

**ROCHESTER HOUSING AUTHORITY  
July 24, 2019  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

Tynise Edwards, Acting Chair  
Joanne Larson, Commissioner  
Calvin Lee, Commissioner  
Hershel Patterson, Commissioner  
Rosalie Remarais, Commissioner

**STAFF PRESENT**

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

**OTHERS PRESENT**

Jamie Frumusa, Tipping Point  
Communications

Acting Board Chair, Tynise Edwards, called the July 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 that there was a quorum present.

**1. Open Forum – Public Comments**

Ms. Nadine Devine stated that she lives at Hudson Ridge Tower, pays her rent, is the head of the household, and on a fixed income. She stated that although her boyfriend pays the insurance on her car, it is owned by her. She stated that she is handicapped and on oxygen and believes that based on those issues, she should be able to park in the handicapped parking spots, however Ms. Ruth Ward would not give her a Parking Pass. She stated that Ms. Ward refused and told her that these are the rules. She spoke with Mayor Lovely Warren, and the Mayor gave her some suggestions as to what she can do. Ms. Devine stated that after having a conversation with Mayor Lovely Warren, she felt discriminated by Ms. Ward as Ms. Ward began putting tickets on her car. Ms. Devin also has a service dog, and Ms. Ward is fully aware of that, and now she has allegedly begun harassing her about the dog. She asked if someone could help her with these issues. She was assured that staff would respond.

**2. Recognition of Successful Family Sufficiency Completion**

Ms. Thompson is a successful graduate of the Family Self-Sufficiency (FSS) program; she started the program in 2012 and completed all her goals. She will receive an escrow check as well. Ms. Thomas is very thankful for the help she received from James Waters and Jaquanda Jones.

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

Commissioner Lee moved, and Commissioner Patterson seconded the motion to approve the minutes of the June 2019 Regular Board Meeting. Commissioner Patterson, Commissioner Lee, Commissioner Larson, Commissioner Remarais, and Commissioner Edwards voted yes. The motion was passed.

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

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

a. Acting Executive Director, Shawn Burr, presented his Director's report as follows:

On Saturday, June 26, 2019, RHA hosted the 2nd Annual Strong Families Extravaganza. It was a big success and many thanks to Melissa Berrien and all the RHA staff and Commissioners who helped organize, facilitate, and participate in the event. They did an outstanding job, and it was great to see all the smiling faces! Many thanks to all the vendors who participated and Sinclair for keeping them hydrated with water deliveries. Melissa will have more details and pictures in her report.

Mr. Burr, Mike Gallo, and Sara Jaouen toured many of RHA's sites, noting items that need to be addressed. They discussed strategies and creative ways to accomplish all that they would like to see done; Mike and Sara have begun addressing areas of concern. They have included larger projects in RHA's Capital Project Pipeline, and each of them will be conducting training sessions with RHA staff. Mr. Burr will be going out with the UPCS inspection team next week to some of our sites, conducting training, and ensuring that priorities are in the right place.

On July 9, 2019, Mr. Burr attended a meeting hosted by the Continuum of Care, now known as Partners Ending Homelessness, to brainstorm on making sure they have the right community partners involved with ending homelessness as part of their strategic plan. The meeting went well, and many new partners were identified. They will all be contacted and invited to join one of the CoC committees or subgroups.

On Thursday, July 18, 2019, Mr. Burr met with Dr. Brock from RMAPI met to discuss ways that RHA can successfully partner. They brainstormed especially about RHA's Family Self-Sufficiency program and ways in which they could incorporate the program to benefit others in our community. Mr. Burr was asked to participate with the Steering Committee and will be attending the next meeting.

Monday, July 2, 2019, RHA is hosting a meeting with City partners to discuss an “Early Intervention Pilot” that will be designed to reduce the number of evictions in our community by using some best-practice methods that Syracuse has successfully implemented. Mr. Burr will provide additional information as he receives it.

b. Board Action Requests

- i. Scattered Sites Porch Replacement (P4) – The Contract was awarded to Taouk Development, LLC for \$147,000.00 – Capital Projects

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

- ii. Scattered Sites Porch Replacement (P5) – The Contract was awarded to Taouk Development, LLC for \$125,500.00 – Capital Projects

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

- iii. Scattered Sites Porch Replacement (P6) – The Contract was awarded to O&T Drywall & Painting for \$111,722.00 – Capital Projects

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

- iv. Parliament Arms Door Replacement Project – The Contract was awarded to Zerodraft of CNY Inc. for \$217,000.00 – Capital Projects

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

- v. Elevator Door Disposal at Five High-rises – The Contract was awarded to Stohl Environmental Company for 65,000.00 – Capital Projects

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

- vi. Argo Park Change Order – The change order that exceeded the prior approved project contingency was awarded to Taouk Development, LLC for \$5,770.00 – Capital Projects

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

vii. Vacated Arrears – To approve the write-off for vacated arrears – Finance

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

viii. Legal Services – General Counsel Contract Renewal – The Contract renewal for General Counsel Legal Services was awarded to Harris Beach, LLC – Compliance

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

**5. Executive Personnel Administrator’s Report**

**Shawn Burr**

The Human Resource Department continues to implement Strategic Plan Goal III of supporting RHA’s employees to enhance an organizational culture of excellence by continuing to provide training – Microsoft Excel and Test Preparation. Upcoming training: Motivating Employees; this training provides managers with tools on how to continue to motivate employees by providing support as well as to encourage them to have a sense of ownership in their work. The training will allow managers to have a toolkit to continue sharpening their skills as effective managers. The upcoming event for August is RHA’s Staff Summer BBQ Celebration.

