

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

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



**MEMBERS PRESENT**

Tynise Edwards, Commissioner  
Florine Cummings, Resident Commissioner  
Hershel Patterson, Resident Commissioner  
Rosalie Remarais, Commissioner  
Hank Rubin, Commissioner

**STAFF PRESENT**

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

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Jamie Frumusa, Tipping Point Communications

Board Chairperson Tynise Edwards called the October 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**

There was no Public Comments

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

Commissioner Rubin moved, and Commissioner Remarais seconded, the motion to approve the minutes of the September 2019 Regular Board Meeting. Commissioner Patterson, Commissioner Cummings, Commissioner Edwards, and Commissioner Remarais voted yes. Commissioner Rubin abstained. 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 the September 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 Human Resources being short-staffed, they are looking at some out of the box recruiting ideas, Tipping Point will be assisting with recruiting strategies. He recognized all the efforts that the staff has put forth and those that have gone the extra mile to ensure quality services have been provided.

He attended the NAHRO 2019 National Conference & Exhibition in October, where there was a lot of networking for other PHA's and Vendors done. It was a good opportunity to see how other Housing Authorities work. He gained some new ideas that may be put in place here at RHA.

We currently still working on under the resolution (H.R. 4378) through November 21<sup>st</sup>, we are hopeful that Congress will approve the budget by the deadline to avoid a government shutdown.

b. Board Action Requests

- i. Kennedy Tower Apartment/Corridor and Asbestos Abatement – Authorized the Acting Executive Director to award the Contract to FW Construction Corp. for \$1,164,499.60 – Capital Projects

Commissioner Remarais motioned, and Commissioner Cummings seconded, the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Edwards, and Commissioner Remarais, Commissioner Rubin voted yes. The motion was passed.

- ii. 2019-2020 Snow Plowing Service – II Residential – Authorized the Acting Executive Director to award the Contract to AA Blades Enterprises, Inc for \$93,600.00 –Maintenance

Commissioner Patterson motioned, and Commissioner Remarais seconded, the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Edwards, and Commissioner Remarais, Commissioner Rubin voted yes. The motion was passed.

- iii. 2019-2020 Night/Weekend On-Call Coverage Contract – Authorize the Acting Executive Director to award the Contract to Catherine's Home Improvement for \$80,000.00 –Maintenance

Commissioner Patterson motioned, and Commissioner Remarais seconded, the motion to approve this request. Commissioner Patterson, Commissioner Cummings,

Commissioner Edwards, and Commissioner Remarais, Commissioner Rubin voted yes. The motion was passed.

- iv. Request Purchase Order for 2020 Dental – Authorize the Acting Executive Director to approve the Purchase Order for Met Life for \$80,000 – Human Resources

Commissioner Remarais motioned, and Commissioner Patterson seconded, the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Edwards, and Commissioner Remarais, Commissioner Rubin voted yes. The motion was passed.

- v. Request Purchase Order for 2020 Employee Medical Insurance – Authorized the Acting Executive Director to approve the Purchase Order for MVP Healthcare for \$280,925.00 – Human Resources

Commissioner Remarais motioned, and Commissioner Rubin seconded, the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Edwards, and Commissioner Remarais, Commissioner Rubin voted yes. The motion was passed.

- vi. Request for Purchase Order for 2020 Mobile Telemedicine Proposal– Authorize the Acting Executive Director to approve the Purchase Order Mobile Telemedicine for \$14,040.00 – Human Resources

Commissioner Rubin motioned to table this request, and Commissioner Remarais seconded, the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Edwards, and Commissioner Remarais, Commissioner Rubin voted yes. The motion was tabled.

- vii. Microsoft Office 365 3-year Agreement – Authorized the Acting Executive Director to approve the contract to Dell Marketing, LP for \$306,532.71 – Information Technology

Commissioner Rubin motioned, and Commissioner Cummings seconded, the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Edwards, and Commissioner Remarais, Commissioner Rubin voted yes. The motion was passed.

- viii. Renew IT Support Agreement – Authorized the Acting Executive Director to approve the contract to Innovative Solutions for \$50,160.00 – Information Technology

Commissioner Patterson motioned, and Commissioner Remarais seconded, the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Edwards, and Commissioner Remarais, Commissioner Rubin voted yes. The motion was passed.

- ix. Vacated Arrears Write Off - Authorized the Acting Executive Director to approve the of Fourth Quarter's Vacated Arrear in the amount of \$22,378.39 - Finance

Commissioner Remarais motioned, and Commissioner Cummings seconded, the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Edwards, and Commissioner Remarais, Commissioner Rubin voted yes. The motion was passed.

- x. Proposed Changes to Administrative Plan Language – Authorized the Acting Executive Director to delegate the implementation of the proposed Administrative Plan changes – Leasing Operations

Commissioner Rubin motioned, and Commissioner Cummings seconded, the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Edwards, and Commissioner Remarais, Commissioner Rubin 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 – Annual Evaluations Review for Managers training will be conducted during November. Onsite Biometric Screenings for all employees will be conducted in November. Open Enrollment is currently still in progress. The Human Resource department is working on out of the box ideas for recruitment and also will be working with Tipping Point.

**5. Interim Deputy Executive Director's Report - Diversity, Inclusion, and Compliance**

**Cynthia Herriott**

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

**Compliance**

- o Housing Court – we have been asked to provide additional services for the pilot program on Housing Matters.
- o Security Camera Project – We have a draft plan for the camera project that will include various RHA residential sites, and our administrative building at 675 W. Main St.
- o Property Assessment – Interim Deputy Executive Director, Cynthia with the Director of Public Housing continues to walk each Public Housing property and get acclimated to any special problems or concerns.
- o Police and Fire – Interim Deputy Executive Director, Cynthia has met with the Fire Chief and the Police Chief, and in the having formal discussions to create a plan to address at RHA properties.

