

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

**September 23, 2019  
MINUTES PAGE 1**



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

**MEMBERS PRESENT**

Tynise Edwards, Commissioner  
Joanne Larson, Commissioner  
Calvin Lee, Commissioner  
Florine Cummings, Resident Commissioner  
Hershel Patterson, Resident Commissioner  
Rosalie Remarais, Commissioner  
Hank Rubin, Commissioner

**STAFF PRESENT**

Shawn Burr  
Melissa Berrien  
Jacquetta Harris  
Sara Jaouen  
Shawanna Lawrence  
Hemily Sotomayor  
Linda Stango  
Evhen Tupis  
Janis White

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Joyce Ramirez, Tipping Point, Communication

Board Commissioner Tynise Edwards called the September 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**

Mr. Willie Otis from Kennedy Tower would like to discuss security concerns at the Hudson Ridge Tower (HRT). This meeting will be scheduled with Public Housing.

**2. Approval of Minutes: August Regular Board Meeting Minutes**

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

3. 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 reported on the follow-up from August's Board Meeting; RHA's staff have been very busy with making sure the residents and program participant services are being provided. There have been some challenges due to being short-staffed. He recognized all the efforts put forth and those that have gone the extra mile to ensure quality services have been provided.

RHA was able to place a Section 8 participant and her two children in the Emergency Home on Whalin Street. The Family incurred a fire in their apartment, and the unit was not livable. Leasing Operations learned of this and followed the internal process of informing the Director of Public Housing; the family was contacted and arranged for them to move in on September 18, 2019.

On September 5, 2019, the staff at University Tower had a luncheon for the residents; this event was well attended. Mr. Burr stated it was nice to see and speak to the residents. He thanked the staff.

On September 6, 2019, Glenwood Gardens residents had their second annual picnic; staff did a great job putting this event on. Mr. Burr received positive feedback from the residents.

b. Board Action Requests

- i. 2019-2020 Snow Plowing Services - Administrative – Authorized the Acting Director to award the Contract to Cardinal Lawn & Landscape for \$23,400.00 – Maintenance

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

- ii. 2019-2020 Snow Plowing Service - Residential – Authorized the Acting Director to award the Contract to Washington Property Management for \$23,160.00 – Maintenance

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

- iii. 2019-2020 Uniform Service – Authorize the Acting Executive Director to award the Contract to Big City Tees for \$29,850.00 – Maintenance

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

- iv. Dress Code and Personal Appearance Policy – Policy 345 Update – Authorize the Acting Executive Director to update the Dress Code and Appearance Policy 345 – Human Resources

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

- v. Temporary Employment Services – Authorized the Acting Executive Director to award a 1-year renewable Contract for Temporary Staffing Services to RBA Staffing for \$271,700.00 – Human Resources

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

- vi. Liability and Property Insurance Renewal – Authorize the Acting Executive Director to renew the General Liability and Property Insurance with HAI Group for \$689,156.00 – Finance

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

- vii. FY 2020 Annual Operation Budget – Authorized the Acting Executive Director to approve the Annual Operating Budget for the Fiscal Year 2020 – Finance

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

**4. 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 Word, this training with Horizons was for Clerks, Housing Specialists, Managers, and Succession Planning associates. On October 8, 2019, and October 18, 2019, Benefit Bytes: Open Enrollment training is scheduled.

The Wellness Event - Ice Cream Social was scheduled on Thursday, September 12, 2019, for all associates, this event was held to help with employee engagement and reward staff for their hard work.

**5. 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, Cynthia continues to 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 August 2019 **\$60,041.00 collected** (\$298,041.00 has been collected to-date.)
- Public Housing Repayment agreement totals YTD for Vacated Arrears as of August 2019: **\$4,859.00 collected** (A total of \$9,535.00 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.

**6. Finance Sinclair Carrington**

Acting, Executive Director Shawn Burr reported for Sinclair Carrington, the actual vs. budget variance for year-to-date through August 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 July 2018. This report was discussed at the Finance Committee Meeting, and the Board was satisfied with Mr. Carrington Report.

**7. Public Housing Report**

**Sara Jaouen**

Ms. Jaouen reported on the Public Housing Waitlist updates. Application Process Center (APC) is waiting for the enhancement updated from MRI to conclude the purge, which will happen tentatively in September. At that time, Public Housing will review each bedroom Waiting List to determine the wait time and the re-opening dates for the one and two-bedroom Waiting list.

In August, RHA had 25 households move-out and 27 households move-in. There are 19 RHA units ready to be rented. The Public Housing Occupancy rate for July is 97.45%.

**8. Maintenance Report**

**Shawn Burr**

Acting, Executive Director, Shawn Burr reported on RHA Maintenance Special Projects for September 2019. He highlighted Glenwood Gardens' site curb appeal and upgrades. The Laundry Room renovations are going well; Mr. Gallo is using At-Large in-house staff. Mr. Gallo is working with Commissioner Patterson to train at the next JWRC meeting on September 18, 2019. Mr. Burr reported on the completion of the urgent work-orders, and Emergency Work-orders are to be completed or abated within 24 hours.

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

**Jacquetta Harris**

Director Harris reported the Leasing Operations Department proposed language changes to the Administrative Plan. It is available at two site locations, 675 West Main Street, and 270 Lake Avenue. The Administrative Plan will be available on RHA's website and the two locations for a 45- day comment period. The Public Hearing is scheduled for October 10, 2019, from 12 noon to 1 pm in the Tom McHugh Room. Highlights of the proposed language changes include allowable moves, Waiting List preference, and portability restrictions.

In August 2019, RHA had 892 applicants on the Waitlist. The Leasing Operations' utilization of the voucher goal is approximately 98%, RHA is currently at 93.88%. 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 August 2019 was 1022. In July 2019, the total number of inspections was 1126.

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; she employed with HCR Homecare. She increased her annual income by 174%. In addition to achieving her employment goal, Ms. Lawrence also improved her credit score by 42 points, and she is currently enrolled in the TLW & Associates entrepreneurial program.

**11. Planning Committee Report**

**Shawn Burr**

The Planning Committee meeting was held on 9/11/2019. The meeting began with the follow-up items from the previous meeting, which were all completed except for the project summary report for the HRT Window Project. He will report on this at the October Meeting.

The following projects' status were discussed, and pictures shared:

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

Mr. Burr identified projects that were out to bid, as well as 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 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 Street and will be entering into a contract with an A/E firm to begin the work on that project.

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 their reports soon. RHA will use those assessments to prepare the seven Scattered Sites for successful homeownership. Melissa's staff continues to work with the other residents, who expressed interest in meeting the eligibility requirements.

**12. Commissioner Comments**

Commissioner Patterson stated that Laundry Machines are not working, and all Dryers are down. He also mentioned that he received reports that some residents are smoking in their units.

Board Chair Edwards requested to go into Executive Session for a legal and personnel matter. Commissioner Lee moved, and Commissioner Cummings seconded, a motion to go into Executive Session at 2:15 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Lee, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

Board Chair Edwards requested to end Executive Session; Commissioner Lee moved, and Commissioner Patterson seconded, the motion to end the Executive Session at 2:50 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

**13. October Regular Board Meeting**

The October Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, October 23, 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 2:50 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Lee, Commissioner Edwards, and Commissioner Cummings voted yes. The motion was passed.

Respectfully submitted,



Shawn Burr

Secretary to the RHA Board  
Acting Executive Director