

ROCHESTER HOUSING AUTHORITY
July 27, 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
Melissa Berrien
Ashley Traynum
Janis M. White
Jacquetta Harris
Mike Gallo

OTHERS PRESENT

H Todd Bullard, RHA Legal Counsel
Heather Amidon, AP Safety and Security
Jamie Frumusa, Tipping Point
Dorothy Tucker, Chair for JWRC

OTHERS

Chairman Moses called the July 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**

None

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

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

3. **Approval of July 13 Special Board Meeting**

Commissioner Otis moved, and Commissioner Rivera seconded the motion to approve the minutes for the July 13, 2016 Special Board Meeting. Commissioner Patterson, Commissioner Page, and Commissioner Lee concurred. The motion was passed.

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

- a. Interim Executive Director Shawn Burr presented his director's report on the following topics:
1. RHA was able to submit the application for Choice Neighborhoods Grant by the June 28, 2016 deadline. We partnered with the City of Rochester on this grant, and a large group of people worked hard on the many facets of this grant. The grant is designed to restore distressed public housing combined with transforming a neighborhood. We identified the Marketview Heights, Beechwood, and Emma neighborhoods as the target area in the application. The Rochester-Monroe Anti-Poverty Initiative (RMAPI) has done a lot of planning in this targeted area also.
 2. Our Agency Plan was submitted to HUD on time and is posted on our website.
 3. Nan McKay has been working with staff on our ACOP and Admin Plan revisions. They also met with staff and Board Members who attended the Finance Committee meeting and reviewed the ACOP, which is complete and ready for approval.
 4. RHA continues to make progress on our strategic plan, and an updated Goal Tracker summary was distributed for review.
 5. RHA hosted a Homeownership Fair on July 26, 2016, from 4:00 PM – 7:00 PM at the University Prep, located at 1290 Lake Ave. 33 participants attended and met with RHA staff and some of our partner agencies.
 6. We are hosting a Senior Summer Outing on August 4, 2016, from 1:00 AM – 2:00 PM at Charlotte Beach. The theme is "Helping seniors stay connected through technology", and we will be educating our residents on the current technology available to them. RHA staff is volunteering to help out with this event.
 7. Last Month Shawn Burr reported to the FY 2017 HUD Appropriations Bill making it through the House and Senate Appropriations; this month will have a side by side comparison which was distributed.

b. Board Approvals of Requests as follows:

i. Scattered Sites Roof Replacement Project – Capital Projects

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

ii. General Counsel Legal Service Contract Renewal – Finance

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

iii. Resolution for Public Housing Reserve Funds – Finance

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

iv. Resolution for JWRC MOU – Legal

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

v. ACOP Revision Approval – Public Housing

Commissioners Rivera moved and Commissioner Page seconded this motion. Commissioners Otis, Commissioner Patterson, Commissioner Valencia and Commissioners Lee, concurred. Commissioner Valencia abstained. The motion was passed.

5. Finance Report

Director of Finance, Paul Foti presented information on the first half of Fiscal Year 2016 through May 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 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 and other RHA departments due to increase in administrative cost and additional expenses incurred as a result of the finalized labor contract. It is important for the Commissioners to note that a major portion of the accumulated surplus is due to the budgeting of COLA wage increase. Now that the Collective Bargaining Agreement (CBA) has been agreed upon, the wage expense will be reflected, and the surplus will decrease significantly. Director Foti indicates, Overall, RHA is doing well with their budgets.

6. Public Housing Monthly Statistical Report

Public Housing Director, Sandy Whitney reported that rent collections for June are normal. The arrears are slightly higher this month. The Public Housing vacancy rate is low, and she expects this to decrease. Move outs, Eviction, and end of leases are directly connected to RHA's numbers. We have more Move Ins than Move Outs this month, if the month of July stays consistent, our vacancy rate should stay around the same.

There was a total of 23 move outs for this period: 5 Voluntary, 3 Termination, 2 Death, 3 Evictions, 7 transfers, 1 Health, 2, and 2 for Section 8. Director Whitney also presented the monthly security report for Public Housing.

Director Whitney presented a report on RHA's Public Housing Wait List, which is staying consistent. The APC has approved applicants awaiting offers for available units.

7. Housing Operations Report (Section 8)

Voucher Utilization Report: Public Housing Director Jacquetta Harris presented the Section 8 Committee report. She also presented the Voucher Utilization report reporting that the Voucher Utilization Rate for May at 99.66%, utilizing 9,155 vouchers, which are up from April. RHA staff is working hard to monitor and maximize the utilization rate.

8. Family Self-Sufficiency Report

Supervisor for Family Self-Sufficiency (FSS), Melissa Berrien presented an overview of Resident Services. Ms. Conte voluntary withdrew her Housing Choice Voucher to join the Leasing Operations Team as a Housing Specialist. Siemens donated 54 boxes of cereals that were distributed to the families participating in the Lexington Court program. Section 3 has a total of five new hires; two are RHA participants. Two new Section 3 Businesses joined our list: MLB Cleaning

The Senior Outing will be hosted on August 4, 2016. The theme is "Helping Seniors Stay Connected Through Technology", it will be held at Ontario Beach Park.

9. **Planning Committee Report**

Architect, Linda Stango presented an overview of construction projects in progress, projects completed, service contracts, and projects out for bid. Ms. Stango highlighted the Kennedy Tower air infiltration project which is in the design phase and may include the replacement of the windows; an A/E firm is under contract to determine the best course of action. The fire damage at Waring Road was discussed; RHA is working on cost comparisons for demolition, rehab and demolition and reconstruction.

10. **Commissioners' Report**

Commissioners Rivera, is asking Board Commissioners to take a look the Administrative Plan for Section 8, there is a retreat planned in August, and she would like all Commissioners input.

Commissioners Patterson is requesting the Board from the residents to review the implementation of the second Road Patrol car, the response currently, is very slow.

Commissioners Page, there were forty-five bids for a specific job that went out to bid and is concerned that RHA is not receiving more minority contractors bids.

He is requesting that our procurement department needs to address these issues.

Chair Moses asked for a motion to go into executive session due to a Legal Matter. Commissioner Valencia moved and Commissioner Rivera seconded the motion to go into executive session at 1:27 PM. All commissioners concurred. The motion was passed.

Motion 1.

Commissioner Valencia moved and Commissioner Rivera seconded Motion 1. The motion was passed.

Motion 2.

Commissioner Valencia moved and Commissioner Rivera seconded Motion 2. The motion was passed.

Commissioner Rivera moved and Commissioner Page seconded the motion to end the executive session at 2:13 PM and resume the regular Board meeting. All Commissioners concurred. The motion was passed. There were 2 motions passed in Executive Session.

11. August Regular Board Meeting

The July Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, August 24, 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 Rivera moved that the Regular Meeting be adjourned. Commissioner Valencia seconded the motion, all commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 2:15 PM.

Respectfully submitted,



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