

**ROCHESTER HOUSING AUTHORITY
APRIL 26, 2017, 12:00 PM
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

George Moses, Chair
John Page, Vice-Chair
Hershel Patterson, Commissioner
Willie Otis, Commissioner
Calvin Lee, Commissioner
Tynise Edwards, Commissioner

STAFF PRESENT

John Hill
Melissa Berrien
Shawn Burr
Chris Clarke
Paul Foti
Mike Gallo
Jacquetta Harris
Cynthia Herriott
Rashondra Martin
John Mooney
Janis White
Sandra Whitney

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Heather Amidon
Jamie Frumusa
Lekeya Hall

Chair Moses called the April's Rochester Housing Authority (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**

No Comments

2. **Commissioners Oath**

Tynise Edwards was sworn in as the new appointed Commissioner for RHA.

3. **Approval of Minutes: March Regular Board Meeting**

Commissioner Lee moved, and Commissioner Patterson seconded the motion to approve the minutes of February 2017, Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Edwards, Commissioner Page, and Commissioner Otis, voted yes. The motion was passed.

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

a. Executive Director John Hill presented his director's report on the following topics:

1. John Hill updated the Board on his meeting with Baden Street with regards to the Lena Gantt Community Room availability for the RHA residents. There will be a follow-up meeting to determine the Community Room availability for the residents. The Goal Tracker is operational for reporting on RHA's Strategic Plan Goals. The Section 3 Plan Draft has been revised to improve the Section 3 program, and to provide more economic opportunities for our residents. The Vash Boot Camp was held on April 6, 2017, HUD Buffalo Field Office, The Veterans Administration, and several RHA staff.

b. Board Action Request

i. Kennedy Tower Canopy Roof – Capital Projects

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

ii. Glenwood Garden Office Roof – Capital Projects

Commissioner Otis moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Edwards, Commissioner Otis, and Commissioner Patterson, voted yes. The motion was passed.

iii. Landscaping Contractor Renewal Zones 2/3/6 – Capital Projects

Commissioner Page moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Edwards, Commissioner Otis, and Commissioner Patterson, voted yes. The motion was passed.

iv. Landscaping Contractor Renewal Zone 5– Capital Projects

Commissioner Page moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Edwards, Commissioner Otis, and Commissioner Patterson, voted yes. The motion was passed.

v. Landscaping Contractor Renewal Zones 1/4, Lex, and Admin. – Capital Projects

Commissioner Page moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Edwards, Commissioner Otis, and Commissioner Patterson, voted yes. The motion was passed.

vi. Vehicle Fleet Management/Leasing – Finance

Commissioner Lee moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioner Patterson voted yes. Commissioner Edwards Abstained. The motion was passed.

vii. Vehicle Fleet Management Service – Finance

Commissioner Page moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioner Patterson voted yes. Commissioner Edwards Abstained. The motion was passed.

viii. Vacate Arrears – Finance

Commissioner Lee moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioner Patterson voted yes. Commissioner Edwards Abstained. The motion was passed.

ix. Resolution Number 04.26.17.01 - Rental Assistance Demonstration (RAD) Project Resolution – Finance

Commissioner Otis moved, and Commissioner Page seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Edwards, Commissioner Otis, and Commissioner Patterson voted yes. Commissioner Edwards Abstained. The motion was passed.

x. Resolution Number 04.26.17.02 - 9-11 Veteran Street Demolition– Finance

Commissioner Lee moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioner Patterson voted yes. Commissioner Edwards Abstained. The motion was passed.

xi. Resolution Number 04.26.17.0 - 55-85 Federal Street Demolition – Finance

Commissioner Page moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioner Patterson voted yes. Commissioner Edwards Abstained. The motion was passed.

xii. Resolution Number 04.26.17.04 - - 292-296 Tremont Street Demolition– Finance

Commissioner Otis moved, and Commissioner Edwards seconded the motion to approve this request. Commissioner Page, Commissioner Edwards, Commissioner Lee, Commissioner Otis, and Commissioner Patterson voted yes. The motion was passed.

