

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING
NOVEMBER 18, 2015 12:00 PM
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

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

MEMBERS ABSENT

STAFF PRESENT

Shawn Burr
Paul Foti
Jackie Milne
Sandra Whitney
John Mooney
Linda Stango
Mike Gallo
Nicole Allen
Kathy Murphy
Jason Norselli
Maria Dewhirst
Janis M. White

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Heather Amidon, AP Safety and Security

OTHERS

Chair Moses called the November 2015 RHA Regular Board Meeting to order at 12:00 PM. He noted for the record that notice of this meeting was posted as required by law and that there was a quorum present.

1. **Open Forum – Public Comments**

There were no Public Comments this meeting
Interim Executive Director Burr introduced Janis White as the new Secretary to the Executive Director.

2. **Approval of Minutes: November Regular Board Meeting**

Commissioner Otis moved and Commissioner Patterson seconded the motion to approve the minutes for the October 2015 Regular Board Meeting. Commissioner Page, and Commissioner Lee, concurred. The motion was passed.

3. **Director's Report and Board Approval Requests**

- a. Interim Executive Director Shawn Burr presented his director's report on the following topics:
 - a. RHA High Performer
 - b. Tipping Point- Communication Consultant

- c. Strategic Plan Retreat
- d. Snug Harbor Update
- e. Leasing Operations Intake Task Force Update
- f. Resident Council Budget Meetings
- g. Section 3
- h. Federal Funding Update

b. Board Approvals of Requests as follows:

- i. Request approval for Ratification of Employee Annual Benefits for 2016 – Medical Insurance. MVP Health Care not to exceed \$3.1 million for period January 1, 2016 to December 31, 2016.

Commissioner Page moved and Commissioner Lee seconded a motion to approve this request. Commissioners Rivera, Otis, Patterson concurred. The motion passed.

- ii. Audit Services – Sickler, Torchia, CPAs. Financial Audit estimated cost will be approximately \$33,000 annually.

Commissioner Lee moved and Commissioner Patterson seconded the motion to approve this request. Commissioners Page, Rivera, and Otis concurred. The motion was passed.

- iii. Employee Annual Benefits for 2016 – Retiree Medical. Retiree (65+); Excellus BCBS not to exceed \$138,500.

Commissioner Page moved and Commissioner Lee seconded the motion to approve this request. Commissioners, Rivera, Patterson, and Otis concurred. The motion was passed.

- iv. Employee Annual Benefits for 2016 – Dental. Guardian Insurance not to exceed \$163,000.

Commissioner Lee moved and Commissioner Otis seconded the motion to approve this request. Commissioners Page, Rivera, and Patterson concurred. The motion was passed.

- v. Employee Annual Benefits for 2016 – Disability and Life Insurance. Cigna not to exceed \$145,000.

Commissioner Otis moved and Commissioner Page seconded the motion to approve this request. Commissioners Lee, Rivera, and Patterson concurred. The motion was passed.

- vi. Additional Funds for Year 2015 Temporary Employee Services. Remedy Intelligent Staffing requesting an additional \$25,000 to a previously agreed contract.

Commissioner Page moved and Commissioner Lee seconded the motion to approve this request. Commissioners Otis, Rivera, and Patterson concurred. The motion was passed.

- vii. 2016 Contract for Temporary Employee Services. Remedy Intelligent Staffing not to exceed \$270,000.

Commissioner Otis moved and Commissioner Page seconded the motion to approve this request. Commissioners Lee, and Patterson concurred. Commissioners Rivera abstained. The motion was passed.

- viii. SEMAP Summary and Resolution. RHA Fiscal Year 2015 SEMAP Rating, Rochester Housing Authority received Public Recognition for High Performer PHA.

Commissioner Lee moved and Commissioner Rivera seconded the motion to approve this request. Commissioners Page, Otis, and Patterson concurred. The motion was passed.

- ix. Weekday Night/Weekend on Call Maintenance. One year contract with option to renew for afterhours maintenance coverage for all RHA properties. Cost \$134,380 with 10% Contingency not to exceed \$135,000.

Commissioner Lee moved and Commissioner Rivera seconded the motion to approve this request. Commissioners Valencia, Otis, and Patterson concurred. Commissioner Page voted no. The motion was passed.

- c. The Executive Director's report was then presented.
Copies of the complete Director's report were sent to Board Members and Senior Staff in advance of the meeting and are available upon request.

5. Finance Report

Director of Finance Foti presented information for Rochester Housing Authority (RHA) Audit Service solicitation, which was posted publicly. The firm Sickler, Torchia CPA's will work with RHA to provide comprehensive annual auditing service. The contract can be terminated and rebid if the Auditing Company don't meet RHA expectation. RHA renewed Housing Authority Insurance (HAI). He presented detailed information supporting the benefits HAI will provide to RHA. RHA may need to add additional insurance, based on the organization being under-insured. RHA is 'grandfathered' in with coverage on our Lead-Based Paint Liability. A dividend check was presented to RHA. Director Foti is in the process of closing year-end books; he will have a detail summary of 2015 to present to the Board at December's Board Meeting.

6. Public Housing Monthly Statistical Report

Public Housing Director Whitney reported collections for October's vacancies were very high. Move Outs, Evictions and End of Leases, directly affected the numbers. Some tenants refused to pay rent: End of Lease, they elected not to pay.

There were a total of 62 move outs for this period: 15 Voluntary, 22 Terminations, 4 Deceased, 12 Transfer, 4 Health, and 5 Section 8. She also presented a security report for public housing.

7. Housing Operations Report (Section 8)

Voucher Utilization Report: Public Housing Director Whitney presented the Voucher Utilization report. She reported the Voucher Utilization Rate for October of 97.53%, utilizing 8,685 vouchers. Section 8 noted; 20 move outs for November/December from Public Housing to Section 8.

8. Plant Committee Report

Interim Director of Development and Capital Projects Linda Stango presented an overview of projects in progress, projects completed, service contracts, and projects out to bid. Kennedy Tower's project may go out for rebid. Full information was sent to the Board in advance of the meeting in the Plant Committee Report. The HQS inspection report was also reviewed.

9. Commissioners' Report

Commissioner Page reported that Rochester Housing Charities' minutes to be added for record. He openly invited all to at the next RHC Board meeting.

Chair Moses asked for a motion to go into executive session due to a legal issue. Commissioner Otis moved and Commissioner Page seconded a motion to go into executive session at 1:23 PM. All commissioners concurred and the motion was passed.

No motions or resolutions were passed in executive session. Commissioner Page moved and Commissioner Otis seconded the motion to resume the regular Board meeting. All commissioners concurred and the motion was passed.

10. December Regular Board Meeting

The November Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, December 16, 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 Lee moved that the Regular Meeting be adjourned. Commissioner Otis seconded this motion, all commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 2:05 PM.

Respectfully submitted,



Shawn D. Burr
Secretary to the RHA Board
Interim Executive Director