

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

October 23, 2018  
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**ROCHESTER HOUSING AUTHORITY  
October 23, 2018  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

Tynise Edwards, Vice Chair  
Joanne Larson, Commissioner  
Calvin Lee, Commissioner  
Willie Otis, Commissioner  
Hershel Patterson, Commissioner  
Rosemary Rivera, Commissioner

**STAFF PRESENT**

Shawn Burr  
Melissa Berrien  
C. Clarke  
Mike Gallo  
Jacquetta Harris  
Cynthia Herriott  
Sara Jaouen  
Rashondra Martin  
Linda Stango  
Evhen Tupis  
Janis White  
Marisha Wilder

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Jamie Frumusa, Tipping Point Comm.

Board Vice Chair Tynise Edwards called the September Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:00 PM. She 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. **Election of Vice Chair – Tynise Edwards**

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

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

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

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

- a. Interim Executive Director Shawn presented his director's report on the following topics:

Mr. Burr reported on the follow-up of Nights & Weekend maintenance coverage that was tabled by the Board. He will work with the Resident Relations' Committee and add contract renewal to their agenda for further discussion. Mr. Burr has a final draft for the Emergency Housing Project at 1-3 Whalin Street; he will present this to the Red Cross for review. HUD PHAS score appeal gained RHA three points. HUD-approved RHA's Annual Plan.

- b. Board Action Request

i. **RG&E Multi-Family Lighting Incentive Program Blue Rock Energy – Capital Projects**

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

ii. **RG&E Multi-Family Lighting Incentive Program JK Energy Solution – Capital Projects**

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

iii. **RG&E Multi-Family Lighting Incentive Program NOCO Energy – Capital Projects**

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

iv. Bulk Bid Environmental/Engineering Consulting Services Lu Engineers – Capital Projects

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

v. Bulk Bid Environmental/Engineering Consulting Services Le Bella Associates – Capital Projects

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

vi. Bulk Bid Environmental/Engineering Consulting Services LiRo Engineers – Capital Projects

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

vii. Employee Dental Insurance Met life – Human Resources

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

viii. Employee Medical Insurance MVP – Human Resources

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

ix. Vacation Leave Policy# 170 – Human Resources

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

x. Excellus Retiree Medical – Human Resources

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

xi. 2018-2019 Night/Weekend On-Call Coverage – Finance

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

xii. Authority Wide Laundry Room Renovations – Finance

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

xiii. Bad Debt, Vacated Arrears – Finance

Commissioner Rivera moved, and Commissioner Otis seconded the motion to approve the request for Emergency Repair on HRT elevators. Commissioner Rivera, Commissioner Otis, Commissioner Lee, Commissioner Larson, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

xiv. Administrative Plan Language Change Request – Leasing Operation

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

xv. Extermination Contract – Public Housing

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



5. **Executive Personnel Administrator's 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:” Strategies for Resolving Conflict; this training was designed to assist Managers with day to day interactions with their staff when conflicts arise with colleagues, participants, and tenants. Integrity in the Workplace for Associates and Managers. There are several upcoming Events; Onsite Flu Clinic and the Wellness Fair.

Goal VI, Improve Internal and External Communication by providing the Associates with electronic registration through Human Resource Information System with ADP for their Health Benefits during Open Enrollment.

6. **Diversity, Inclusion, and Compliance Officer's Report** **Cynthia Herriott**

Ms. Herriott reported on her goals; the Community Response Team recently met to solidify the agreement for the University of Rochester to provide resources. Ms. Herriott is working on an Emergency Incident Plan.

7. **Finance** **Christopher Clarke**

Mr. Clarke reported on COCC actual vis Budget, Public Housing, and Section 8. He reviewed prior year budget to the actual year budget. COCC and Public Housing are doing well; Section 8 is experiencing a Short Fall which Ms. Harris is working with HUD to close this gap.

8. **Public Housing Report** **Sara Jaouen**

Ms. Jaouen reported on her department training with Nan McKay Public Housing Rent Calculation. This hands-on training covered income determination from various sources of income. This training was to ensure that her department is doing it correctly. She reported 28 households that moved out of RHA and 20 households that moved in.

