

**ROCHESTER HOUSING AUTHORITY  
January 27, 2021  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

Rosalie Remarais, Acting Chairperson  
Florine Cummings, Resident Commissioner  
Hershel Patterson, Resident Commissioner  
Duwaine T. Bascoe, Commissioner  
Joanne Larson, Commissioner

**STAFF PRESENT**

Melissa Berrien  
Shawn Burr  
Sinclair Carrington  
Diana Colon  
Jacquetta Harris  
Shawanna Lawrence  
Mark Plantholt  
Shelby Simpson  
Evhen Tupis

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Adam Smith, Tipping Point Communications

Commissioner Rosalie Remarais called the January Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:02 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: December 2020 Regular Board Meeting Minutes**

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

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

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

Mr. Burr would like **CONTINUE** to recognize Staff across the Authority who continue to go above and beyond to ensure our quality services are performed and resident and participant needs are taken care of especially during this pandemic! They are doing a remarkable job! As we “re-open”, nice efforts are being made in the planning and execution. Procurement and Maintenance are helping greatly. .

Mr. Burr shared that as we enter 2021, we all need to remain diligent in maintaining each other’s safety. RHA continues to monitor and adhere to new regulations and Executive Orders as we receive them. Mark and staff are procuring the new sanitizing system he sent info to you about. We will implement them asap. Visitor restrictions, COVID questionnaires, and temperature checks continue for all visitors. Temperature kiosks for staff and visitors are moving forward with implementation.

Mr. Burr shared that we have weekly meetings with our NYS POP grant consultant to move the grant forward. We are meeting with our City of Rochester partners on 1/25/21 to collaborate on strategies and target area. We will continue to update at the Project Planning meeting.

Mr. Burr shared that Trillium’s COVID testing/Primary Care services for our residents continues with January schedule moving along.

Mr. Burr reported we have met with Common Ground Health and others o developing a plan for providing vaccinations for our eligible residents. Todd Bullard, Commissioner Remarais and Mr. Burr continue to move this forward.

Mr. Burr reported that staff continue to be involved in several community projects and report on them in their Board reports. RMAPI Housing Committee, City FEC Program Initiative, Connected Communities Housing Committee, Private Sector Rental Market Study, and Benefits Project are a few that are in the works. I really appreciate their efforts in representing RHA on critical projects in our community.

Mr. Burr reported that RHA participated in the 21-Day Racial Equity Challenge. This initiative proved to be a powerful opportunity to develop a deeper understanding of how inequity and racism affect our lives and community. It's imperative we continue to improve our community and ourselves in our commitment to implement antiracist practice. We will continue to hold meetings with staff to further RHA’s commitment

Mr. Burr reported that he is participating on the West Main Steering Committee as planning takes place on the redevelopment of the “Bull’s Head” neighborhood. We will be creating an actionable vision for West Main St that reflects a revived multimodal, economic, and cultural corridor. This study will create a roadmap for making investments and changes to the neighborhood, street, and streetscape design.

Mr. Burr reported on NAHRO comments on Over Income Housing Residents:  
On Jan. 4, NAHRO submitted comments to HUD on the re-opening of the public comment period on the subject of over-income families. On Dec. 4, HUD reopened the public comment period on the proposed rule that would implement sections 102, 103, and 104 of the Housing

Opportunity through Modernization Act (HOTMA) of 2016. Among other things, the

proposed rule included a section addressing the treatment of families in public housing whose family income exceeds the new income limit established in HOTMA. HUD reopened the rule to focus on implementation of that section, specifically PHA discretion in addressing over-income families. Section 103 of HOTMA imposed an income limit on families residing in public housing. If a family earns more than 240 percent of the very-low income (VLI) threshold in a community for two consecutive reexaminations, then the PHA has the option of either requiring the family to vacate their unit within 6 months or allowing the families to stay, provided the family pays the higher of the fair market rent or a rent equal to the amount of the monthly subsidy for the unit. As an over-income household that remains in their public housing unit would not be receiving any federal subsidy for that unit, HUD believes over-income families should be terminated from the public housing program, even if they are allowed to remain within their unit. In re-opening the comment period on the subject of over-income families, HUD had specific questions about HUD's role to these households especially as it relates to repositioning; rent and reexamination; community service activities or self-sufficiency activities; dwelling leases, procedures, and requirements; grievance procedures and requirements; and additional ramifications of having households not considered to be in the public housing program living in public housing units. NAHRO's comments focused on the many reasons PHAs may allow over-income families to remain in their unit and reasons why a PHA may not. NAHRO noted that in writing Section 103 of HOTMA, Congress made clear that PHAs would be best equipped to determine which option would be best for their community as it relates to over-income households. As such, NAHRO believes PHAs should be given discretion in determining how to act as landlords to these households and that HUD should not play a role in how these units are managed and maintained

**Mr. Burr reported on NSPIRE Proposed Rule Released**

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maintained.