**6. Diversity, Inclusion, and Compliance Officer’s Report**

**Cynthia Herriott**

Compliance, Inclusion, and Diversity continue to focus on these critical areas:

- Housing Court – The committee will play a vital role in assisting RHA to become acclimated with this new legislation. Additionally, Harris Beach is working on a document that explains the new law and a presentation to RHA staff.
- Security Camera Project – Compliance is moving forward with obtaining the vendor under the state contract. Currently, the Director of IT has been tasked with completing a reasonable cost assessment.
- Property Assessment – Ms. Herriott and the Public Housing Director are walking each P.H. property and getting acclimated to any special problems or concerns.

- Leasing Operations – Repayment agreement payment totals YTD as of June 2019 \$48,406 collected (\$286,795.00 has been collected to-date).
- Public Housing – The Repayment agreement totals YTD for Vacated Arrears as of June 2019: \$7,099.00 collected (A total of \$28 377.00 collected to-date).

**7. Finance**

**Sinclair Carrington**

Sinclair Carrington reported on the actual vs. budget variance for year-to-date through June 2019. The COCC, Public Housing, and Section 8 show a surplus based on their budgets. This shows that they are in a better position now than they were last year. Further, he reported the actual 2019 figures vs. the ones in the prior year through June 2018. The actual vs. budget shows that the Authority is in a strong financial position this year. Sinclair also reported that the FY 2020 RHA Budget will be presented at the August Finance Committee meeting.

**8. Public Housing Report**

**Sara Jaouen**

Ms. Jaouen reported that New York Attorney General Letitia James and Enterprise community Partners announced the New York State Preservation Opportunity Program (NYS-POP), a \$12 Million program to support local housing agencies and authorities outside of New York City. This program is set to develop strategic approaches to preserving existing affordable housing portfolios. Attorney General Letitia James stated this would address the needs of affordable housing across the State.

As of June 12, 2019, the deadline for the applicants on the 1 bedroom Waiting List to update their application has passed. The Application Processing Center is currently working on updating the 1- and 2-bedroom Waiting Lists with the current information received.

In June, RHA had 27 households move-out and 25 households move-in. There are 17 RHA units ready to be rented.

**9. Leasing Operations Report (Section 8)**

**Jacquetta Harris**

Director Harris reported that there were eighty RHA Associates that participated in the Poverty Simulation hosted by the Leasing Operations Department and facilitated by Coordinated Care Services Inc. This event was held at the Salvation Army on West Ave. The goal of this exercise was to assume the roles of members of families facing a variety of challenges. The goal was to gain greater empathy and understanding for those that RHA serves.

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In June 2019, RHA had 1,496 applicants on the Waitlist. The Leasing Operations' utilization of the voucher goal is approximately 98%, while that of RHA is currently at 95.32%. Ms. Harris aims to increase it's voucher utilization further. Director Harris has set a goal to issue 82 vouchers per month.

The monthly inspection average is 960–1020. The total number of inspections in June 2019 was 934; the goal wasn't met due to several department and agency events this month. In May 2019, the total number of inspections were 1,052. Permanent Supportive Housing (PSH) projects are being monitored monthly with financials and project participation. All projects that are projecting a deficit by the end of the grant period have an action plan that will demonstrate a reduction within the next 60 days. Ms. Harris submitted 10 renewal applications prior to the deadline of Friday, June 21, 2019, to the local Continuum of Care Notice of Funding Availability (NOFA).

**10. Family Self-Sufficiency Report**

**Melissa Berrien**

Ms. Thompson entered the FSS program on June 1, 2012, with employment and credit restoration goals. There were significant setbacks which caused some delay in obtaining her goals. However, Ms. Thompson continued to press forward and obtained full-time employment at the Center for Youth Services. Ms. Thompson established a monthly budget, paid down debt, and household expenses. Ms. Thompson is a successful graduate of the FSS program.

Ms. Rodriguez-Torres entered the FSS program on July 1, 2012, with goals that consisted of credit restoration and employment. Ms. Rodriguez-Torres began full-time employment in 2014 and has maintained her employment status. In addition to obtaining her goal of employment, she increased her credit score by 80 points. She also reduced her debt and is attending Homeownership classes. Ms. Rodriguez-Torres is a successful graduate of the FSS program.

