

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

**August 28, 2019  
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**ROCHESTER HOUSING AUTHORITY  
August 28, 2019  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**

**MEMBERS PRESENT**

Joanne Larson, Commissioner  
Calvin Lee, Commissioner  
Florine Cummings, Resident Commissioner  
Hershel Patterson, Resident 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**

H. Todd Bullard, RHA Legal Counsel  
Jamie Frumusa, Tipping Point, Communication  
Joyce Ramirez, Tipping Point, Communication  
Hank Rubin, Appointed RHA Commissioner

Board Commissioner Rosalie Remarais, called the August Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:00 PM. It was 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. Letesha Sesler resides at Luther Circle; she stated that she is under-housed and would like to know the status of the request of her transfer. She stated that there is a rodent issue in her unit, and her child is allergic to them. She believes that trees near her unit are the cause of the rodents. Ms. Sesler suggests that RHA send out a notice to the entire site to ensure that the children are not playing with the bait stations. Sara Jaouen will follow up with Ms. Sesler.

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

Ms. Lawrence is a successful graduate of the Family Self-Sufficiency (FSS) program. She started the program in 2015 and completed all her goals. Ms. Lawrence will be receiving an escrow check. She was also able to obtain her Real Estate License in April

of 2016. Ms. Lawrence is very thankful for the help she received from FSS.

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

Commissioner Larson moved, and Commissioner Lee seconded, the motion to approve the minutes of the July 2019 Regular Board Meeting. Commissioner Patterson, Commissioner Lee, Commissioner Larson, and Commissioner Remarais 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:

Mr. Burr introduced RHA's new Board Member, Dr. Hank Rubin who brings a lot of expertise to RHA. On Thursday, August 1, 2019, RHA held the annual Summer BBQ Celebration for staff at the Ontario Beach Park. It was a big success, and he thanked the staff who helped organize and facilitate this event. He also thanked the Board Members that attended.

On Friday, August 8, 2019, RHA held the Annual Senior Picnic at the Ontario Beach Park. This event was very successful, and he thanked the RHA staff that helped organize and facilitate this event and the Commissioners who attended. The residents had a great time; they enjoyed this event and were very appreciative.

On August 12, 2019, RHA has a conference call with Rochester Educational Opportunity Center (REOC) to discuss opportunities for them to help with getting the Rcafe' up and running. REOC will be visiting the Rcafe', and they will assist Commissioner Patterson with ironing out the details to get a business started. He thanked Commissioner Lee for organizing this meeting.

b. Board Action Requests

- i. Development Services– Authorize the Acting Executive Director to enter into negotiations to produce a Master Development Agreement with Michaels Organization & Cornerstone Group – Capital Projects

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

- ii. Development Services – Authorize the Acting Executive Director to enter into negotiations to produce a Master Development Agreement Edgemere Development Inc./Home Leasing – Capital Projects

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

- iii. Rochester Housing Authority Credit Card Policy Revision – Authorize the Acting Executive Director to implement a new Credit Card Policy – Finance

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

- iv. Tipping Point Communications Contract Renewal – Authorize the Acting Executive Director to Exercise the fourth of the four-year option to renew this Contract - RHA Wide

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

- v. RHA Adoption of RMAPI's Guiding Principles – Authorized the Acting Executive Director to adopt the Rochester Monroe Anti-Poverty Initiative (RMAPI) Guiding Principles – Executive

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

- vi. Security Updates to RHA's IT Central Server – Authorize the Acting Executive Director to approve the Purchase of Consulting Service for Windows Server – Contract is awarded to Innovative Solutions for \$27,450.00 - Information Technology

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

- vii. Building to Building Data Circuit Modernization – Authorize the Acting Executive Director to approve the purchase of modern Data Circuits - Contract is awarded to Spectrum for \$67,488.00 - Information Technology

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

- viii. 2019 Renewal of Audit Services – Authorize the Acting Executive Director to renew the fourth of the four-year Audit Services Contract to Sickler, Torchia, Allen, and Churchill for \$39,500.00 – Authority Wide

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

- ix. Extermination: Town and Country – Authorize the Acting Executive Director to renew the Extermination Services Contract for the fourth of 5 one-year options to Town and Country Pest Solutions, Inc., for \$375,000.00 – Public Housing

Commissioner Lee moved, and Commissioner Cummings seconded, the motion to approve this request. Commissioner Patterson, Commissioner Larson, Commissioner Lee, and Commissioner Remarais, 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 – Motivating Employee, this training provides managers with tools on how to continue to motivate employees and allow managers to have a toolkit to hone in on their skills as effective managers.

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

**Cynthia Herriott**

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

**Compliance**

- Housing Court – Will be established by mid-year 2020.
- Security Camera Project – The Director of IT has been tasked with completing a reasonable cost assessment.
- Property Assessment – As Interim Deputy Executive Director, I walk each Public Housing property and get acclimated to any special problems or concerns.