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. Utilization Rate for September is at 98.38%. Vouchers issued = 9,577. Ms. Harris presented the Inspection Report and the Permanent Supported Housing statistics. There were a total of 1604 inspections

completed in September. HUD shortfall prevention team will be uploading RHA financials and voucher usage to HUD this week.

10. **Family Self-Sufficiency Report**

**Melissa Berrien**

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) reported that 233 participants are currently enrolled in the program. There are currently 24 businesses in the RHA Section 3 Registry.

Ms. Davis is a successful graduate from the FSS Program, and she will receive her escrow savings. The RHA/RHC Annual picnic was held at Ontario Beach Park on August 10, 2018. There were approximately 200 residents attended. There were 55 residents that took advantage of the free blood pressure screenings provided by Common Ground Health. Also, 50 residents participated in the Common Ground's Community Health survey. FSS is hosting an information Homeownership Fair on Friday, September 28, 2018. A successful FSS graduate closed on her home on September 7, 2018.

11. **Planning Committee Report**

**Shawn Burr**

Interim Executive Director, Shawn Burr reported on RHA's Lighting Incentive Project, led by Harold Zink. He submitted this project to HUD Energy Center. However, they will not be able to review this project in time for RG&E's Cost Sharing Incentive. The Kennedy Tower Elevators are finished, which includes a new computerized elevator controller. RHA is working on Site Improvements at Lexington Court, the Lena Gantt Roofing and Siding Phase 3, and the Luther Circle Roof Replacement Phase 2; all are going well. The Project Planning meeting followed the Committee meeting, Capital and development projects were discussed in more detail. The project pipeline is moving along, and we continue to meet with Property Management and Maintenance to prioritize projects.

**Commissioner Comments:**

Commissioner Rivera reported that Seattle Washington has Mow To Work (MTW); The King County Housing Authority uses their Partnership to improve outcomes in education. They used 13% of their families that are low income; they did an initiative with the Education Department and the Housing Authority for this program. Commissioner Rivera would like Commissioner Larson to review this since she is an educator. There was an Upstate-Downstate Alliance Event in Rochester this Saturday, and she will get the outcome and pass it on to the Commissioners. The City-Wide Tenants Union are working on homeless and issues state-wide and how they look at this initiatives.

Commissioner Patterson inquired about Public Housing Laundry Machines' timelines, and how long will the Laundry Room be out of commission. Interim Christopher Clarke

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advised that the funds are allocated, and they will start at a specific location in different stages starting late December or early January. They will give the tenants prior notice before the start of the renovation and the replacement of the new machines, and the Laundry rooms would be down from Thursday to Saturday. He asked General Counsel if the previous Director asked about creating an LLC.

Commissioner Otis asked Interim Executive director Shawn Burr, how long does it take to replace a Medicine Cabinet at Kennedy Towers. Shawn Burr will follow-up with Commissioner Otis before the next Board Meeting.

Commissioner Larson moved to Rochester 25 years ago; she received her Doctorate from UCLA. She is a professor at the University of Rochester in the school of education. She is one of the leaders of East High School partnership with the UofR; she has been blessed to spend a lot of time there teach there as well.

Vice Chair Edwards requested to go into Executive Session; Commissioner Rivera moved, Commissioner Larson seconded to go into Executive Session for a Legal matter at 1:42 PM. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Larson voted yes. The motion was passed.

xvi. Approve Fernwood Avenue Closing – Legal

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

Vice Chair Edwards requested to End into Executive Session; Commissioner Otis moved, Commissioner Larson seconded to end the Executive Session at 2:20 PM. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Larson voted yes. The motion was passed.

**12. November Regular Board Meeting**

The November Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, November 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 Lee moved, Commissioner Patterson seconded to end the Board Meeting at 2:25 PM. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Larson voted yes. The motion was passed.

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Shawn Burr".

Shawn Burr  
Secretary to the RHA Board  
Interim Executive Director