

**ROCHESTER HOUSING AUTHORITY
August 25, 2021
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

Tynise Edwards, Chairperson
Florine Cummings, Resident Commissioner
Rosalie Remarais, Commissioner
Duwaine Bascoe, Commissioner
Henry Rubin, Commissioner

STAFF PRESENT

Nicole Allen
Melissa Berrien
Shawn Burr
Sinclair Carrington
Diana Colon
Jaquanda Jones
Shawanna Lawrence
Mark Plantholt
Mariam Rodriguez-
Machuca
Evhen Tupis

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Allyssa Birth, Tipping Point Communications

Commissioner Tynise Edwards called the August Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:05 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

We had Public comments from Mr. Edwin Barbosa regarding parking at Kennedy Tower. Mr. Jose Durruthy Avila regarding having lost of food due to his refrigerator breaking. The Board will be replying to them the week after the Board Meeting

2. Approval of Minutes: July 2021 Regular Board Meeting Minutes

Commissioner Remarais moved, and Commissioner Cummings seconded the motion to approve the July 2021 Regular Board Meeting minutes. Commissioner Cummings, Commissioner Remarais, Commissioner Bascoe, Commissioner Rubin, and Commissioner Edwards voted yes. The motion passed five to zero, with changes to the Action Item for Renovations to 596 Glenwood Gardens Project, the action item did pass during the July meeting.

3. Director's Report and Board Approval Requests

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

Mr. Burr would like to

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 the pandemic and now with us reopening! They are doing a remarkable job!

Mr. Burr shared We were awarded 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan. We continue to work with the Continuum of Care and other community partners to strategize on the requirements associated with the program. We went "Live" on 7/19 with a posting on our website that includes information and a link to apply. Details and updates will continue to be presented at the Section 8 Committee meeting. The HA Team is doing a remarkable job and we've issued our first voucher!

Mr. Burr shared that we were our application for the HUD Choice Mobility Demonstration was approved as one of nine in the country and our Team is moving forward with webinars and program meetings. We are in the data/information gathering phase currently. We will continue to update at the Section 8 Committee meeting. The RHA Team is awesome and working with HUD and partners to move the project forward.

Mr. Burr shared that Trillium's COVID testing/Primary Care services for our residents continues with July's schedule moving along. We will be scheduling a "lessoned learned" meeting with Trillium in the near future to discuss strategies and opportunities moving 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 which will now be a Housing Working Group which will focus on our community's full housing system, City FEC Program Initiative, Connected Communities Housing Committee, Private Sector Rental Market Study, RUBI 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 and their extra efforts are commendable.

Mr. Burr reported that staff continues to be involved in several community projects and report on them in their Board reports. RMAPI Housing Committee, which will now be a Housing Working Group that will focus on our community's full housing system, 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, and their extra efforts are commendable.

Mr. Burr reported that as you recall, RHA participated in the 21-Day Racial Equity Shawanna is working with Dr. Archie from the City to provide staff and Board training. Dates are being scheduled.

Mr. Burr reported that he continues to participate 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. I’m also part of the North Inner Loop Planning project which continues to move forward.

Mr. Burr reported on an update from NYSPHADA Update: We are gearing up for a Fall conference on October 13-14 and hope we will have a good representation from RHA. The Legislative Committee continues to work hard on advocating at the State level for funding for PHA’s, especially upstate. Some of us met with NYS HCR Commissioner, Ruth Visnauskas and her team on 8/5/21 to discuss how the \$125 million in the NYS budget allocated for upstate PHA’s was going to be allocated. It was a good meeting and they listened to us, and I feel her and her team “heard” what we were saying. Our Advocacy efforts to seek a set aside for PHAs of LIHTC, came full circle on 6/30/21 with the release of the RFP by HCR that included the set aside.

