

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

**December 19, 2018
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**ROCHESTER HOUSING AUTHORITY
December 19, 2018
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

Tynise Edwards, Vice Chair
Florine Cummings, Commissioner
Hershel Patterson, Commissioner
Joanne Larson, Commissioner

STAFF PRESENT

Shawn Burr
Melissa Berrien
Sinclair Carrington
Mike Gallo
Jacquetta Harris
Sara Jaouen
Linda Stango
Evhen Tupis
Janis White
Marisha Wilder

OTHERS PRESENT

Board Vice Chair Tynise Edwards called the December Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:01 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

2. Approval of Minutes: November Regular Board Meeting Minutes

Commissioner Patterson moved, and Commissioner Larson seconded the motion to approve the minutes of November 2018 Regular Board Meeting. Commissioner Patterson, Commissioner Cummings, Commissioner Larson, and Commissioner Edwards voted yes. The motion was passed.

3. Director's Report and Board Approval Requests

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

Mr. Burr reported on the follow-up to the Board from November Board Meeting and Public Comments. The first Annual Homeownership Recognition Event was held on December 4, 2018, at Resident Services. This event recognized all our successful Homeownership Programs' participants who purchased a home in 2018. This event was very successful and Melissa Berrien and her staff did a great job putting this event together. A special thanks to Mayor Lovely Warren who highlighted the event with custom certificates from the City and signed by her and presented to each new homeowner.

HUD has a new Field Office Director, Ed Nepps; the letter from HUD outlined their direction and support to Public Housing Authorities (PHA's) in repositioning Public Housing due to the overwhelming physical needs across the county.

The president signed another Continuing Resolution (CR) to keep the government funded until 12/31/2018. If there is a shutdown, Shawn Burr will keep the Board of Commissioners apprised of the situation.

b. Board Action Request

i. Renewal of Contract for EJP Consulting Group, LLC – Capital Projects

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

ii. Architectural/MEP/Structural Services for Bond/Hamilton Project– Capital Projects

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

iii. Anti-Discrimination Policy #312 and Complaint Form – Human Resources

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

iv. Labor & Employment Legal Counsel Request for Additional Funds – Human Resources

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

v. Legal Services Contract, General Counsel Harris Beach PLLC – Compliance

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

vi. Laundry Vending Service Contract – Finance

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

vii. Insurance Renewals Interim Umbrella – Finance

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

viii. Insurance Renewals Interim Auto – Finance

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

4. Executive Personnel Administrator's Report

Rashondra Martin

Report was distributed in the Board packets

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

Report was distributed in the Board packets. Questions were documented.

6. Finance Sinclair Carrington

No Report

7. Public Housing Report Sara Jaouen

Ms. Jaouen reported the department completion of an analysis of the Housing Specialist's files. One of the goal's is for the Application Processing Center to reduce the application screening process reviewing, and determination time. She has scheduled training with Nan McKay for her staff on Rent Calculation.

8. Leasing Operations Report (Section 8) Jacquetta Harris

Voucher Utilization Report: Director Harris presented the Section 8 Committee report. On December 1, 2018, HUD released the Shortfall funds to RHA. She also presented the Voucher Utilization report. Utilization Rate for November is at 96.95%. Vouchers issued, 9,438. Ms. Harris presented the Inspection Report and the Permanent Supportive Housing statistics. There was a total of 960 inspections completed in November.

9. Family Self-Sufficiency Report Melissa Berrien

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) reported that 223 participants are currently enrolled in the program. There are now 21 businesses on the RHA Section 3 Registry.

Ms. Johnson and Ms. Falcher closed on their homes in November. Ms. Jackson and Ms. Cross are successful graduates of the FSS Program. Ms. Jackson began the program in April 2013, and Ms. Cross started the program in June 2016.

10. Planning Committee Report

Shawn Burr

Interim Executive Director, Shawn Burr reported on the Bond Hamilton project; RHA's next "Change the Face of Public Housing" project. Capital Projects Department current projects are Lexington Court Site Improvements, Lena Gantt Roofing, and Siding Replacement, The Scattered Site Roof Replacement are still in various stages of construction and are on schedule.

11. Commissioner Comments

No Report.

Vice Chair Edwards requested to go into Executive Session; Commissioner Patterson moved, Commissioner Larson seconded to go into Executive Session for a Legal matter at 12:02 PM. Commissioner Cummings, Commissioner Larson, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

Vice Chair Edwards requested to End into Executive Session; Commissioner Patterson moved, Commissioner Larson seconded to end the Executive Session at 1:13 PM. Commissioner Cummings, Commissioner Larson, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

12. January Regular Board Meeting

The January Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, January 23, 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 Patterson moved, Commissioner Cummings seconded to end the Board Meeting at 2:13 PM. Commissioner Cummings, Commissioner Larson Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

Respectfully submitted,



Shawn Burr
Secretary to the RHA Board
Interim Executive Director