Mr. Burr reported that HUD has also published the Final Rule on Section 3 program revisions. Staff are currently reviewing and will be discussing in Committee as to the details and what it means to RHA. We will most likely need to revise our current policy and will keep you posted. We will update during the Project Planning meetings.

b. Board Action Requests

- i. RFP for Real Estate Services– Authorized the Deputy Executive Director to award a contract to Patjo Appraisal Services for \$50,000 – Capital Projects

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

- ii. 43-47 Bronson Court Alterations Rebid – Authorized the Deputy Executive Director to award the contract to Gatti Remodeling for \$278,000 – Capital Projects

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

- iii. FY 2021 1st Quarter Vacated Arrears Write-off - Authorize the Deputy Executive Director to approve the write off of the FY 2021 1st Quarter Vacated Arrears Write \$19,205.48) – Finance

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

- iv. Renewal – Request for Purchase Order for 2021 Labor and Employment Legal Services – Authorize the Deputy Executive Director to renew the contract with Harris Beach for year 4 of a 5-year contract for \$80,000.00 (year 4) - Human Resources

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

- v. Renewal of Directors and Officers Insurance policy to authorize the Deputy Executive Director to purchase the insurance policy Renewal with Brown & Brown policy for \$52,270 – Finance

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

passed four to zero.

- vi. Request for Purchase Order for 2021 Worker's Compensation Carrier – Redwood Fire and Casualty Insurance Company (Berkshire Hathaway) to authorize the Deputy Executive Director to renew the contract for \$355,000 for year 2 - Human Resources

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

- vii. 2021 Employee Medical Insurance (Active Employees and Retirees <65 yrs.) – Authorize Deputy Executive Director to award Excellus BCBS / Brown & Brown for \$160,000 (year 5) – Human Resources

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

- viii. KT Kitchen Cabinets and Countertops/Hardware – Authorize Deputy Executive Director to award a contract to Erie Contracting Inc. for \$202,800 – Capital Projects

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

- ix. Remote Annual Recertification Project – Authorize Deputy Executive Director to award the contract to CGI for \$185,000

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

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

**Shawanna Lawrence**

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 and continuing to create organizational culture excellence.

**Updates**

21-Day Racial Equity Challenge: Associates completed the 21 Day Challenge which allowed them to connect, reflect, and participate in the challenge to gain a deeper understanding of how inequity and racism affect our lives and our community. Human Resources are currently working on a template for managers to use in their staff meetings to continue the conversation,

and Human Resources and The Executive Team will create goals regarding implementing and discussing racial equity with all associates.

The five suggestions below will be a tool to target conversations, which outlines and supports group conversations.

- Build the intention, focus, and safety needed to have honest conversations about race.
- Respect the sensitivity of the topic while challenging people to go beyond the superficial.
- Acknowledge the uncomfortable realities of the past and the present.
- Validate the experiences regarding racially marginalized employees.
- Rochester Housing Authority will emphasize how we plan to prioritize goals and metrics around racial equity.

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

**Inclusion**

- Covid Strategy – We continue to work with community partners to facilitate addressing resident needs around testing and education. The COVID testing and primary care services are taking place at most of RHA's senior sites with Trillium's mobile unit. Trillium has now added telehealth services being available for residents and we are working on adding to our MOU. A regular schedule has been established and posted at our sites. We have had discussions with URMC and Unity about medical, dental, behavior health, eye care services, and telehealth services for our residents. Discussions are ongoing to work out logistics and develop MOU agreements.
- The Morale and Inclusion Committee and the Executive Staff recognized the staff during the holidays. We provided a gift and a bonus of \$125.00..

**Compliance**

- **Fraud Investigations**
  - **Leasing Operations** - Repayment agreement payment totals YTD as of December 2020, \$67,660.30 collected. (\$396,541.98 has been collected to-date)
  - **Public Housing** - Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of December 2020: \$13,826.22 collected. A total of \$41,008.89 collected to-date (since 2017)
- **Termination Hearings**
  - We have upgraded our process to be able to conduct hearings remotely.
  - **Leasing Operations** – 11 Participant Hearings Scheduled: 5 upheld; 1 overturned, 2 re-instated & 3 adjourned.
  - **Public Housing** – 0 Participant Grievance Hearings Scheduled: 0 upheld; 0 overturned, 0 reinstated & 0 adjourned.

