



**ROCKFORD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**Regular May Meeting
Minutes**

Thursday, May 21, 2020

Present: Karen Hoffman, Chairman
Jeff DiBenedetto, Vice Chairman
Jessica Wilson, Commissioner
Jaime Sanchez, Commissioner
Sandra Sigala, Commissioner (Abstaining from voting)

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 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, Hoffman

Nays:

MOTION APPROVED

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

Ayes: Commissioners: Sanchez, DiBenedetto, Wilson, Hoffman

Nays:

MOTION APPROVED

QUESTIONS/COMMENTS FROM THE AUDIENCE

No one in attendance for public comment

CEO REPORT

Laura Snyder, CEO

Human Services:

- Laura has been asked to participate in Mayor McNamara's Rebound Rockford initiative. This initiative consists of ten committees comprised of local leaders to discuss and implement plans to assist the overall community in developing a plan to recover from the Covid-19 pandemic. To date, I have sat in on the Human Services and Legislative Forum sessions.
- The entire resident services team continues to provide services to residents throughout or developments and assist with providing meals to our children and elderly population.

Operations:

Occupancy:

- Blackhawk 93%
 - Park Terrace & Low-rise 94%
 - North Main Manor 96%
 - Fairgrounds 93%
 - Olesen Plaza 83%
 - Scattered Sites East 98%
 - Scattered Sites West 95%
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- In compliance with the Governor's Shelter in Place order, office remain closed to the public.
 - Development operations staff are working in shifts to allow fifty percent of the staff to be present in the offices and maintain social distancing requirements.
 - Maintenance continues to perform emergency work order services and exterior maintenance
 - Public Housing Occupancy continues to be a struggle. The current pandemic impedes progression for move-ins
 - We have been awarded a Family Unification Grant (FUP) in the amount of \$222,251 to provide 36 vouchers to young adults that are graduating out of foster care. Working with DCFS, we plan to start receiving referrals in June to allow for issuance of vouchers no later than September 1, 2020.
 - Chuck Doyle, Physical Asset, Quality Assurance, and Maintenance Manager has been able to secure additional Energy Efficient grant for \$32,000 for removal and disposal of appliances at Brewington Oaks.
 - On April 10, 2020 HUD released HUD notice 2020-05, that provides waivers and extensions to operations for all PHA's. To date, we have remained in line with all HUD timeline regulations and do not see a need to implement any waivers or extensions.

Procurement:

- Contractors have been limited to access at the properties in response to the Covid-19 pandemic. At this time, contractors are only being utilized in vacant units, emergency repairs, and exterior work.
- The current Architectural and Engineering contract is set to expire in July 2020. Procurement Manager, Linda Dorsey-Tillman is working with HUD to draft an RFQ for these services.
- Asbestos removal has been completed at Brewington Oaks.

Development:

- Redevelopment Coordinator, Erin Woosley, is continuing her efforts to scheduled meetings with city alderman to discuss the redevelopment of Fairgrounds. To date, we have hosted meetings for seven alderman and will be looking to meet with two more the week of May 18th. To date, the feedback has been positive with several making recommendations for neighborhood improvement within their prospective wards.
- Zion Lutheran church has approached Gorman and company to discuss the possible purchase of Fairgrounds. All conversations are preliminary and will not disrupt the current application for the Fairgrounds Section 18 application
- Next steps for the Fairgrounds Section 18 application are underway. Working with procurement, Mrs. Woosley, is looking to procure the Physical Needs Assessment contract
- Working with HUD representatives, we have been exploring alternatives to demolition for Brewington Oaks.

Finance:

- Although provided an extension for the 2019 audit, the entire finance department, in partnership with SVA, have completed the 2019 audit and will be ready for an on-time submission to HUD before the original June 30, 2020 deadline, pending board approval.
- As promised in the CARES act, we have received two months of operating subsidy and two months of HCV admin fees to assist in covering costs related to the pandemic. HUD has issued guidelines and limitations relating to the HCV admin fees but, has yet, to present the guidelines and limitations for the operating subsidy.

CEO Message:

Much of the focus this past month has been in response to the Covid-19 pandemic. The executive team has been working diligently to ensure a safe environment for our staff and residents. Upon notification of a confirmed infection among our staff members, offices were closed to all, to allow a third-party sanitation company to properly disinfect all office areas. Upon completion of sanitation and the suggested quarantine timeframe, staff were brought back to the offices under a "Return to Work" policy. This policy was drafted by the executive team and approved by both collected bargaining groups. Within the plan, a mandatory health screening in performed prior to any employee entering an RHA owned facility.

Working with our legal representative, a temporary addendum has been drafted for all agency lease holders utilizing RHA office and recreational spaces. This addendum requires all agencies to abide by and enforce the RHA Return to Work policy among their staff members.

In the coming weeks, the executive team will draft a “Return to Operations” plan that will outline the principal day to day operations. This plan will include expectations for resident’s, visitor’s, and contractors, to enter our facilities. How and what person to person contact should look like, and what the community in general can expect from our agency. At this time, this policy will be temporary in nature and will be fluid to change with the evolution of the pandemic.

FINANCE REPORT

Taip Asani, Director of Finance

Taip went over the financials provided to the board in the board packet on pages 7 through 19. Sheri Springer from SVA presented on the FY19 Audit that the board members will vote on in July.

