

**ROCHESTER HOUSING AUTHORITY**  
**May 18, 2016 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  
Sara Valencia, Commissioner  
Rosemary Rivera, Commissioner  
Hershel Patterson, Commissioner

**STAFF PRESENT**

Shawn Burr  
Paul Foti  
Sandra Whitney  
John Mooney  
Linda Stango  
Mike Gallo  
Melissa Berrien  
Ashley Traynum  
Janis M. White  
Becky Maslowski  
Jacquetta Harris  
Straudie Bryant

**OTHERS PRESENT**

H Todd Bullard, RHA Legal Counsel  
Heather Amidon, AP Safety and Security  
Barbara Pierce, Tipping Point  
Geena Cruz, RHC  
Nadia Lott  
Edolos Santiago & Dwayne McGriff

**OTHERS**

Chair Moses called the April 2016 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 there was a quorum present.

1. **Open Forum – Public Comments**

Ms. Edolos Santiago expressed her concerns with how the Inspection Department handled her request to reschedule an inspection. She felt violated when she was out of town, and management allowed the Inspector to enter her apartment without prior approval. She was referred to Linda Stango, who will address her concerns. Dwayne McGriff from Lake Tower is requesting that RHA provide better security and cameras in the parking lot, and maintenance to handle their issues in a timely manner. He is also speaking on the behalf of the all senior residents that live in Public Housing; safety should be a priority.

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

Commissioner Otis moved and Commissioner Rivera seconded the motion to approve the minutes for the April 2016 Regular Board Meeting. Commissioner Lee, Commissioner Page, Commissioner Patterson and Commissioner Valencia concurred. The motion was passed.

3. **Recognition of Successful Family Self Sufficiency Program Completion**

- a. Nadia Lott was presented with a certificate for successfully completing the Family Self Sufficiency (FSS) Program. Straudie Bryant graciously spoke how Miss Lott set her goals for self-sufficiency with Education and Home Ownership. Hard work and determination helped her obtain her Master's Degree. She received her certificate from MCC's Drug and Alcohol Counseling Program. After receiving a job, coupled with her new income, she has successfully completed the FSS Program.

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

- a. Interim Executive Director Shawn Burr presented his director's report on the following topics:
1. Welcoming of Jacquetta Harris, the new Director of Leasing Operations, and staff members attending the Board Meeting.
  2. Shawn Burr attended the Veteran Summit at Nazareth College; Mayor Lovely Warren had accepted Michelle Obama's challenge for zero homeless Veterans and the greater Rochester area achieved that goal. This achievement was recognized at the event where Mayor Warren and others spoke about the work we've accomplished to date and the need to keep furthering our mission to end homelessness.
  3. Rochester Housing Authority (RHA) Housing Choice Voucher (HCV) utilization has increased to 99.3%. RHA's staff has done a great job; the national HCV utilization is around 90%.
  4. RHA held a Contractor Open House on April 28 with more than 60 attendees. The event was a success and RHA staff did a great job facilitating.
  5. RHA will be hosting a Small Business Administration (SBA) all-day training on May 25<sup>th</sup> to educate small contractors on a variety of topics, including working with RHA.
  6. RHA submitted an application to HUD to perform the 2<sup>nd</sup> phase of the Energy Performance Contract (EPC) earlier this year. With the EPC, RHA would retain the value of the energy savings provided by HUD which are needed to finance the energy conservation measures in the 2<sup>nd</sup> phase. HUD communicated they are prepared to approve the EPC provided that, RHA and Siemens complete the required steps. Siemens will present an

update at June's Planning Committee meeting and all Board members are encouraged to attend.

7. HUD announced that it would provide \$1.89 billion nationally to support the goal of ending homelessness, and it was anticipated that this was enough to fund all renewals. Based on a HUD chart distributed to the Continuum of Care (CoC), there was to be over \$1.7 million extra for us to spend on new programs. The homeless community seemed to have gotten a "bait and switch". The bonus funding was significantly lower than the promised \$1.7 million, and it actually was \$252,091. The Renewal Tier 2 wasn't funded by approximately \$900,000. This will impact the chronic Homeless Shelter Programs. The CoC has reached out to our elected officials informing them of our situation, as well as, asking for their assistance and support. Shawn Burr will keep the Board informed as things develop.

b. Board Approvals of Requests as follows:

- i. Bulk Bid Contract for LiRo Engineers for Environmental Services – Capital Projects

Commissioner Page moved and Commissioner Patterson seconded the motion to approve this request. Commissioner Lee, Voted Yes. Commissioner Rivera, Commissioner Valencia, and Commissioner Otis Voted No. The Chair passed the Motion. Note for the Record, RHA is working on the Procurement Policy.

- ii. Bulk Bid Contract for Lu Engineers for Environmental Services – Capital Projects

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

- iii. Bulk Bid Contract for LaBella Associates for Environmental Services – Capital Projects

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

- iv. Scattered Site Roof Replacement – Capital Projects

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

- v. Seneca Manor Roof Replacement – Capital Projects

Commissioner Rivera moved and Commissioner Otis seconded the motion to approve this request. Commissioner Valencia, Commissioner Lee,

Commissioner Patterson, and Commissioner Page, concurred. The motion was passed.

vi. Evergreen St. & Avenue A Exterior Renovation – Capital Projects

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

vii. Resolution for Public Housing Reserves – Finance

Commissioner Otis moved and Commissioner Valencia seconded the motion to table this motion. Commissioner Valencia, Commissioner Otis, Commissioner Patterson, and Commissioner Page, concurred. The motion was passed.

viii. Corporate Board Resolution 0518.16.01 Prepared by Attorney (Certificate of Amendment of the Certificate of Incorporation of Rochester Housing Charities with Exhibit A)– Legal

Commissioner Page moved and Commissioner Otis seconded the motion to approve this request. Commissioner Rivera, Commissioner Lee, and Commissioner Patterson concurred. Commissioner Valencia Voted No. The motion was passed with the provision that counsel will add specific language, amendment and including Exhibit A, which will be recirculated to the Board.

