handwritten signature in black ink, appearing to read "Karen Hoffman", written over a horizontal line.

Chairman, Karen Hoffman

A handwritten signature in blue ink, appearing to read "Laura Snyder", written over a horizontal line.

Board Secretary, Laura Snyder