Mr. Burr share that CDC Extends Modified Eviction Moratorium

As you are aware, the eviction moratoriums that have been put in place have had a major impact on tenants and landlords. When moratoriums are lifted, we will all feel the effects. Here is an excerpt from NAHRO:

On Aug. 3, Dr. Rochelle Walensky, Director of the Centers for Disease Control and Prevention (CDC), signed an order halting eviction between Aug. 3 and Oct. 3 in areas rapidly increasing COVID cases. The order is very similar to the previous CDC eviction moratorium that was in place from Sept. 4, 2020, through July 31, 2021, as definitions of “covered persons” and “eviction” remain the same. Additionally, tenants who have already signed a Declaration Form do not need to sign a new one and new declaration must be accepted in applicable areas. The major change is where the Aug. 3 eviction moratorium applies: “This Order applies in U.S. counties experiencing substantial and high levels of community transmission levels of SARS-CoV-2 [COVID] as defined by the CDC, as of August 3, 2021.” During comments at the White House, President Biden said that the new CDC eviction moratorium would cover about 90% of renters. On CDC COVID Data Tracker, the community transmission rate for individual counties can be found. The new eviction order allows for the applicable counties to change. The order will apply to counties that enter substantial or high community transmission levels after Aug. 3 on the date the county enters substantial or high level. Counties that are no longer experiencing high or substantial levels of community transmission for 14 consecutive days will no longer have the order apply to them unless they again experience substantial or high levels of community transmissions while the order is in effect. NAHRO supports the CDC putting in place a modified eviction moratorium until October 3 which will allow for continued and additional emergency rental assistance program (ERAP) funds to reach eligible tenants and landlords. NAHRO encourages the Administration, Congress, ERAP grantees, landlords, and tenants to work together to simplify and streamline the

distribution of ERAP funds to eligible tenants and landlords so the eviction moratorium is not needed after October 3, 2021. NAHRO also encourages the Treasury Department and ERAP grantees to engage HUD and the thousands of local Public Housing Authorities to maximize the outreach and communication to eligible landlords and tenants.

We will continue to work with our residents, participants, and landlords to minimize the impact of evictions as best we can. Staff are already doing a great job communicating and working with individuals.

b. Board Action Requests

- i. Replace Hudson Ridge AERCO Heating Boiler – Authorized the Executive Director to award a contract to Kennedy Mechanical Inc. for \$45,870.00 (one time) – Capital Projects

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

- ii. Edgemere Development, Inc.'s subconsultants for predevelopment work – Authorized the Executive Director to use RHF funds to pay Edgemere Development, Inc.'s for \$150,000.00 (one time) – Capital Projects

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

- iii. Consultant/Project Manager: Resident Internet - Authorized the Executive Director to award the contract to Hunt-EAS for \$205,500 (one time) - – Information Technology

Commissioner Bascoe moved, and Commissioner Rubin seconded the motion to approve this request. After a brief discussion a substitution vote to table the action item was taken. Commissioner Bascoe moved, and Commissioner Cummings seconded the motion to approve this request Commissioner Edwards, Commissioner Bascoe, Commissioner Rubin, Commissioner Remarais, and Commissioner Cummings voted yes. The motion to table the Action Item passed five to zero.

- iv. Video Safety and Access Control - Authorized the Executive Director to award the contract to CHA Consulting for \$84,329.00 (one time) – Information Technology

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

- v. Emergency Transfer Policy – Authorized the Executive Director to approve the update in the RHA ACOP (one Time) – Public Housing

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

- vi. NYS HCR Application for the Federal Street Scattered Site Redevelopment Project – Resolution 08.25.21.01 – Capital Projects

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

- vii. Executive Director Appointment – Resolution 08.25.21.02 – Authority Wide

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

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

Shawanna Lawrence

The Human Resource Department is continuing to implement the Strategic Plan Goal III: "Support our Employees to Enhance an Organizational Culture of Excellence" Please see the update below:

Goal III: Support our Employees to Enhance an Organizational Culture of Excellence

Trainings:

Implicit Bias Trainings – August 26, 2021, and August 31, 2021

These workshops will examine what it is, how it differs from overt bias, how to recognize our own, and how we move past bias through action. We're now in Phase III of the training and staff will learn about self-exploration and self-reflection in a safe, encouraging space.

The groups will be led through the following self-reflection and discussions:

- Identifying and owning your own implicit bias(es) and overt bias(es)
- How this connects to being a gatekeeper (person with power)
- How this can inform/influence actions & interactions with people

Recruitment Strategies:

Rochester Works Virtual Recruiting Event- August 23, 2021-September 3, 2021

U of R Virtual Career Expo- September 22, 2021

Previous Event:

Staff Summer BBQ is at Genesee Valley Park. This event highlights our continued commitment to improving internal communications and further enhancing our culture of excellence with staff. We were able to celebrate the associates hard work and dedication to RHA by providing them lunch and several fun activities which included games, t-shirts, karaoke and raffle prizes. We received lots of great feedback from the associates regarding how wonderful the event was. Please see the pictures from the event.

