

**ROCHESTER HOUSING AUTHORITY  
August 22, 2018  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

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

**STAFF PRESENT**

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

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Jamie Frumusa

RHA Board Chair Moses called the August 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.

**Approval to Move Annual Board Meeting to last Wednesday of August**

Commissioner Edwards moved, and Commissioner Otis seconded the motion to approve moving the Annual Board Meeting to August 29, 2018. Commissioner Otis, Commissioner Patterson, Commissioner Page, Commissioner Rivera, Commissioner Edwards, and Commissioner Lee voted yes. The motion was passed.

**Open Forum – Public Comments**

Dwayne Griff, President of Glenwood Gardens, is having an issue with AP Security. The tenants are afraid to contact AP Security; they think AP is giving the person that is causing the issues the resident names. His second issue is, nonresidents are using their driveway as through traffic. Several people are riding their motorcycles through the property. He is afraid someone may get hit by the motorcycles. There are overgrown trees on the property, and he believes that is a hazard. Mr. Griff considers this a blind spot, which could be dangerous.

Angela Wallace is a tenant at Glenwood Gardens. The Laundromat door has been open at least three weeks. She doesn't believe she is being spoken to in a caring, respectful manner. Mr. Jackson is the contact person that she has spoken to; she doesn't believe that he is handling their concern with care.

**Approval of Minutes: July Minutes Regular Board Meeting**

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

**Self Sufficiency – Melissa Berrien**

Ms. Griffin successfully completed the Family Self Sufficiency Program. Ms. Griffin joined the FSS program in July of 2011. She successfully closed on her house this week, and she is the first NACA participant to close on a home from this program.

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

Interim Executive Director Shawn Burr presented his director's report on the following topics: The annual staff picnic was a success, which was held on July 26, 2018, at Ontario Beach Park. The senior annual picnic was also held at Ontario Beach Park on August 10, 2018, and our staff did a great job. The ribbon cutting of our Emergency Housing Project at 1-3 Whalin Street; the ribbon cutting was on Thursday, August 16, 2018, at 10:00 am and was very well organized and well attended. Vice Chair Page, brought Rachel and Maddie Conrad to the March Board Meeting and spoke about the tragedy they experienced and how they lost everything they owned in a fire which initiated this project and therefore, we dedicated each unit to each of children's names. RHA didn't have this type of housing available for this kind of emergency. This event was an emotional event for the Conrad Family, and they shared their appreciation of RHA. Mayor Warren, Assemblyman Bronson, Senator Rich Funke, and the Executive Director of the Greater Rochester Red Cross Chapter Jim Love attended.

**b. Board Action Request**

**Kennedy Tower Boiler Room Asbestos Abatement – Capital Projects**

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

**Scattered Site Roof Replacement R-14 – Capital Projects**

Commissioner Edwards moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Otis, Commissioner Rivera, Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. Commissioner Page voted no. The motion was passed.

**Ten Docs Module License – Leasing Operation**

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

**Review of Audit Service – Finance**

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

**Homeownership Plan – Resident Services**

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

**Resolution 08.22.2018.01 – Legal**

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

**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 on “Effective Communication” was held this past month. Upcoming Training in September will be “Microsoft Excel” and “Being an Asset to the Team.”

Goal VI: Improve Internal and External Communication, with the Customer Care Campaign that was rolled out in August: “Housing is Our Passion, Service is Our Mission.”

**Compliance, Diversity and Inclusion Officer Report**

**Cynthia Herriot**

Ms. Herriott reported on her goals; the RHA Diversity Committee is in Phase II of Structural Racism Initiative. The Community Response Team negotiated an agreement with the University of Rochester (U of R) to house the team. Emergency Housing, CDI has worked with the team on this project and developed a protocol draft. Her team has been working with the City school district to decrease the suspension level for students of color.

**Finance**

**Christopher Clarke**

Mr. Clarke reported on the upcoming budget for Public Housing, Section 8, and Authority Wide. The overall budget is looking good. There some small concerns and will be discussed at the Finance Committee Meeting in September

**Public Housing Report**

**Sara Jaouen**

Sara Jaouen is continuing the Housing Specialist reports including a report on the Vacant Unit Refusal Summary; she looked at Lake Tower due to the high Vacancy Rate in the building. The vacancy ranged from 28 to 195 days. They are several reasons why Lake Tower has a high Vacancy Rate; the Units are too small, and others want to live in another Public Housing location because they didn't like the area. She presented some pictures of the Beautification of Danforth Tower East Project.

**Leasing Operations Report (Section 8)**

**Jacquetta Harris**

Director Harris presented the Section 8 Committee report. She also presented the Voucher Utilization report. Utilization Rate for June is at 98.34%. Vouchers utilized currently = 9,573. Ms. Harris presented the Inspection Report and the Permanent Supported Housing report. There was a total of 1500 inspections completed in July.

**Family Self-Sufficiency Report**

**Melissa Berrien**

Supervisor Melissa Berrien reported that Resident Services had two successful graduates, Ms. Mose began her FSS Contract of Participation in August of 2012. Her contract goals were to seek and maintain employment and credit restoration. She successfully obtained employment in 2013. She also increased her credit score. Ms. Griffin began her FSS Contract of Participation in the program in July of 2011. She has had a few setbacks. However she got back on track and closed on her home in August of 2018. Several Participants closed on their homes this month. The Section 3 program currently has 24 businesses on the RHA Registry.

**Planning Committee Report**

**Shawn Burr**

Interim Executive Director, Shawn Burr reported on the lighting incentive project which has experienced a delay due to staffing changes with RG&E's consultant. The current Capital Projects are Lexington Court Site Improvements, Lena Grantt Roofing and Siding Replacement, Scattered Site Roof Replacement, and Kennedy Tower Elevator Upgrades which are all in various stages of construction, and all are on schedule. Lexington Court Sitework has had a slight delay, but the contractor is working to pick up the pace.

**Commissioners Comments**

Chair Moses requested to go into Executive Session for a Legal matter; Commissioner Edwards moved, Commissioner Lee seconded to go into Executive Session at 12.58 PM. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.


Chair Moses requested to end Executive Session; Commissioner Lee moved, Commissioner Patterson seconded to end the Executive Session at 1:44 PM. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

**September Regular Board Meeting**

The August Regular and Annual Board Meeting of the Rochester Housing Authority Board is scheduled for **Tuesday, September 25, 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 Edwards moved, Commissioner Otis seconded to end the Board Meeting at 1:45 PM. Commissioner Otis, Commissioner Patterson, Commissioner Lee, Commissioner Rivera, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

Respectfully submitted,



Shawn Burr  
Secretary to the RHA Board Interim Executive Director