Ms. Douglas entered the FSS program on December 1, 2015, with a goal of increased employment. Since the commencement of her FSS Contract, Ms. Douglas has obtained employment, and although homeownership was not a goal listed in her contract, Ms. Douglas has had a purchase offer accepted and plans to use her escrow funds to assist with closing costs. Ms. Douglass is a successful graduate of the FSS program.

Ms. Leger entered the FSS program on December 1, 2015, with a goal of increased employment. Ms. Leger achieved her goal and increased her earnings by 249%. Ms. Leger is a successful graduate of the FSS program.

Ms. Franklin entered the FSS program on November 1, 2016, with goals of obtaining a BA degree and owning a home. During her time in the program, Ms. Franklin maintained employment, and her annual earnings increased by 32%, making her ineligible for continued assistance. Ms. Franklin is a successful graduate of the FSS program.

**11. Planning Committee Report**

**Shawn Burr**

The Rochester Housing Authority (RHA) Planning Meeting and Project Planning meeting will now follow the Public Housing Committee Meeting beginning in August.

The Planning Committee meeting was held on 7/10/19. The meeting began with follow up items from the previous meeting. These items from the previous meeting were all completed. After follow-up of last month's items, the Planning Committee then began presenting the five action items for this month. All the action items were presented, discussed and concurred to move forward for Board approval. RHA staff did an outstanding job of preparing items for this month's meeting. The Planning Committee raised valid questions. The Planning Committee then discussed the status of current projects. This was done by having the Capital Projects staff provide updates, as well as, discuss the progress pictures. Below, you will find the said projects pictures followed by their status:

1. Scattered Site Roof Replacement – complete
2. Elevator Upgrades at High-rises – in progress
3. Scattered Site Porches – on schedule
4. Danforth Towers Sump Pump Replacement – on schedule

Following the discussion of our current projects, Mr. Burr identified projects that were out to bid, as well as, one RFP that is currently under review. The final item that was discussed during the Committee Meeting, was the status of the current CFP Budget as of September 30, 2018.

1. 501.15 budget is 100% obligated and 100% expended; and is ready to be closed out.
2. 501.16 budget is 100% obligated and 95% expended; and is currently on schedule.
3. 501.17 budget is 100% obligated, (before the deadline of 8/16/19); and is 26% expended.

Mr. Burr updated the progress of our next “Change the Face of Public Housing” project at our Bond/Hamilton site. The proposed designs are available for Board member review. RHA also has another site selected on Edinburgh St. and will be moving forward with that. Capital and development projects were then discussed in more detail. The project pipeline continues to move forward. Development projects are in various stages.

The bids for Shirley Street single-family construction came back and were very high. RHA has been working to identify other options for constructing new homes for a reasonable price on our properties at Eiffel Pl and Shirley St. These projects were bid out and the bids received were very high. The staff has been looking into other options to construct these homes in a less costly manner. In addition to exploring other procurement methods, staff will be going to engage the architect of record and/or a general contractor to find ways to reduce the overall construction cost. If the cost is more reasonable, we will re-bid the project.

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RHA will proceed with the Section 32 homeownership plan and has identified 7 Scattered Sites that the PNA firm will be performing physical needs assessments. RHA will use those assessments to prepare them for successful homeownership. Melissa's staff continues to work with the other residents who have expressed interest to meet eligibility requirements.

On 7/16/19, RHA conducted a community meeting at Rochester-Genesee Regional Transportation Authority (RGRTA) with City staff, neighbors from Federal Street, and members of the neighborhood groups from Beechwood, Emma, ACE, and North Winton Village. RHA presented on the program, precisely who we are and what we do, our Resident Services programs, RAD, and then focused on the redevelopment of the Federal Street site. This meeting was to gather input from the neighborhood residents on what they would and would not like to see in the redevelopment. The meeting went well with many questions; there is a follow-up meeting tentatively scheduled. The attendees were grateful that RHA held this meeting, and they look forward to being part of the process. The RFP responses for the development partner are under review. The legal services firm will assist RHA in the review and negotiation.

**12. Commissioner Comments**

Commissioner Patterson requested to speak with Mike Gallo on the Laundry Machine. Commissioner Patterson asked the IT Department about Kennedy Tower's office internet Issues.

Acting Board Chair Edwards requested to go into Executive Session for a legal and personnel matter. Commissioner Larson moved, and Commissioner Remarais seconded, a motion to go into Executive Session at 1:25 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

Acting Board Chair Edwards requested to end Executive Session; Commissioner Larson moved, and Commissioner Patterson seconded, the motion to end the Executive Session at 2:15 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

**13. August Regular Annual Board Meeting**

The August Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, August 28, 2019**, at 12:00 PM 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, and Commissioner Remarais seconded, a motion to end the Board Meeting at 2:16 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.



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Respectfully submitted,



Shawn Burr

Secretary to the RHA Board  
Acting Executive Director