

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

**February 27, 2019
MINUTES PAGE 1**

**ROCHESTER HOUSING AUTHORITY
February 27, 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

Acting Board Chair Tynise Edwards called the February 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

Rochester Police Chief M. Simmons spoke about the positive relationship that the Rochester Police Department (RPD) has with RHA. He believes that safety and security responses are going well with RHA, and he will assist in any way he can. He appreciates Cynthia Herriot's communications with his department.

2. Approval of Minutes: January Regular Board Meeting Minutes

Commissioner Lee moved, and Commissioner Larson seconded the motion to approve the minutes of January 2019 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 January's Board Meeting. He reported on the government shutdown, which was the longest government shutdown in history. The President signed the bipartisan funding bill on Friday 15, 2019. HUD will announce when the actual funding for the PHA's is determined. Shawn is working on the Agency's Annual Plan with a kick-off meeting held on Friday, February 7, 2019. In the spring of 2018, HUD began to implement a new Consolidated Annual Contributions Contract (CACC) for Public Housing. Many PHADA and NAHRO members expressed serious concerns with the document and with the ethics HUD purposed to use to implement the new contract. On December 27, 2018, HUD published another version of the new CACC and requested public comment on the contract, and there are still some serious concerns. PHADA strongly encourages members to submit comments on this important issue before February 25, 2019.

b. Board Action Requests

i. High-Rise PNA Elevator Upgrades (Re-Bid) – Award Contract to Otis Elevator Co., for \$505,000 – Capital Projects

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

ii. Window Repairs at Hudson Ridge Tower – Award Contract to Commercial Window Repair Solutions for \$54,756 – Capital Projects

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

iii. 19 Kinsington Street Sale or Property to City of Rochester Board Resolution 02.27.19.01 – Approve Purchase Agreement to the City of Rochester for \$60,000 – Legal

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

iv. Renewal of Innovative Solutions Contract Services Agreement– Award Contract Renewal to Innovative Solutions for \$52,000 – Information Technology

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

v. Renewal of MRI Software Tenmast License Agreement – Award Contract Renewal to TenMast/MRI Software for \$93,750 – Information Technology

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

vi. Renewal of ADP Information Processing System – Award Contract Renewal to APD for Human Resources and Payroll Information Processing for \$49,392 – Human Resources

Commissioner Lee moved, and Commissioner Cummings seconded the motion to approve 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. Benefit Bytes Optional Training: Short Term – Long Term Disability, Microsoft PowerPoint: Clerk and Managers; Combat Sexual Harassment and Anti-Discrimination Training. Several upcoming trainings include Performance Management-Managers, and Dealing with Mental Health; Leasing Operations, Public Housing Office Staff, and Public Housing Maintenance Associates.

Goal IV: Improve Internal and External Communication; by creating a Moral Committee, the Morale Committee is made up of Associates from various Departments within the organization. The purpose of the Morale Committee is to plan morale building activities and present ideas and offer solutions to maintain morale. The committee plans to meet monthly and plan quarterly activities.

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

Ms. Herriot is continuing to work on several projects: Compliance continues to work closely with Legal to address areas in need of assessment within RHA and to address fraud.

- NYS Office of Temporary and Disability Assistance site visit – The final report from NYS is still pending. I've been advised that we should receive it soon.
- The Family Self-Sufficiency Program audit has been completed. Compliance is in the process of meeting with FSS staff to review the findings.
- The Permanent Supportive Program (PSH) Program out of Leasing Operations is currently being audited.
- The Finance Department Audit has commenced, which includes Procurement.

6. Finance Sinclair Carrington

Mr. Carrington reported on the COCC Actual vs. Budget for Q1 FY 2019; there is positive cash flow. Public Housing and Housing Choice Voucher are doing well with positive surpluses. He reported on COCC Actual vs. Prior Year, Q1 FY 2019; RHA is doing well. Public Housing and Housing Choice Voucher both have a surplus.

7. Public Housing Report Sara Jaouen

Ms. Jaouen reported on the test results she received from Nan McKay Training (Rent Calculation II) held on December 18, 2018, for the Public Housing Specialists and Managers; overall the Department scored very well. EIV has released a new Income Validation Tool from PIH Notice 2018-18, which introduced HUD to the newest income verification tool. All Property Managers and Housing Specialists were required to attend Nelrod's Webinar on February 7, 2019. A Thank You Dinner Event was held at Hudson Ridge Tower on Thursday, January 31, 2019, from 5:00 PM - 7:30 PM. There was a total of 238 Residents that attended this event. There were at least 30 meals delivered to Residents that were unable to attend the dinner. There were significant planning and coordination that went into making this event as successful as it was, and the Residents had a wonderful time. RHA 2019 Annual Agency Plan started very well with the Kick off meeting with Resident Advisory Board (RAB) and key Staff on Thursday, February 7, 2019. RHA had 28 households move out, and 17 households move in. There are over 66 units ready to be rented.

