

**ROCHESTER HOUSING AUTHORITY  
April 22, 2020  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

Tynise Edwards, Chairperson  
Rosalie Remarais, Vice-Chairperson  
Florine Cummings, Resident Commissioner  
Joanne Larson, Commissioner  
Hershel Patterson, Resident Commissioner  
Hank Rubin, Commissioner

**STAFF PRESENT**

Melissa Berrien  
Shawn Burr  
Sinclair Carrington  
Diana Colon  
Jacquetta Harris  
Cynthia Herriott  
Shawanna Lawrence  
Bryan Little  
Mark Plantholt  
Linda Stango  
Evhen Tupis

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Josh Jensen, Tipping Point, Communications

Commissioner Tynise Edwards called the April Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:03 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 were no Public Comments.

**2. Approval of Minutes: March 2020 Regular Board Meeting Minutes**

Commissioner Remarais moved, and Commissioner Patterson seconded the motion to approve the minutes of the March 2020 Regular Board Meeting. Commissioner Patterson, Commissioner Cummings, Commissioner Remarais, Commissioner Larson, Commissioner Edwards, and Commissioner Rubin voted yes. The motion passed.

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

Director's Report and Board Approval Requests:

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

Mr. Burr recognized the Staff across the Authority who continued to go above and beyond to ensure our quality of services are performed, residents, and participants, needs are taken care of during this crisis we are living in. They have been doing a remarkable job!

Mr. Burr shared that our Annual/5-Year Planning process is underway; the draft will be presented to the Board when completed. The Plan is due to HUD in mid-July. It is expected that the Board will be presented with a final copy of the plan for approval in June. Commissioner Dr. Rubin ask that we include a disaster recovery plan that we have been using during the Pandemic in the plan. Mr. Burr will include a request to take advantage of the HUD waiver to extend the deadline to ensure that we can add this to the plan.

Mr. Burr has created a timeline of our efforts and the Significant Orders, and updates the timeline as we continue to work during this Pandemic.

Mr. Burr noted that we are tracking our expenses that are COVID-19 related in a separate cost center. This will allow us to ask for reimbursement, if funds become available at a later date.

Mr. Burr reported the CARE Act 2020 was signed into law by the President 3/27/2020 with the authority to waive regulatory and statutory requirements given to HUD, which is unprecedented.

Mr. Burr informed us that HUD has hosted several calls with PHA Executive Directors across the country and has given guidance and FAQs to assist PHA's with their operations during this difficult time.

b. Board Action Requests

- i. TenMast Agreement and Renewal – Authorized the Deputy Executive Director to renew the contract to Tenmast/MRI for \$106,450.50 – Information Technology

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

- ii. Vacated Arrears – Authorized the Deputy Executive Director to approve Write-Off of the FY 2020 2<sup>nd</sup> Quarter Vacated Arrears for \$23,822.62 – Finance

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

- iii. State Contract Renewal for Cell Phones – Authorize the Deputy Executive Director to renew the contract to Verizon for \$50,000.00 – Finance

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

- iv. Federal Street Scattered Site Redevelopment – Authorize the Deputy Executive Director to enter into a Development Agreement with Edgemere Development, Inc. & Home Leasing cost TBD – Capital Projects

Commissioner Larson moved to table, and Commissioner Remarais seconded the motion to approve this request. Commissioner Edwards, Commissioner Remarais, Commissioner Rubin, Commissioner Patterson, Commissioner Larson, and Commissioner Cummings voted yes. The motion was tabled until Legal has completed the review of the agreement.

- v. Proposed Admin Plan Language – Authorize the Deputy Executive Director to approve the language changes to the Administrative Plan – Leasing Operations

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

**4. Executive Personnel Administrator's Report**

**Shawn Burr**

There was no report.

**5. Diversity, Inclusion, and Compliance Officer's Report**

**Cynthia Herriott**

**Compliance**

- Security Camera Project – This project is on hold while another vendor is selected.

**Fraud Investigations**

- **Leasing Operations** Repayment agreement payment totals YTD as of March 2020: \$19,060.82 collected (a total of \$347,942.50 has been collected to-date.)
- **Public Housing** Repayment agreement totals YTD for Vacated Arrears as of March 2020: \$4,068.78 collected (a total of \$31,251.45 has been collected to-date.)
- **Audit and Review** –
  - CDI is working closely with Legal to address areas in need of assessment within RHA.
  - Compliance is planning the 2020 Audit Schedule.
- **Public Safety** –
  - There has been a decrease of 4.6% in the Calls for Service.
  - Building Security – RHA has adopted a protocol of restricted visitation to minimize the virus impact. No loitering in any building lobby was also applied, and Security has been advised and asked to enforce these directives.