**Operations**

- **Case Management** –

- Program Violation Referrals Outstanding – 1,110 – We have a staff member working on addressing violations and getting them up to date.
- **Rochester Housing Charities** – Commissioner Cummings serves as RHA’s ex-officio representative on the RHC Board of Directors and we’ll need to appoint a second member in Cynthia’s absence.
  - We continue to work on the RHC project and will continue to keep the Board updated.
- **Audit and Review** – I will be working closely with Legal to address areas in need of assessment within RHA. (*Executive Session for any requested reporting*)
  - Compliance has completed the 2021 Audit Schedule draft for my review.
- **Public Safety** – Please see the Activity Chart for Public Safety. The targeted problem strategy appears to be having an impact.

**Current Actions:**

- Conduct Violations – We continue to mail violation letters to tenants that do not comply with the restricted visitation protocol.
- Security Camera Project –working with IT and Procurement to restart the vendor process. An RFP may be needed for the RHA-wide project, but we are getting quotes for two sites that need to be addressed asap – Glenwood and HRT. We have a lot of information gathered and an Authority wide scope of work to proceed with.
- We re-established the additional Covid-19 security coverage. Security coverage is 24/7 at all sites, and a COVID questionnaire has been developed and each visitor is required to complete and sign it before visiting a resident. Temperature checks are also implemented for visitors.
- Glenwood has seen an increase in criminal activity as reported by residents. We are
- working on a perimeter access control project as reported in the Project Planning meetings. We are working with Commissioner Norm Jones on this and improving lighting from the City around this site. We are assessing our lighting to see if improvements can be made. We did replace all the exterior lighting fixtures with LED type in 2019. The security camera project is moving forward with this site as a priority one. I’ve had conversations with RPD and AP Security and we will continue to work together to address issues and improve communications. Our property manager, Harolda Wilcox is working on scheduling a virtual meeting with residents.

**6. Finance**

**Sinclair Carrington**

There was no Finance report.

Mr. Carrington also reported on the COVID-19 CARES Funding income and expenses for year-to-date through December 31, 2020, and also reported on the projected ways of spending the remaining \$3.1 million of the HCV Cares Funding.

**7. Public Housing Report**

**Shawn Burr**

**Interim Public Housing Structure:**

- While the Public Housing Director position is vacant, I will oversee and coordinate the management of this department in coordination with property managers. The Civil Service test was given in December and we'll await the results before hiring

**Public Housing Matters:**

- Staff developed a draft policy and procedure for deceased residents that will be presented to the Board of Commissioners upon completion. The SOP is currently under Legal's review.
- COVID Matters:
  - Building Security – RHA properties continue with the protocol of restricted visitation to minimize the COVID virus impact. COVID questionnaires have been put in place for each essential visitor to fill out and sign. Guards are also performing temperature checks. Center for Disease Control (CDC) and other notices have been posted. The RHA Reopen Committee is working on the plan to re-open community rooms, common spaces and revised visitation. At this time, all visitor restrictions and closure of community rooms remains in effect. Resident notices were delivered before the Holidays, reminding of current restrictions and safe practices and informing of Re-opening only when it is safe to do so.
    - Residents – Family Self Sufficiency in partnership with Lifespan, Foodlink, United Way, and our Resident Council members are delivering food to those seniors in need.
    - Disinfection of the main lobby areas, elevators, door handles are being done twice daily.
    - Community rooms have been secured.
    - Essential visitor procedure is in place with security and staff increasing presence at the sites to control entry. The essential visitors to enter must be listed, complete screening form and perform a temperature check
  - Some of the staff have reported an increase in income loss notices due to the pandemic. The waiver process is being utilized to assist residents with recertification. Staff continues to assist and a reminder notice to residents will go out soon. I am working closely with management to develop a temporary process for serving 14-Day Notices when the court reopens.
  - Evictions are on hold. We have a plan for restarting this process once we can secure court dates .
  - The Property Management office is offering applicants several methods to view a unit, e.g., virtual, email & text pictures, solo unit showings (staff will wait outside of



the unit as applicant walks through the unit). This will meet our COVID reopening requirements.

- We have re-established the additional Covid-19 security coverage. Security coverage is again 24/7 at all sites.
- HUD has granted RHA an extension to submit the Agency Plan and staff are working hard to make necessary revisions. Your feedback is welcomed. The Plan will be out for the 45-day Public Comment period this week.