8. Leasing Operations Report (Section 8)

Jacquetta Harris

Director Harris reported, as of February 15, 2019, Leasing Operations started issuing Vouchers; there are currently 1,752 people on the waitlist. Leasing Operation utilization of voucher goal is around 98%; RHA is currently at 95.83%. The total inspection for January 2019 was 995; the month prior was 1020. There is a new initiative the inspection department is undertaking with Section 8 Landlords that are showing a pattern with more than three repetitive inspections; Paul Lindsey and Jacquetta Harris will review with them on how they can better prepare for their inspection. Permanent Supportive Housing is going well, Ms. Harris reviews the Grant Periods, and the remaining funds for each program ensure there will not be any interruption of services. She reports HUD, under the Housing Opportunity Through Modernization Act (HOTMA) can occur every two to three years for Section 8 participants. The regulation allows for the Public Housing Authority (PHA) to collect a statement from the family about changes to their income sources instead of doing the full application.

9. Family Self-Sufficiency Report

Melissa Berrien

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) reported that 224 participants are currently enrolled in the program. There are now 21 businesses in the RHA Section 3 Registry.

Ms. Johnson entered the FSS Program in December 2015, with the sole purpose of homeownership. During her time on the program, Ms. Johnson maintained steady employment. On October 31, 2018, Ms. Johnson closed on her home on Leonard Road. She was offered a Homeownership voucher to receive continued assistance with her mortgage; she declined; she insisted that another family in need should receive the assistance. Ms. Johnson is a successful graduate of the program, and she is entitled to her escrow savings.

Mr. Cheganenko entered the FSS Program in December 2017; his goals were Credit Restoration, maintain employment and pre-homeownership. Ms. Chebanenko has completed his Credit Restoration, maintained employment, and successfully closed on his home on Barmont Drive on January 18, 2019. Mr. Cheganenko is a successful graduate of the FSS Program.

Ms. Echols entered the FSS Program in May of 2016, with the goals of maintaining her current employment, credit repair, and homeownership. Ms. Echols obtained a new job in 2018, increased her earnings by 187%, and she no longer receives Section 8 assistance, she became ineligible for the FSS program and is a successful graduate. She is entitled to her escrow savings.

The Senior Service Coordinator assisted 129 Public Housing residents in literacy, wellbeing check-ins, advocacy assistance, and was referred for housekeeping issues.

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

FSS held the RHA Spring College Fair on February 21, 2019. From 3–5 PM in partnership with the Rochester College Access Network. Some of the colleges that will attend; Roberts Wesleyan, RIT, SUNY, and the University of Rochester.

10. Planning Committee Report

Shawn Burr

Interim Executive Director, Shawn Burr reported on the updates for Hudson Ridge Tower's Elevator Modernization and the Window Modernization. The Contractor Open House is February 28, 2019, at 675 West Main Street. Capital Projects, Maintenance, Procurement, Finance, and Resident Services will be presenting and available to answer questions. Current Capital Projects Improvements: Lena Gantt Roofing, and Siding Replacement, Scattered Site Roof Replacement; are near completion. The Window Hardware Upgrades at Danforth's Towers has begun, and the contractor hired a Section 3 candidate for this project. The Lighting Incentive Project is underway, and Harold Zink is coordinating this project. The Shirley Street Project is out to bid.

11. Commissioner Comments

Commissioner Lee is working on setting up a meeting with REOC for the Rcafe.

Commissioner Larson would like to reach out to the Dean from the University of Rochester (UofR) for information on Financial Literacy, and the curriculum for the educational component. An MOU with UofR and RHA would be discussed. Commissioner Larson would like to discuss the "Cradle-to-Prison Pipeline."

Acting Board Chair Edwards requested to go into Executive Session; Commissioner Larson moved, Commissioner Lee seconded to go into Executive Session for a Legal matter at 1:15 PM. Commissioner Cummings, Commissioner Larson, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

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

12. March Regular Board Meeting

The March Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, March 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 Cummings seconded to end the Board Meeting at 2:21 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