

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

**February 28, 2018  
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**ROCHESTER HOUSING AUTHORITY  
February 28, 2018  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

George Moses, Chair  
Hershel Patterson, Commissioner  
Calvin Lee Commissioner  
Tynise Edwards  
Willie Otis  
Rosemary Rivera

**STAFF PRESENT**

John Hill  
Shawn Burr  
Melissa Berrien  
C. Clarke  
Mike Gallo  
George Getman  
Jacquetta Harris  
Cynthia Herriott  
Jaquanda Jones  
Linda Kellogg  
Rashondra Martin  
Paula Mortier  
Donna Smith  
Linda Stango  
Ali Subhani  
Evhen Tupis  
Janis White  
Harold Zink  
Diana Colon

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Jamie Frumusa

Chair Moses called the February 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 is a quorum present.

1. **Open Forum – Public Comments**

Linda Koroma tenant of Southeastern Towers dropped off documents for her complaint on Conifer. She states the tenants are having breathing issues from the mold in their building. They continue to be harassed by Conifer; Conifer is trying to convince some of the tenants to sign off on the RAD Units Conversion. She believes that Conifer is violating their rights for proper ventilation. She states that Southview Towers was sited

with 317 violations, including poor air ventilation. Linda Koroma left the pictures of the mold condition in the units with the Executive Office; she will send video footage to RHA.

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

Commissioner Otis moved, and Commissioner Patterson seconded the motion to approve the minutes of February 2018, Regular Board Meeting. Commissioner Lee, Commissioner Patterson, and Commissioner Rivera, Commissioner Otis, and Commissioner Edwards voted yes. The motion was passed.

3. Successful graduates of the FSS program; Monique Mewborn and Melissa Berrien introduced Ms. Bush and Ms. Lewis. Ms. Bush earned a Bachelor's Degree in Health Science from SUNY Brockport. She would like to give back to the community. She also will be closing on a house.

Ms. Lewis received her degree from MCC as a Stenographer. She completed her certification from NYS Child Care and will be starting her business Lili Bugs Childcare.

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 and the City of Rochester met with HUD Buffalo to discuss various funding matters on January 26, 2018. He inquired about the pending Notices of Funding Availability (NOFA's). HUD didn't have any information on when the notice will be published. On January 31, 2018, John Hill met with Mayor Lovely Warren to share her expectation and vision for the City of Rochester (CoR) and Rochester Housing Authority (RHA). She is interested in conducting Best Practice with other Housing Authorities. The Housing Quality Standard (HQS) Inspectors mandatory training was to ensure compliance and consistency when they conduct inspections.

- b. Board Action Request

i. **Lena Gantt Roof and Siding Replacement Phase III – Capital Projects**

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

ii. R-13 Scattered Site Roof Replacements – Capital Projects

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

iii. Upgrade Data Circuits – IT

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

iv. Network Support – IT

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

v. Policy Updates to Address ADP Workforce Now (HRIS) – Human Resources

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

vi. Bereavement Leave – Human Resources

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

vii. Disability Absence (Short/Long Term) – Human Resources

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

viii. Family and Medical Leave Act (FMLA) of 1993 Amendments – Human Resources

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

ix. Jury Duty – Human Resources

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

x. Payroll Preparation and Paycheck Distribution – Human Resources

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

xi. Person Leave – Human Resources

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

xii. Sick Leave – Human Resources

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

xiii. Vacation Leave – Human Resources

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

xiv. Attendance – Human Resources

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

xv. Worker's Compensation – Human Resources

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

xvi. Organizational Chart – Human Resources

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

xvii. Laundry Service – Public Housing

Commissioner Lee moved, and Commissioner Otis Edwards the motion to table this request. Commissioner Lee, Commissioner Patterson, Commissioner Otis, Commissioner Rivera, and Commissioner Edwards voted yes. The motion was passed.

xviii. Resolution 02.28.2018.01 – Legal

Commissioner Otis moved, and Commissioner Rivera seconded the motion to table this request for review in the Executive Session. Commissioner Lee, Commissioner Otis, Commissioner Patterson, Commissioner Rivera, and Commissioner Edwards voted yes. The motion was passed.