Commissioner Lee moved and Commissioner Rivera seconded the motion to rescind the Resolution 0518.16.01 motion. Commissioner Lee, Commissioner Otis, and Commissioner Patterson, concurred, Commissioner Valencia concurred. The motion was passed.

Commissioner Valencia moved and Commissioner Lee seconded the motion to approve Resolution 0518.16.01. Commissioner Page, Commissioner Otis, Commissioner Rivera, and Commissioner Patterson, concurred. The motion was passed.

- ix. Memorandum of Understanding MOU (Resource Partner Not-for-Profits) – Legal

Commissioner Otis moved and Commissioner Patterson seconded the motion to approve this MOU request. Commissioner Rivera, Commissioner Lee, and Commissioner Page concurred, Commissioner Valencia Voted No, opposed and misinformed. The motion was passed.

#### **5. Finance Report**

Director of Finance, Foti presented information on the first half of Fiscal Year 2016 through March for the COCC Budget, the Public Housing Budget, and the Housing Choice Voucher Budget. All budgets are doing well.

COCC funds are currently at a surplus; part of the positive increase is due to our expansion in Section 8. Lower utility costs from the mild winter are a direct factor for the surplus in Public Housing. As the year progresses we will see some decrease in COCC due to increase in administrative cost. Director Foti indicated that Public Housing is 50% of RHA income. From a financial stand point, RHA is in a good place. Overall, RHA is doing well with their budgets.

#### **6. Public Housing Monthly Statistical Report**

Public Housing Director, Whitney reported collections for May are high. The arrears are looking good this month. The numbers are correct; but Tenmast is working on correcting their software to give us correct PHAS scoring. There still is a high vacancy in studio apartments. Move Outs, Evictions and end of leases, are directly connected to RHA's numbers. We have more Move Ins than Move Outs this month.

There were a total of 29 move outs for this period: 6 Voluntary, 2 Termination, 5 Death, 6 Evictions, 5 transfers, 2 Health, and 3 Section 8. Director Whitney also presented the monthly security report for public housing.

Director Whitney also presented a report on RHA Public Housing Wait List, which consisted of 1 Bedroom to 5 Bedrooms units. The 5 Bedroom units have the lowest turnover. Two Bedrooms has the largest wait list.

#### **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 April at 99.31%, utilizing 9,123 vouchers, which are up from March. RHA staff is working hard to increase the utilization rate.

**8. Planning Committee Report**

Architect, Linda Stango presented an overview of projects in progress, projects completed, service contracts, and projects out for bid. Ms. Stango presented the current projects that are in progress; Kennedy Towers Unit window have been installed. The windows were tested for air infiltration, which determined that the weather stripping is deteriorated and obsolete. She will be proceeding with the planning of a window replacement project. Danforth West Phase I is an electric upgrade to install new ranges. Atlantic Ave Townhouses Rehab for unit 139 will include flooring, new kitchens, bath fixtures, and new windows. 43 Eiffel Place Fire Rehab; the planning committee is collecting data for damage cost to determine next steps. Danforth East and West Roof Replacement, RHA is currently requesting proposals from bulk bid architects and environmental firms.

**9. Family Self-Sufficiency Report**

Supervisor for Family Self-Sufficiency (FSS), Melissa Berrien presented an overview of Resident Services. The FSS program currently has 211 program participants; she and staff are working toward increasing the program level to assist 400 participants. Ms. Lot has successfully completed the FSS Program. She has her Masters in Mental Health Counseling from Medaille College. The Lena Gantt/Holland combined program Award Ceremony is on 5/18/16. Section 3 added a new business, Van Alstyne Company & Supply. There are 7 new hires, 2 temps, 2 Section 8/Public Housing, and 3 Maint, who are Section 3 identified. Community Summer Camp application completion deadline is May 20<sup>th</sup>. RHA Facebook goal is to go live by the end of May.

**10. Commissioners' Report**

Rosemary met with Rochester Community Foundation of Brighton discussed how to move Section 8 in the town of Brighton.

Commissioners Patterson is inquiring about the status of the laundry business.

Chair Moses asked for a motion to go into executive session due to a Legal Matter. Commissioner Rivera moved and Commissioner Otis seconded the motion to go into executive session at 2:10 PM. All commissioners concurred. The motion was passed.

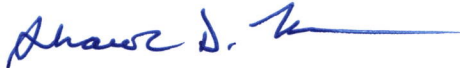
Commissioner Otis moved and Commissioner Page seconded the motion to end the executive session at 2:20 PM and resume the regular Board meeting. All Commissioners concurred. The motion was passed. There were no motions or resolutions passed in Executive Session.

11. **June Regular Board Meeting**

The July Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, June 15, 2016**, 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 Page seconded the motion, all commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 2:24 PM.

Respectfully submitted,



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