

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING  
APRIL 22, 2015 12:00 PM  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

George Moses, Chair  
John Page, Vice-Chair  
Rosemary Rivera, Commissioner  
Willie E. Otis, Commissioner  
Hershel Patterson, Commissioner  
Calvin Lee, Jr., Commissioner

**MEMBERS ABSENT**

Sara Valencia, Commissioner

**STAFF PRESENT**

Shawn Burr  
Mark Hill  
Sandra Whitney  
John Mooney  
Jackie Milne  
Linda Stango  
Mike Gallo  
Linda Kavanagh-Schwenger

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Heather Amidon, AP Safety and Security  
Carrol Vaughan from Nan McKay  
Catherine Ures from Nan McKay

Chair Moses called the March 2015 RHA Regular Board Meeting to order at 12:00pm. He noted for the record that notice of this meeting was posted as required by law.

1. **Open Forum - Public Comments**  
There were no public comments.
2. **Approval of Minutes: March 25, 2015**

Commissioner Page moved and Commissioner Patterson seconded the motion to approve the minutes of the March Board Meeting. Commissioners Otis, Rivera, and Lee concurred; the motion was passed unanimously.

Chair Moses noted that Commissioner Valencia was unable to attend the meeting.

3. **Director's Report**

Interim Executive Director Shawn Burr presented his Interim Executive Director's Report regarding the following topics:

- a. RHA's Agency Plan
- b. RAD (Rental Assistance Demonstration)
- c. Section 3
- d. Section 8 Landlord/Tenant Forums
- e. RHA Newsletter
- f. City of Rochester Consolidated Plan
- g. Funding for RHA 2015

Following Mr. Burr's report, a discussion regarding funding and Section 3 ensued. Mr. Burr, Mr. Bullard, Commissioner Rivera, Commissioner Otis, Commissioner Page and Chair Moses all participated.

Copies of the complete Interim Executive Director's report were sent to Board Members and Senior Staff in advance of the meeting and are available upon request.

**5. Public Housing Monthly Statistical Report**

- a. Public Housing Director Whitney reported collections for March were at 100.3% of the amounts due; she commended staff and residents on this achievement. She reported the vacancy rate at 3.33% for March. Ms. Whitney reported that the percentage is lower than February, and staff is continuing to work at lowering that percentage. There were a total of 46 move outs for this period: 13 voluntary, 11 terminations, 2 Section Eight transfers, 13 transfers, 5 deaths and 1 health transfers. There were 5 evictions for non-payment. She also presented a security report for public housing.

Commissioner Rivera asked a question about PHAS scoring and Ms. Whitney explained some specifics about how PHAS scoring works.

**Board Approval Requests**

Board Chair George Moses noted that there would be one motion for the following Board Approval Requests, referencing the agenda item numbers:

- a. 5.a. VOA Cobblestone Place Request for HCV Vouchers
- b. 6.a. Federal Street Demolition and Abatement Phase I
- c. 6.b. Harriet Tubman Furnace Replacement Labor for Installation
- d. 6.c. Scattered Site Roof Replacements R8
- e. 6.d. Scattered Site Roof Replacements R9
- f. 7.a. Lawn Maintenance Contract Renewals
- g. 8a. Tenmast Maintenance and Support Contract Renewal

Commissioner Page moved and Commissioner Lee seconded the motion to approve all these Board Approval Requests. Commissioners Rivera, Patterson, and Otis all concurred. The motion was passed.

**6. Housing Operations Report (Section 8)**

- a. **Voucher Utilization Report:** Director of Housing Operations Sturgis presented the Voucher Utilization report. He reported that the Voucher Utilization Rate increased slightly compared to last month at 95.64%, utilizing 8,377 vouchers, just slightly less than last month.

A discussion followed regarding utilization and overall budgeting as it relates to HUD funding. Commissioner Rivera asked for some clarification and Mr. Sturgis gave further detail. Mr. Bullard, Mr. Moses, and Ms. Rivera participated in the discussion. Mr. Moses noted that further detail could and would be explored in the Section 8 committee, which is in the process of being formed.

**7. Plant Committee Report**

- a. Architect Linda Stango presented an overview of projects in progress, projects completed, service contracts, and projects out to bid. Full information was sent to the Board in advance of the meeting in the Plant Committee Report. The HQS inspection report was also reviewed.

Commissioner Otis asked a question regarding one the Capital Improvement Project on Federal Street. Ms. Stango explained the process and how and at what stage residents are involved and the reasoning behind the timing. Commissioner Page also had a question about the project which Ms. Stango addressed.

Commissioner Patterson had a question about the Danforth Project and when residents would be notified. Ms. Stango and Mr. Burr explained the process to him.

Commissioner Rivera had some questions and comments about the inspection process and increasing efficiency. Mr. Burr explained the current process. Mr. Bullard also asked a question about the process and Mr. Burr and Ms. Stango explained.

Commissioner Patterson asked about what the contingency amount represented. Ms. Stango explained that contingency amounts were to cover items that were “hidden or unforeseen.” Mr. Burr noted that this is a topic regularly addressed in the Plant Committee.

### **8. Commissioners’ Report**

- a. Chair Moses asked whether there were any items from Finance for the Agenda. Finance Director Hill noted there were no finance items for the agenda.
- b. Mr. Moses asked for a motion to establish the Section 8 Subcommittee. Commissioner Rivera moved and Commissioner Lee seconded and all commissioners concurred. The motion was passed.
- c. Commissioner Otis brought up his concerns regarding four items:
  - a) Resident Council charges for Time Warner Cable
  - b) Resident Councils running at a deficit
  - c) Resident Council stipends sometimes running as low as \$10 for three months
  - d) Access to funds for sites without a Resident Council

Mr. Otis asked whether any action had been taken in the Finance Committee regarding these issues. Mr. Hill explained that it was decided in the Finance Committee to resolve these issues in the newly formed Resident Relations Committee. Commissioner Page, Commissioner Patterson, Mr. Otis and Mr. Hill all participated in a discussion regarding the resident council issues.

- d. Mr. Otis also brought up a resident concern from Elmdorf Apartments concerning renovations done in 2011 and how they felt they were treated badly and are hoping to discuss some sort of compensation. They would like an opportunity to voice their concerns and meet with staff. Mr. Burr, Mr. Bullard, Mr. Moses and Ms. Rivera also participated.

### **9. Executive Session**


Chair Moses noted there were two items regarding legal issues that required executive session. Commissioner Page moved and Commissioner Patterson seconded a motion to go into Executive Session at 1:08pm. All the other commissioners concurred and the motion was passed unanimously. Following the Executive Session, Commissioner Lee moved and Commissioner Otis seconded a motion to resume the regular meeting. All the other commissioners concurred and the motion was passed unanimously. No resolutions or motions were made in Executive Session.

**10. June Regular Board Meeting**

The June Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, June 24, 2015**, at 12:00 noon in the Board Room (Room #121) at 675 West Main Street.

There being no further Regular Meeting Business to come before the Board, Commissioner Page moved that the Regular Meeting be adjourned. Commissioner Patterson seconded this motion, all Commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 2:00 p.m.

Respectfully submitted,



George Moses  
Chairman of the Board