**Fraud Investigations**

- Leasing Operations Repayment agreement payment totals YTD as of July 2019 **\$53,715.00 collected** (\$292,104.00 has been collected to-date.)
- Public Housing Repayment agreement totals YTD for Vacated Arrears as of July 2019: **\$8,572.00 collected** (A total of \$31,178.00 collected to-date.)
- Audit and Review –
  - NYS Office of Temporary and Disability Assistance site visit – Compliance served as the point of contact. The final report from NYS has been received. This review has been closed.
  - The Capital Projects Department audit has commenced.

- **Public Safety** – Our 2019 Public Safety to-date Strategies:
  - Parking issues at Authority complexes.
  - Policy Violations.
  - Prompt response to security service complaints.
  - Coordinating criminal investigations with local law enforcement.

**7. Finance**

**Sinclair Carrington**

Sinclair Carrington reported on the actual vs. budget variance for year-to-date through July 2019. The COCC, Public Housing, and Section 8 show a surplus based on their budgets. The Finance Reports show 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 would be presented at the September Finance Committee Meeting.

**8. Public Housing Report**

**Sara Jaouen**

Ms. Jaouen reported that she and several Property Managers would be attending an Institute of Real Estate Management (IREM) event in August on “How the new 2019 Rent Laws Affect Affordable Housing.” The Public Housing Department is working on procedural changes to coincide with the new Tenant/Landlord Statute that is effective June 14, 2019 and will continue to monitor the process going forward.

In July, RHA had 27 households move-out and 25 households move-in. There are 17 RHA units ready to be rented. The Public Housing Occupancy rate for the month of July is 97.68%.

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

**Jacquetta Harris**

Director Harris reported that the Leasing Operations Department planned to solicit Request for Proposal (RFP)/application for Housing Choice Voucher (HCV) remote recertification and case management model services to potential qualified licensed, and insured entities. HUD Procurement Handbook 7460.8 Revision 2 allows Public Housing Authorities to contract for recertification services. This service will address the difficulties that the Leasing Operations Department continue to encounter when there are vacant Housing Specialist positions.

The Leasing Operations Department has prepared proposed language changes to the Administrative Plan; these changes meet RHA’s definition of substantial deviation for a 45-day comment period and public hearing that is required by HUD.

In July 2019, RHA had 1,098 applicants on the Waitlist. The Leasing Operations' utilization of the voucher goal is approximately 98%, RHA is currently at 94.81%. 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 July 2019 was 1126. In June 2019, the total number of inspections was 934.

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 correction within the next 60 days.

**10. Family Self-Sufficiency (FSS) Report**

**Melissa Berrien**

Ms. Lawrence entered the FSS program on December 1, 2015, with increased employment goals. Ms. Lawrence achieved her employment goal returning to ABC in 2016. Ms. Lawrence also sought and completed her Real Estate License in April of 2016. Ms. Lawrence is a successful graduate of the FSS program.

The RHA/RHC Summer outing was held on August 9, 2019, at Ontario Beach Park from 11 AM until 3 PM. There were approximately 151 Seniors in attendance; participating vendors included the Episcopal Church Home, Foodlink, Lifespan, and Elite.

**11. Planning Committee Report**

**Shawn Burr**

The Planning Committee meeting was held on 8/14/2019. The meeting began with the follow-up items from the previous meeting which were all completed except one. There was one action item that was presented, discussed, and concurred to move forward for Board approval to enter negotiations with two developer firms who submitted RFP responses.

The following project's status were discussed, and pictures shared:

1. Elevator Upgrades at High-rises – in progress
2. Scattered Site Porches – on schedule
3. Scattered Site Roof Replacement R-15 – in progress
4. Danforth Towers Sump Pump Replacement – completed

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.

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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 96% expended and is currently on schedule.
3. 501.17 budget is 100% obligated, (before the deadline of 8/16/19); and is 30% expended.
4. 501.18 budget is 39% obligated, and 0% 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 Members review. RHA also has another site selected on Edinburgh St. and will be entering into a contract with an A/E firm to begin the work on that project. One of the first steps is to meet with the neighborhood association.

Waring Road and the Veteran Street site will take a couple of years to redevelop, Mr. Burr made the decision to turn the vacant units over and lease them.

As RHA proceeds with the Section 32 homeownership plan and has identified seven Scattered Sites; the PNA has been done. The firm will be submitting the reports soon. RHA will use those assessments to prepare the seven Scattered Sites for successful homeownership.

**12. Commissioner Comments**

No Comments

**13. September Regular Board Meeting**

The September Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, September 25, 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 Larson moved, and Commissioner Cummings seconded, a motion to end the Board Meeting at 2:06 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Lee, and Commissioner Larson voted yes. The motion was passed.

Respectfully submitted,



Shawn Burr

Secretary to the RHA Board  
Acting Executive Director