**Security Matters:**

- Security is on the issue of the parking lots at Glenwood Garden. Cynthia had requested a special security detail. I am currently working in collaboration with the city to re-establish security and eradicate the fear of crime among our residents.

**Online Applications:**

- The On-line application process is working well.
- To address the high number of high-rise vacancies, APC continues to canvas the 1 bedroom waiting list. Based on the low responses to past canvases, we have increased the number of applicants we are canvassing to 160 per month.
- APC is currently operating with 50% staffing. We made offers to two candidates, and both candidates declined.

**8. Maintenance Report**

**Mark Plantholt**

Chief of Maintenance, Mark Plantholt, he provided a department update for the following items:

- **Vacant Unit Report**
  - From the new January 5 vacancy report the following units have been completed: University Tower 710, Lake Tower 615, Lake Tower 812, Seneca Manor 128, Lake Tower 215, Lake Tower 214, Danforth Tower West 540, 2132 St. Paul 3, Lexington 39, Seneca Manor 289, Seneca Manor 1122, 598 Glenwood Ave, Christopher Court 94, 158 Curtis Street.
- **Laundry Room Improvements**
  - Meeting will be rescheduled to a later date due to COVID concerns.
- **Staffing**
  - The BMS position in scattered sites remains open – no candidates. Daryl Dillon Scattered Sites, At Large and the RHC sites.
  - No applicants for the open Mechanic or Laborer positions.
- **Open Work Orders**
  - As of 12/17/2020 Maintenance is doing emergency and safety related Work Orders only.
  - Dispatch is questioning all callers about COVID symptoms before assigning

- the work order.
- Open Work Orders as of December 30, 2020 –961.

- **COVID Sanitizing**

- Demonstration of Purus system at HRT on January 8 went very well. The team decided to trial the system at central zone sites and if there are no concerns move forward to buy the equipment for the other sites. Request to purchase the equipment was submitted for approval.
- The Section 3 and MWBE contractors will remain in place for the month of February.

- **Project**

- Replacement the original stationary compactors and dumpster carts at Hudson Ridge Tower, Lake Tower, University Tower, and Kennedy Tower. Safety concerns. Will present request for approval at the next meeting.

- **Upcoming Contracts**

- Deister box system software update.

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

**Jacquetta Harris**

Director Harris, Leasing Operations Department, shared utilization and funding information with the Board of Commissioners.

- Staff developed a draft proposal for Administrative Language changes. The proposed changes are submitted to our Compliance Department, LawNY, Executive Staff, and Partners Ending Homelessness for review. Once feedback is received it will be posted for 45-day public comment and then a virtual public hearing will be held.
- Currently, we have 3,557 applicants on the Housing Choice Voucher Waiting List. We have 46 applicants in the ready drawer, ready to receive a voucher when we issue.
- Leasing Operations' voucher or funding utilization goal is between 95% to 98%. We are currently at 94.2% utilization of vouchers and 97.6% utilization of funds. Leasing Operations Department has a Leasing Plan for 2021 to fully maximize HUD funding for Housing Assistance Payments. To best optimize our Housing Choice Vouchers, we plan to issue 400-500 HCV from the Waiting List by 9/30/2021. This outcome is determined from Leasing Operations Management Planning meeting in October 2020 with Nan McKay and monthly reviews with HUD's Two-Year-Tool. Our Eligibility Unit (that issues vouchers) staffing is currently at 50% because two Housing Specialist positions are vacant and one Housing Specialist is out for an undetermined time (this is the Housing Specialist who typically interviews and issues vouchers from the HCV Waiting List). To date, we have identified and completed 1 of 4 Saturdays to conduct overtime just for pre-eligibility appointments for voucher issuance. Due to the volume of vouchers that we need to issue, we would like to utilize a 3rd party vendor to support our leasing plan. The vendor would perform the main task of interviewing HCV

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

applicants for eligibility for HCV Program, collect the documents, and once it has been identified that they are eligible, RHA would issue the voucher. If the applicant is not eligible, RHA would be informed and would notify the applicant. This would help ensure that we meet our leasing plan goal for 2021.

- The monthly inspection goal is 780-960. The Inspection Unit conducted 909 inspections for December.
- Permanent Supportive Housing projects are being monitored monthly for financials and project participation. All projects that are projecting a funding deficit, by the end of the grant period, have an action plan to address the deficit.
- Committee updates:
  - Continuum of Care (Partners Ending Homelessness (PEH)):**
    - Annual Board Meeting was held virtually January 12, 2021.
    - Point in Time Count for the homeless will be conducted January 21, 2021: only prior volunteers that participated in the past 3 years can participate.