5. **Executive Personnel Administrator Report**

Rashondra Martin

Ms. Martin presented an update on the status of RHA's Strategic Plan Goal III: "Support our Employees to Enhance an Organizational Culture of Excellence. Performance Management Training will continue throughout the year. Recent upcoming training will include 'Steps for Conducting Effective Discipline and Letter for Concern Meetings', was held on April 25, 2017. This training provided guidance for managers and supervisors. Goal IV, Improve Internal and External Communications: The Employee Handbook were distributed on April 6, 2017, and an Acknowledgement Form for all staff.

The Human Resource (HR) Department participated in the Jobs Seminar City of Rochester, Rochester City School District, Monroe County, and the New York State Labor Department on March 25, 2017. In addition, HR delivered a presentation for Resident Services Participants Preparing for the Workforce.

6. **Compliance, Diversity and Inclusion Officer Report** Cynthia Herriot

Ms. Herriott reported on her goals for 2017, to date, the Compliance Department is working with Resident Service to update the Section 3 Plan. The Cultural and Compliance Training; a team of RHA staff enrolled in a Race and Cultural training that will enable staff members to build a culturally supportive work environment. The Compliance department has implemented the Compliance Hotline Process, to develop a process that provides healthy checks and balances on RHA internal process.

7. **Finance** Paul Foti

Director of Operations, Paul Foti presented the 2018 Budget updates; COCC Budget vs. Actual is on target and doing very well. RHA will administer Charlotte Harbor Town Homes; the HAP payments will increase our COCC income. Public Housing's Budget vs. Actual is transitioning to a real-time budget and is carrying a surplus. HCV – Section 8 Actual vs. Prior Year shows a surplus and doing well. The Fleet Plan first phase will have ten fleets, and all the vehicle will have GPS Systems.

8. **Public Housing Report** Sandy Whitney

Public Housing Director, Whitney reported to the Board; there was a total of 21 move outs for this period: 3 Voluntary, 2 Death, 10 Evictions, 5 Transfers, and 1 Section 8. The arrears staff is doing a great job. The Board requested the vacant report to be present at the Planning Committee Meetings.

9. **Leasing Operations Report (Section 8)** Jacquetta Harris

Voucher Utilization Report: Director Harris presented the Section 8 Committee report. She also presented the Voucher Utilization report. The Voucher Utilization Rate as of February 2017, was 100.52%; utilizing 9,246 vouchers.

10. **Family Self-Sufficiency Report** Melissa Berrien

Supervisor Melissa Berrien for Family Self-Sufficiency has two new graduates. Ms. Ogden household income increased by 421% and Ms. Drew income increased by 154% and both graduates will no longer receive a subsidy from the HCV program. Section 3 have two new hires; one is self-certified as Section 3 eligible. The Loan Program for Progressive is suspended until further notice.

11. **Planning Committee Report**

Deputy Executive Director, Shawn Burr reported on current projects that are in the construction stage, Seneca Manor Townhouses, Fairfield Village, Eiffel Place, Lexington Court, and Danforth Tower.

12. **Commissioners' Report**

No Reports.

Chair Moses moved to go into Executive Session; Commissioner Otis moved, Commissioner Edwards seconded to go into Executive Session for a Legal and Personnel matter at 1:14 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, and Commissioners Edwards voted yes. The motion was passed.

Chair Moses moved to end Executive Session; Commissioner Edwards moved, Commissioner Otis seconded to end the Executive at 1:32 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, and Commissioners Edwards voted yes. The motion was passed.

13. **May 24 Regular Board Meeting**

The April Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, May 24, 2017**, 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 is adjourned. Commissioner Otis seconded the motion, Commissioner Patterson, Commissioner Lee, Commissioner Otis, Commissioner Edwards, and Commissioner Page voted yes. Chair Moses adjourned the Regular Board Meeting at 1:33 PM.

Respectfully submitted,



John N. Hill

Secretary to the RHA Board
Executive Director