Vice DiBenedetto stated the board did not receive a copy of the Audit to follow along with the presented and in the future would like a copy ahead of time.

GORMAN REPORT

Ron Clewer, Illinois Market President

Development Activity:

Multiple calls with Laura to discuss Fairgrounds Valley redevelopment options. Includes 2 calls in last 10 days about a potential grantor/investor who could provide equity for the sale and redevelopment of Fairgrounds Valley. This project, should it happen, can be leveraged into a Choice Implementation grant. To accommodate the timeline, Gorman requests a continuation of the Fairgrounds Valley Master Development Agreement (MDA).

Other MDA activities – as RHA requested, we have provided the accounting and support for outstanding predevelopment expenses incurred in the redevelopment efforts for Fairgrounds phase 2 and 3 and Scattered Sites. The accounting statements show third party costs as well as ancillary expenses; however, excludes fair compensation for development services allowable in the MDA. Supplied material is not a final billing statement.

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.

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 June 18, 2020 board meeting. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Wilson, Hoffman
Nays: None
MOTION APPROVED

Consent Agenda

Commissioner Sanchez moved that the RHA Board of Commissioners approve the Collection Loss Write-off for vacant uncollectible accounts for the month March in the amount of \$40,471.19. Commissioner DiBenedetto seconded the motion.

Ayes: Sanchez, DiBenedetto, Wilson, Hoffman
Nays:
MOTION APPROVED

NEW BUSINESS

Resolution #2020-13

Commissioner Sanchez moved that the RHA Board of Commissioners lay over the request for approval of the Termination of the Scattered Sites MDA until the June 18, 2020 board meeting. Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: Sanchez, DiBenedetto, Wilson, Hoffman
Nays: None
MOTION APPROVED

Resolution #2020-14

Commissioner DiBenedetto moved that the RHA Board of Commissioners lay over the request for approval of the Termination of the Fairgrounds MDA until the June 18, 2020 board meeting. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Wilson, Hoffman
Nays: None
MOTION APPROVED

Resolution #2020-15

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE THE RECOMMENDATION TO UTILIZE THE WAIVERS AS IDENTIFIED ABOVE AND OUTLINED IN HUD PIC NOTICE 2020-05. 7. WAIVERS APPLICABLE TO BOTH PUBLIC HOUSING AND HCV PROGRAMS PH AND HCV 6 – FAMILY SELF-SUFFICIENCY (FSS) CONTRACT OF PARTICIPATION; CONTRACT EXTENSION AND 9. HOUSING CHOICE VOUCHER PROGRAM

WAIVERS – GENERAL HCV 1 – ADMINISTRATIVE PLAN AND HCV -2 INFORMATION WHEN FAMILY IS SELECTED – PHA ORAL BRIEFING AS LISTED IN HUD NOTICE 2020-05. THESE WAIVERS ARE TO BE EFFECTIVE April 10, 2020 (as allowed per the notice) AND will EXPIRE ON DECEMBER 31, 2020.

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve the recommendation to utilize the waivers as identified above and outlined in HUD PIC Notice 2020-05. 7. waivers applicable to both public housing and HCV programs PH and HCV 6 – family self-sufficiency (FSS) contract of participation; contract extension and 9. housing choice voucher program waivers – general HCV 1 – administrative plan and HCV -2 information when family is selected – PHA oral briefing as listed in HUD notice 2020-05. these waivers are to be effective April 10, 2020 (as allowed per the notice) and will expire on December 31, 2020. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Wilson, Hoffman
Nays: None

MOTION APPROVED

Resolution #2020-16

Commissioner Sanchez moved that the RHA Board of Commissioners lay over the request for approval of the Intergovernmental Agreement between the City of Rockford and the Rockford Housing Authority for Part 58 Environmental Reviews until the June 18, 2020 board meeting. Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Wilson, Hoffman
Nays: None

MOTION APPROVED

Resolution #2020-17

Commissioner Sanchez moved that the RHA Board of Commissioners lay over the request for approval of the PHA Draft Plan until the June 18, 2020 board meeting. Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: Sanchez, DiBenedetto, Wilson, Hoffman
Nays: None

MOTION APPROVED

Resolution #2020-18

Commissioner Sanchez moved that the RHA Board of Commissioners lay over the request for approval of the FY19 Audit until the June 18, 2020 board meeting. Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: Sanchez, DiBenedetto, Wilson, Hoffman
Nays: None
MOTION APPROVED

R.A.B – RESIDENT ADVISORY BOARD
Ken Oliver, RAB President

No one in attendance

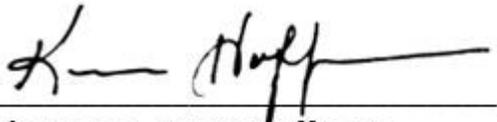
AUDIENCE

No one in attendance for public comment

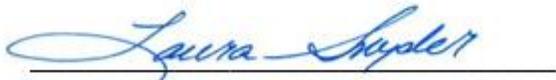
RHA COMMISSIONERS

At 5:50 pm with no future business, Commissioner Sanchez made a motion to adjourn. Commissioner DiBenedetto seconded the motion.

Ayes: Commissioners: Sanchez, DiBenedetto, Wilson Hoffman
Nays: None
MOTION PREVAILED



Chairman, Karen Hoffman



Board Secretary, Laura Snyder