**Fraud Investigations**

- o Leasing Operations Repayment agreement payment totals YTD as of September 2019 \$66,866.00 collected (\$305,255.00 has been collected to-date.)

- **Public Housing** Repayment agreement totals YTD for Vacated Arrears as of **September 2019: \$4,859.00 collected** (A total of \$9,535.00 collected to-date.)
- **Termination Hearings** –
  - **Leasing Operations** – held 12 tenant hearings:
    - 5 were upheld
    - 7 were overturned or tenants were reinstated
    - 0 Adjournments
  - Public Housing – held 2 Resident Hearings
    - 0 Upheld
    - 2 Overturned

**Audit and Review** –

- CDI continues to work closely with Legal to address areas in need of assessment within RHA
- The Capital Projects Department audit is in progress.

**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 figures and variances for year-to-date through September 2019 for the COCC, Public Housing, and Section 8 budgets. The COCC, Public Housing, and Section 8 show a surplus based on their budgets. The Finance Reports show that RHA is 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 August 2018. This report was discussed at the Finance Committee Meeting, and the Board was satisfied with the report.

**7. Public Housing Report**

**Sara Jaouen**

Ms. Jaouen reported on the Public Housing Waitlist updates. Application Process Center (APC) can begin the purge. ACOP revisions were presented for review in a spreadsheet format.

In September, RHA had 24 households move-out and 13 households move-in. There are 49 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 almost completed. Mr. Burr reported on the 10 Special Projects that are in progress currently. He also reported on the completed routine and emergency work order completion statistics.

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

**Jacquetta Harris**

In September 2019, RHA had 787 applicants on the Waitlist. The Leasing Operations' utilization of the voucher goal is approximately 98%, RHA is currently at 94.37%.

The monthly inspection goal is 960–1020. The total number of inspections in August 2019 was 1005. For the 2019 fiscal year, 12,547 inspections were conducted.

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**

**Highlights**

- The following participants graduated from the FSS Program
  - Ms. Manhertz
  - Ms. Laduque
  - Ms. Green
  - Ms. Hill
- The Jurisdictional Wide Resident Council nominated 5 residents for their dedication to their neighbors. Aida Colon, Andre Lockett, Judy McFarland, Ramona Rivera, and Barbara Welborn received balloons, a gift card and certificates of appreciation.
- The Hudson Ridge Tower Resident Council celebrated National Hispanic Month on 10/11/19.
  - Donations received from Councilman Patterson and Lifetime Financial

**Homeownership**

- Ms. Campbell closed on her home at 129 Fernwood Street (14621) on September 23rd, 2019

- Ms. Douglas closed on her home at 2186 Clifford Avenue (14609) on August 7th, 2019
- Mr. Ramos closed on his home at 66 Willmont Street (14609) on August 16th, 2019
- Ms. Wright closed on her home at 72 Abbington Road (14622) on July 26th, 2019

**11. Planning Committee Report**

**Shawn Burr**

The Planning Committee meeting was held on 10/9/2019. The meeting began with the follow-up items from the previous meeting, which were all completed. The project summary report for the HRT Window project and the Lexington Court Site-Work was presented.

The following projects' status were discussed:

1. Elevator Upgrades at High-rises – in progress and back on schedule
2. Danforth Fire Alarm Upgrades – in progress and back on schedule
3. Kennedy Tower Boiler Replacement - in progress and back on schedule despite delays with unforeseen issues
4. Scattered Site Porches – in progress and on schedule
5. Scattered Site Roof Replacement R-15 – in progress and on schedule
6. Window Replacement at Harriet Tubman – in progress and back on schedule

Mr. Burr identified projects that were out to bid, as well as the current CFP Budget as of October 31, 2018.

1. 501.16 budget is 100% obligated, and 100% expended and is ready to close out.
2. 501.17 budget is 100% obligated and is 29% expended.
3. 501.18 budget is 40% obligated, and 2% expended.

Mr. Burr updated the progress of our next “Change the Face of Public Housing” project at our Bond/Hamilton site. RHA is in the process of scheduling a meeting with neighbors. RHA also has another site selected on Edinburgh Street and have had our kick-off meeting with the architect, the next step is meeting with the neighborhood.

As RHA proceeds with the Section 32 homeownership plan and has identified seven Scattered Sites, the PNA has been done. We are in the process of creating scopes of work for each home to prepare for them for homeownership. Melissa's staff continues to work with the other residents, who expressed interest in meeting the eligibility requirements.

RAD update – We have been negotiating Master Development Agreement (MDA) terms with a prospective development partner and held a meeting with our attorney and our RAD attorney, the meeting went well, we hope to present a recommendation to the board soon once all the MDA terms are worked out.



**12. Commissioner Comments**

Board Chair Edwards requested to go into Executive Session for a legal and personnel matter. Commissioner Remarais moved, and Commissioner Cummings seconded, a motion to go into Executive Session at 1:21 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Rubin, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

Board Chair Edwards requested to end Executive Session; Commissioner Rubin moved, and Commissioner Cummings seconded, the motion to end the Executive Session at 3:10 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Cummings, Commissioner Rubin, and Commissioner Edwards voted yes. The motion was passed.

**13. November Regular Board Meeting**

The November Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, November 20, 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 Remarais moved, and Commissioner Rubin seconded, a motion to end the Board Meeting at 3:10 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Rubin, Commissioner Edwards, and Commissioner Cummings voted yes. The motion was passed.

Respectfully submitted,



Shawn Burr

Secretary to the RHA Board  
Acting Executive Director