

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

**APRIL 25, 2018  
MINUTES PAGE 1**

**ROCHESTER HOUSING AUTHORITY  
April 25, 2018  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

George Moses, Chair  
John Page, Vice Chair  
Hershel Patterson, Commissioner  
Calvin Lee, Commissioner  
Rosemary Rivera, Commissioner  
Tynise Edwards, Commissioner

**STAFF PRESENT**

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

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Jamie Frumusa

Chair Moses called the April 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**

No Comment.

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

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

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

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

1. On Wednesday, April 12, 2018, John Hill with the Public Housing Staff attended a workshop at Glenwood Gardens which provided support and resources for the staff. He conducted four Town Hall Meetings at Hudson Ridge Tower (HRT), Seneca Manor, Glenwood Gardens, and Lexington Court. He attended the NAHRO Conference in Washington, DC. He met with staff from Senator Chuck Schumer, Senator Kirsten Gillibrand, and the Late Congresswoman Louise Slaughter's Office. John Hill presented the updates and next steps for Hurrican Maria Evacuees. He received a letter in response to his letter to Secretary Ben Carson in which he requested additional funds from HUD.

b. Board Action Request

i. **a. Bulk Smoke Detector– Capital Projects**

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

**b.CO Detector– Capital Projects**

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

ii. RHA - In-House – Energy Performance Recommendation – Capital Projects

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

iii. Board Policy# 325 Information Technology Assets and Services – Human Resources

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

iv. Legal Services Contract Renewal – Legal

Commissioner Page moved, and Commissioner Rivera seconded the motion to approve this request with a formalized agreement for RHA and Rochester Housing Charities(RHC). Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Rivera, and Commissioner Edwards voted yes. The motion was passed.

v. Fleet Maintenance Services – Maintenance

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

4. 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 by providing training. Recent training “Performance Management & Discipline – Managers,” and “Customer Service Fundamentals: Building Customer Relationships.”

Goal VI, Improve Internal and External Communications; Internal Communication – Succession Planning-Kick-Off Meeting on April 18, 2018, was successful. Rashondra Martin introduced the Succession Plan to the Associates last year, this Plan is the process of identifying high-potential associates, evaluating and honing their skills, and the abilities to prepare them for advancement into positions that are key to the successes of business operations.

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

Ms. Herriott reported on her goals; the RHA Diversity Committee Co-chairs will represent RHA at the YWCA's Stand Against Racism Breakfast. Compliance, Diversity, and Inclusion (CDI) is reviewing a data map that outlines where RHA students reside in the City of Rochester, and are assessing how it can inform Inclusion product development. RHA Security calls by category include the following Policy Violations, Parking Violations, and Maintenance.

6. **Finance** Christopher Clarke/Paul Foti

COCC, Public Housing, and Section 8 budget are doing well. Section 8 numbers have changed from last month due to the HAP payments.

7. **Public Housing Report** John Hill

Mr. Hill and staff reported on the waitlist for March, is 4748, is down by 1000 from 2017. Ms. Jones will be canvassing the top 100 applicants for Studio and one Bedroom waitlist. She will also reach out to the applicants to confirm if their housing needs have changed and if they would like to tour RHA hi-rise units. Vacant Unit Report had 20 households move out, and 18 households move into RHA units. The average number of vacancy days for units ready to be rented was 98. The average number of vacancy days for units under a Make Ready status was 32.

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 March is at 95.70%. Voucher used 9,316. Ms. Harris presented the Inspection Report and the Permanent Supported Housing. There was a total of 1658 inspections completed in February. Permanent Supported Housing List Grants and start date and completion date of the grants. Mr. Hill would like to have a consultant to turn over units in a timely manner. Mr. Hill goal is to have 40 units ready in a month.

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

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) has 208 participants enrolled in the program. Section 2 has one new business added; General Laborer's There are currently 23 businesses in the RHA Section 3 Registry. FSS is planning a RHA family picnic scheduled for 6/23/18 to coincide with HUD's National Strong Families Initiative.

10. **Planning Committee Report**

**Shawn Burr**

Deputy Executive Director, Shawn Burr reported RHA's four development projects, Federal Street, 43 Eiffel Place, 36-40 Shirley Street, and Waring Road.

**Commissioner Comments:**

Commissioner Rivera indicated that the Cadillac Hotel this Emergency Housing will become mixed-income housing.

Commissioner Patterson inquiries about the timeline for the Residents' Community Room new computers.

Commissioner Page direct his comments/questions to Commissioner Otis and Commissioner Patterson:

- a. The Laundry Room
- b. The update on R-Café at Hudson and Ridge, this will go to Finance
- c. Red Cross and RHA Emergency Housing (ER). Shawn Burr will schedule a Committee Meeting ER next Thursday.

Chair Moses moved to go into Executive Session; Commissioner Edwards moved, Commissioner Otis seconded to go into Executive Session for a Legal matter at 1:15 PM. Commissioner Otis, Commissioner Lee, Commissioner Otis, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

vi. Motion to approve 100 Fernwood Ave from Local Works – Legal

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

Chair Moses moved to end Executive Session; Commissioner Lee moved, Commissioner Otis seconded to end the Executive Session at 3:15 PM. Commissioner Otis, Commissioner Lee, Commissioner Otis, and Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

11. **May Regular Board Meeting**

The May Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, May 23, 2018**, at 12:00 noon in the Board Room (Room #121) at 675 West Main Street.

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

**APRIL 25, 2018  
MINUTES PAGE 6**

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 Rivera voted yes. Chair Moses adjourned the Regular Board Meeting at 3:16 PM.

Respectfully submitted,



John N. Hill  
Secretary to the RHA Board  
Executive Director