

**ROCHESTER HOUSING AUTHORITY
January 23, 2019
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

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

STAFF PRESENT

Shawn Burr
Melissa Berrien
Sinclair Carrington
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

Board Vice Chair Tynise Edwards called the January 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

2. Approval of Minutes: December Regular Board Meeting Minutes

Commissioner Patterson moved, and Commissioner Larson seconded the motion to approve the minutes of December 2018 Regular Board Meeting. Commissioner Patterson, Commissioner Cummings, Commissioners Lee, 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 his follow-up to the Board from December's Board Meeting. He reported on the government shutdown, which is very concerning. RHA received funds from HUD for January and they are prepared to fund PHA's for February. The HUD field office in Buffalo is closed, to discuss RAD and SAC; RHA is continuing to run the day to day operations. Commissioners Lee, Edwards, and Cummings attended a PHADA Conference that was informative. He recommends that other Commissioners attend the PHADA and NAHRO Conferences, it is a great way to stay up to date on current events and to network with other PHA's

b. Board Action Requests

i. Renewal of Security Services Contract APC – Compliance

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

ii. Directors and Officers Renewals – Finance

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

4. Executive Personnel Administrator's Report

Rashondra Martin

Ms. Martin is continuing to achieve Goal III of supporting RHA's employees to enhance an organizational culture of excellence by continuing to provide training in Time and Attendance. Several upcoming trainings include Benefit Bytes Option Training for Short Term and Long-Term Disability; Microsoft PowerPoint for Clerk and Managers; and Combat Sexual Harassment: Anti-Discrimination Training.

Goal IV: Improve Internal and External Communication; the Human Resource Department provide all non-union Associated the current Code of Ethics Policy and the Conflict of Interest Forms.

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

Cynthia Herriott

Ms. Herriott is continuing to work several projects:

- Homework Academy
- Housing Court – The committee is studying the process put into place by Compliance as they are interested in replicating it in the court process
- Security Cameras – The project committee has met and IT has come on board as a part of the project team. She is working closing with the Resident Commissioners on this project.
- The Emergency Incident Plan procedure was presented to the Board. A simulation training is being planned to take place at the Criminal Justice training center.

6. Finance

Sinclair Carrington

Mr. Carrington advised that he report to the board on the financials in February after reconciliation.

7. Public Housing Report

Sara Jaouen

Ms. Jaouen reported that she is currently working with APC to reduce the application screening process. She is working with the Housing Specialist to call the intake appointment clients to ensure they have all their paperwork. RHA had 21 households move out, and 13 households move in. There are over 62 units ready to be rented.

8. Leasing Operations Report (Section 8)

Jacquetta Harris

Voucher Utilization Report: Director Harris presented the Section 8 Committee report. On January 7, 2019, Leasing Operations started issuing Vouchers; there are currently 1,792 on the waitlist. There is a reduction on the monthly inspection numbers due to Inspection doing biennial inspections. Leasing Operation utilization of voucher goal is around 98%; RHA is currently at 95.98%.

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 in the RHA Section 3 Registry.

Ms. Henriquez and Ms. Buntley are successful graduates of the FSS Program, both graduates closed on homes, and maintained employment throughout the program. This program helps them develop a good work ethic, and how-to preserver personal barriers.

Section 3 has some amazing things going on; Window Repair Systems, Inc. is looking for labors for the upcoming Danforth Window Project.

Harold Zink out an inquiry to over 70 persons from Sections 3 Database and five participants responded to their names were forwarded to the company, there are currently 24 businesses on the RHA Section 3 Registry.

10. Planning Committee Report

Shawn Burr

Interim Executive Director, Shawn Burr reported on the updates for Hudson Ridge Tower elevator situations where the repairs are complete, and up and running. This is great news. The staff did a great job handling this situation and putting our resident putting RHA resident's concerns and safety first. RHA's current Capital Projects; Lexington Court Site Improvements, Lean Gantt Roofing, and Siding Replacement, Scattered Site Roof Replacement are nearing completion. The Window Hardware Upgrades at Danforth Tower will begin soon, and the contractor is working on hiring a Section 3 candidate.

11. Commissioner Comments

Commissioner Lee attended the PHADA conference in Miami, and he indicated the RHA is doing better than most Public Housing. The presenter Marian Ross gave him a better understanding of policies for Commissioners. He will share those policies with the other Commissioners.

Commissioner Cummings report on the Board Commissioners responsibilities, and how RAD works. She would like some additional information on RAD.

Vice Chair Edwards requested to go into Executive Session; Commissioner Lee moved, Commissioner Larson seconded to go into Executive Session for a Legal matter at 1:11 PM. Commissioner Cummings, Commissioner Larson, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

iii. Resolution 01.23.19.01 – Legal

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

Vice Chair Edwards requested to End into Executive Session; Commissioner Larson moved, Commissioner Patterson seconded to end the Executive Session at 2:12 PM. Commissioner Cummings, Commissioner Larson, Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

12. February Regular Board Meeting

The February Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, February 27, 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 Larson seconded to end the Board Meeting at 2:17 PM. Commissioner Cummings, Commissioner Larson, Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

Respectfully submitted,



Shawn Burr
Secretary to the RHA Board
Interim Executive Director