**6. Finance**

**Sinclair Carrington**

Mr. Carrington reported that the actual vs. budget figures and variances for year-to-date through February 2020 for the COCC, Public Housing, and Section 8 income and expenses. The COCC and Public Housing recorded a surplus, while Section 8 recorded a deficit. The Finance Reports show that RHA is in a better financial position than they were last year at this time. This report was discussed at the Finance Committee Meeting, and the Board was satisfied with the report.

**7. Public Housing Report**

**Cynthia Herriott**

Cynthia Herriott reported that the proposed ACOP new pet policy is under review for compliance with the new HUD rules regarding pets. She informed the Board that all the managers are providing a biweekly report that will assist in advising her on all Public Housing.

In February, RHA had 14 households move-out, and 15 households move-in. There are 15 RHA units ready to be rented. The Public Housing Occupancy rate for March is 96.79%.

**8. Maintenance Report**

**Mark Plantholt**

Chief of Maintenance, Mark Plantholt, reported on Maintenance Special Projects for March 2020. He provided progress reports for the following projects:

62 Merrimac Fire Restoration, Laundries; Hudson Ridge Tower Exterior Community Space Upgrade; Hudson Ridge Tower Main Entry Sidewalk Resurfacing; Scattered Sites furnace replacements; Lexington Court Mechanical Replacements; Administrative Office at 675 W. Main St. upgrades; Kennedy Tower Generator, and 255 Hamilton St. Rehab.

He reported on the status of regular and emergency work orders.

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

**Jacquetta Harris**

Director Harris, Leasing Operations Department gave an update on her ongoing meetings with Dr. Rubin to inform him of the Leasing Operations Department's work with the Homeless population in our community.

Four thousand applications have been selected for the Housing Choice Voucher Wait List. We are currently canvassing 160 applicants for eligibility to be placed in the ready drawer for when we issue vouchers.

The Leasing Operations' utilization of the voucher's goal is approximately 95% to 98%; RHA is currently at 95%. Ms. Harris aims to increase it's voucher utilization further.

The monthly inspection average is 780 - 960. During March 2020, the total number of inspections was 661.

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. James entered the FSS program on December 1, 2017, with goals of obtaining LPN licensure and employment. Ms. James completed the LPN program and passed her NCLEX exam while maintaining full-time employment. Ms. James is a successful graduate and entitled to receive \$6,148.81 in escrow savings.

**11. Planning Committee Report**

**Shawn Burr**

The Planning Committee meeting was held on 4/8/2020. The meeting began with the follow-up items from the previous meeting, of which three have been completed, and one is pending.

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

1. Seneca Manor Weatherization Project - on hold due to Pandemic
2. Harriet Tubman Window Replacement – on hold due to Pandemic
3. Scattered Site Porch Replacement – in progress and on schedule
4. Kennedy Tower Hallway and unit Rehab – on hold due to Pandemic
5. Parliament Arms Door Replacement – completed

Mr. Burr reported that the current status of the CFP Budgets as of March 31<sup>st</sup> are: 501.17 budget is 100% obligated and 96% expended, and the 501.18 budget is 88% obligated and 34% expended.

Mr. Burr reported that our seven Section 32 homeownership homes have had their PNA's completed. Melissa Berrien's continues to work with other residents who have expressed interest to meet eligibility requirements.

Mr. Burr discussed upcoming projects in various stages of planning and design, along with some of our "pipeline" projects. We continue to meet with management and maintenance to prioritize projects.

Mr. Burr gave a status update for the two RAD projects at Federal St and Parkside. The closing for Parkside was scheduled in February, and all the documentation was to the RAD website by 2/21/2020, due to the Pandemic the process is delayed. The Federal St. project is moving forward with the architect and developer partner; they are performing their assigned task. The physical needs assessments for the scattered sites that are to be included in the Federal St. conversion has been placed on hold due to the Pandemic.

**12. Commissioner Comments**

Board Chair Edwards requested to go into Executive Session for a legal and personnel matter. Commissioner Remarais moved, and Commissioner Rubin seconded, a motion to go into Executive Session at 1:35 PM. Commissioner Remarais, Commissioner Rubin, Commissioner Patterson, Commissioner Larson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

Board Chair Edwards requested to end Executive Session; Commissioner Remarais moved, and Commissioner Rubin seconded, the motion to end the Executive Session at 3:02 PM. Commissioner Remarais, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

**13. May Regular Board Meeting**

The May Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, May 20, 2020**, at 12:00 PM via Skype and the RHAtv on YouTube.

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 4:04 PM. Commissioner Patterson, Commissioner Remarais, Commissioner Edwards, Commissioner Rubin, and voted yes. The motion was passed.

Respectfully submitted,



Shawn Burr,

Secretary to the RHA Board  
Deputy Executive Director