xix. The Admin Plan – Section 8

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

5. **Executive Personnel Administrator Report** **Rashondra Martin**

Ms. Martin reported on Goal III Support our Employees to Enhance an Organizational Culture of Excellence; she continues to support the associates with recent training in Microsoft Word training, and How to Have a Productive One-on-One Meeting with Managers. Upcoming training includes Manager Essentials-Developing and Leading Teams- Managers. Customer Services Fundamentals: Building Customer Relationships Associates. The Associate of the Quarter, Patricia Cuvelier, and the Top Associates of the Quarter, Ann Mooney and Thomas Lathrop.

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

Ms. Herriott reported on her goals; the RHA Diversity Committee will attend a Structural Racism Training in February and March of 2018. The Consultants will take the committee through the next step toward building a more inclusive environment. The Compliance department is on target with their goals.

7. **Finance**

COCC budget is on target; Public Housing is doing well. Section 8 is doing very well.

**Public Housing Report** **Sandy Whitney**

Public Housing Director, Whitney reported to the Board; rent collection is going very well. There was a total of 19 move outs for this period: 3 Voluntary, 2 Death, 1 Health, 1 Eviction, 3 Voluntary, and 7 Transfers. The vacancy rate is around 3%. February rent is doing well.

8. **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. Utilization Rate for December is at 95.99%. Voucher used 9,345. Ms. Harris will provide the Board with the updated inspection at Southeastern Towers and Southview Towers. She will follow up with Ms. Koroma when she received the documents for Southeastern Towers and Southview Towers. Air Quality is not a HQS inspection requirement.

9. **Family Self-Sufficiency Report**

**Melissa Berrien**

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) presented the successful completion Ms. Lewis and Ms. Bush both completed the Family Self Sufficiency Program; both graduated from the program. There are four families currently searching for homes to purchase.

Section 3 has one new application this month; there are currently 23 businesses on the RHA Section 3 Registry. On January 23, 2018, there was a Section 3 Training for Procurement.

10. **Planning Committee Report**

**Shawn Burr**

Deputy Executive Director, Shawn Burr reported the Development Team continues to work with on Lena Gantt Siding and Roofing replacement and Scattered Site Roof.

Replacement R-13 projects; both projects are moving forward. The four developments projects are Federal Street, 43 Eiffel Street, 36-40 Shirley Street, and Waring Road. Mr. Burr is working with Harold Zink on water usage, and they are expecting to save approximately 100K.

**Commissioner Comments:**

Commission Moses distributed the material from the Ad Hoc Retreat Meeting on February 27, 2018. Some of the recommendations that came out of that meeting are very similar to the guiding principles from RMAPI to reduce poverty in the neighborhoods. These recommendations will be added to the Planning Committee Meeting Agenda to review the guiding principles, and RHA is consistent.

Chair Moses moved to go into Executive Session; Commissioner Lee moved, Commissioner Edwards seconded to go into Executive Session for a Legal matter at 1.54 PM. Commissioner Otis, Commissioner Lee, Commissioner Otis, Commissioner Patterson, Commissioner Edwards, and Commissioner Rivera voted yes. The motion was passed.

xx. Resolution 02.28.2018.01 – Legal

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

Chair Moses moved to end Executive Session; Commissioner Lee moved, Commissioner Edwards seconded to end the Executive Session at 2:59 PM. Commissioner Otis, Commissioner Lee, Commissioner Otis, and Commissioner Patterson, Commissioner Edwards, and Commissioner Rivera voted yes. The motion was passed.

11. **March Regular Board Meeting**

The December Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, March 28, 2018**, 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 Otis moved that the Regular Meeting is adjourned. Commissioner Patterson seconded the motion, Commissioner Patterson, Commissioner Lee, Commissioner Otis, Commissioner Edwards, and Commissioner Rivera voted yes. Chair Moses adjourned the Regular Board Meeting at 3:00 PM.

Respectfully submitted,



John N. Hill  
Secretary to the RHA Board  
Executive Director