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

**Melissa Berrien**

**Grant Awards**

- U.S. Housing and Urban Development (HUD) Secretary Ben Carson awarded approximately \$78 million to hundreds of public housing authorities across the country to help residents of public housing and voucher-assisted housing increase their earned income and reduce their dependency on public assistance and rental subsidies.
- RHA was awarded \$200,877 which funds Human Service Specialist who work directly with participating FSS families assisting them in finding jobs, increasing earned income, reducing or eliminating the need for rental and/or welfare assistance, and making progress toward achieving economic independence and self-sufficiency.

**Participant Highlights**

**We have 245 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:**

- Ms. Hartzog entered the FSS program on December 1, 2015, with employment, education, and homeownership goals. Ms. Hartzog has maintained employment and increased her income by 200% percent. Ms. Hartzog is a successful graduate of the FSS Program and entitled to receive an estimated \$4,317.97 escrow savings.
- Ms. Taver entered the FSS program on December 1, 2015, with an employment goal. Ms. Taver maintained employment and increased her annual earnings by 22%. Ms. Taver also increase her credit score by 122 points and is currently pursuing homeownership. Ms. Taver is a successful graduate of the FSS Program and entitled to receive an estimated \$19,350.28 in escrow savings.

- Ms. Wright entered the FSS program on April 1, 2018, with employment and homeownership goals. Ms. Wright has maintained employment and increased her income by 110% percent making her no longer eligible for housing assistance. Ms. Wright is a successful graduate of the FSS Program and entitled to receive an estimated \$2,131.58 in escrow savings.

### **Section 3**

- Monthly Report (see attached)
- We currently have 19 businesses on the RHA Section 3 Registry
- Reviewing the changes to the Section 3 Final Rule to present at next month's committee meeting.

### **Agency Collaborations**

- Financial Empowerment Center (FEC) offers free financial counseling which focuses on increasing savings, reducing debt, and increasing access to safe and affordable banking products.
- Action for a Better Community (ABC) – Benefits Cliff Project -We are participating on a community wide initiative led by ABC to create a tool that will help individuals receiving public assistance to understand and mitigate benefit cliffs and their impacts
- We are in talks with URMC and Unity Health systems to create a partnership that will increase access to healthcare for residents and participants
- Eviction Prevention Study - RHA is collaborating with the City of Rochester, FEC and Harvard University to evaluate the impact of FEC programming on eviction outcomes for RHA residents and the effectiveness of different Marketing tools.
- Afterschool Program Initiative - Collaborative initiative with ROC the Future (RTF), Greater Rochester After-School Alliance (GRASA) and the Community Foundation to implementing after- school engagement opportunities for residents.

### **Homeownership**

- Ms. Diaz closed on her home at 47 Woodman Park on December 28, 2020.
- Ms. Manley closed on her home at 145 Whispering Pines Circle on December 11, 2020.
- We have 3 families with anticipated closings and 14 families who have been approved for financing and are searching for homes.

## **11. Planning Committee Report**

**Shawn Burr**

The Planning Committee meeting was held on 1/13/2020 and began with our follow up items from the previous meeting, of which one was completed, and one is pending.

- We had one action item for this meeting that were presented, questions asked and answered. The Committee agreed to move them to the Board meeting for approval.
- We are working with our internal team and the consultant team of D+B/Calogero on a preservation plan for a portion of the RHA portfolio, as

part of the New York State Preservation Opportunity Program (NYPOP) grant. We are also hiring a consultant to provide NEPA reviews and RAD Physical

Conditions Assessments. The fees for this work are covered by the grant. A meeting with the City is scheduled to coordinate the proposed area of focus.

- We are working with our internal team and the consultant team of D+B/Calogero on a preservation plan for a portion of the RHA portfolio, as part of the New York State Preservation Opportunity Program (NYPOP) grant. We are also hiring a consultant to provide NEPA reviews and RAD Physical Conditions Assessments. The fees for this work are covered by the grant. A meeting with the City is scheduled to coordinate the proposed area of focus.
- We are seeing a rise in costs associated with the pandemic. Material lead times have increased, material costs have gone up, and contractor overhead costs have also increased. As you know, contractors must have COVID-19 safety plans and procedures as part of the bid response which is reflected in higher bid amounts. Other PHA's I've spoken with are experiencing the same.
- We discussed the status of our current projects by having staff give updates and review progress pictures:
  1. Scattered Sites Roof Replacement R-16- 100% complete.
  2. 58-66 Merrimac Street Roof alterations & replacement- project is on schedule and 60% complete, the project is shut down for the winter and will resume in the spring (weather permitting).
  3. RHA Office Site Upgrades – project is on schedule and 85% complete.
  4. Kennedy Tower Hallway and unit Rehab – 27% of the work has been completed. Bids were received for the remainder of the kitchen renovations and will be presented at the Finance Committee.
  5. Lena Gantt Estates- sidewalk and paving project on schedule and 99% complete.
  6. Lake Tower Façade Repair – 30% of the work is completed and is on schedule and will pick back up in the Spring
  7. Seneca Manor Weatherization Project – project getting back underway and 70%complete
  8. Bay/Zimmer Boiler Replacement – project on schedule and 95% complete.
- We presented the project summary report for the Scattered Site R-16 Roof project which was completed on schedule and a little over budget, mostly due to COVID Safety Plan expenses.
- We currently have no projects out to bid, several will be going out shortly. We received a bid for the generator replacement at Kennedy Tower and will bring it to the Board for approval.
- Our MWBE & Section 3 Contracts report was presented and will continue to be updated each month.
- The status of our current CFP Budgets as of September 30th are: 501.18 budget is 100% obligated and 74% Expended, and 501.19 is 52% obligated and 13%

expended. RHF Funds grants as of September 30th are: 502.13 is 56% obligated and 56% expended, and 502.14 is 0% obligated and 0% expended.

- We then discussed our A/E status report.

### **Project Planning**

- Our Project Planning meeting followed the Committee meeting. We began with updates on our development projects starting with our two RAD projects at Parkside and Federal St. We closed on the Parkside Conversion, and now are operating under the LLC. We continue to work with the architect and developer partner to move the Federal St project forward, and each are performing assigned tasks. We resubmitted the NYS HCR application on 1/13/2021 for LIHTC funding on time, the application is stronger as we have received additional approvals and additional support letters since the last submittal.
- We have submitted a proposal in response to the City for the Affordable Housing Development RFP. We were granted a HOME interest only loan of \$250,000 and a PILOT agreement.
- Our Change the Face of Public Housing project at Bond/Hamilton A/E firm has developed alternative layouts. We are meet again on 12/22 to review the revised plans and hope to present at the next Project Planning Meeting.
- We also discussed our Change the Face of Public Housing project at Edinburgh Street. Landscape issues have been addressed and updated elevations are being prepared. We will then schedule a follow up meeting with the neighborhood association.
- We then discussed the Holland Townhouse Site Improvement Project; the Traffic Control Board approved the plan. It will be presented at a City Council meeting for approval.
- Our eight Section 32 homeownership homes have now turned back to seven we are hoping to complete our SAC application soon. We will submit that to the Special Applications Center once it's complete.
- We then reviewed the projects in the CFP Project Pipeline.

### **12. Commissioner Comments**

Board Chair Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Larson moved, and Commissioner Cummings seconded a motion to go into Executive Session at 1:30 pm. Commissioner Patterson, Commissioner Larson, Commissioner Cummings, and Commissioner Remarais voted yes. The motion was passed four to zero.

Board Chair Reramais requested a motion to end Executive Session; Commissioner Larson moved, and Commissioner Cummings seconded the motion to end the Executive Session at 3:13 pm. Commissioner Remarais, Commissioner Patterson, Commissioner Cummings, and Commissioner Bascoe voted yes. The motion was passed five to zero.

Board Chair Reramais requested a motion to approve a Board Resolution to approve the updated COVID-19 Plan. Commissioner Cummings moved, and Commissioner

**ROCHESTER HOUSING AUTHORITY**  
**REGULAR BOARD MEETING**

Larson seconded the motion. Commissioner Cummings, Commissioner Bascoe, Commissioner Patterson, Commissioner Larson, and Commissioner Reramais voted yes. The motion was passed five to zero.

**13. February Regular Board Meeting-**

The February Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, February 24, 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 Cummings moved, and Commissioner Larson seconded a motion to end the Board Meeting at 3:16 pm. Commissioner Remarais, Commissioner Patterson, Commissioner Cummings, Commissioner Larson, and Commissioner Bascoe voted yes. The motion was passed five to zero.

Respectfully submitted,



Shawn Burr,  
Secretary to the RHA Board  
Deputy Executive Director