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 vaccinations, 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. A regular schedule is established and posted at our sites. We still need to schedule a follow-up meeting with Trillium to discuss new strategies. Visitor restrictions have again been relaxed and we will continue the additional security coverage for at least another month, however, we did reinstate the mask wearing policy indoors for all persons.
- The City and County have received funds to assist tenants who are behind in their rent; EPPI-2.0 Program. We have notified residents on how to apply for the funds. Staff continues to follow up with phone calls to each resident who is 90 days past due with their rent to offer assistance. Staff is also working 1:1 with residents to assist with applying. We have encountered a smaller number of residents who have applied for this assistance

Compliance

- **Fraud Investigations**
 - **Leasing Operations:** Repayment agreement payment totals YTD as of July 2021, \$56,784.50 collected, (with a total of \$7,345.50 collected in July 2021). A total of \$367,505.60 has been collected to date, as of 2017.
 - **Public Housing:** Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of July 2021: \$7,006.69 collected, (with a total of \$942.51 collected for July 2021). A total of \$70,666.10 was collected to date, as of 2017.
- **Termination Hearings**
 - **Leasing Operations** – 19 Participant Hearings Scheduled: 5 upheld, 1 overturned, 3 reinstated, 9 adjourned & 1 withdrawn.

- **Public Housing** – 0 Participant Grievance Hearings Scheduled: 0 withdrawn; 0 upheld; 0 overturned, 0 reinstated & 0 adjourned. (Up to date with hearings on the month of July).

Operations

- **Case Management** –
 - Program Violation Referrals Outstanding – 1,172 (Previously 1,130)– which is a total to date since 2015. The staff member that was working on addressing violations and getting them up to date will no longer be in her position, due to this, the program violation referrals will be on hold. With this person out the Compliance Department will have (1) Compliance Manager and (2) Senior Housing Specialist vacant positions.
- **Rochester Housing Charities – Commissioner Cummings continues to serve as RHA’s exofficio representative on the RHC Board of Directors.**
 - We continue to work on the RHC special project and will continue to keep the Board updated in executive sessions. Resident meetings were scheduled for 7/15 and 7/20. The residents commented positively on the improvements made and understand we aren’t finished yet.
 - Board meeting held on 8/5. Heard it went well. I am working with the ED to schedule a Board meeting/retreat.
- **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 Audits are currently on hold.
 - Prior audit of Leasing Ops admin fees resulted in training for staff to be scheduled.
- **Public Safety** – Please see the Activity Chart for Public Safety and the new revised reports. The targeted problem strategy appears to be having an impact.

Current Actions:

- Security Camera Project – I have tasked Evhen Tupis, IT Director to provide overarching leadership on this initiative. Video Safety has been combined with Electronic Access Control (a.k.a. “Key Cards”) since both systems need to be modernized. Responses to the RFP released to secure a Project Management firm are under review with the first round of scoring complete and second-round interviews in progress. Our goal is to present to the Finance Committee next week. While the scope will be Authority-wide, it will focus on Glenwood Gardens and Hudson Ridge Towers as first sites.
 - Glenwood: We currently have a 24/7 Road Patrol conduct tours of the site at least twice throughout each shift. Security is also paying close attention to laundry rooms and walkthrough areas as they are hot spots for criminal activities. AP Security is monitoring the activity and is providing updates and feedback to us. Our perimeter access control project is being submitted to the City Planning dept. We are currently in a design phase and are working with the City Planning Department for review and edit. We added three new site lighting fixtures that have helped. We are in the process of replacing the fixtures next to the unit doors soon with LED types. The security camera project will assist in deterring criminal activity. Mayor Warren and her team met us on site on 7/15 to tour the site and get an update on what we are working on to correct issues that have been reported. She assigned members of her team to assist us with drainage problems and overgrown trees and vegetation along the North property line. The large dumpster from the

Santee Street parking lot has been replaced and a fence contractor scheduled to enclose it.

- The resident at Hudson Ridge Tower threatened a staff member with a knife. He has been officially served and his eviction date was 4/16/2021. The resident hasn't moved out of the unit. We have agreed for the tenant to move out at the end of the month of September.
- Eviction Notices were served to the residents of 39 and 41 Delmar Street on 4/28. The residents got into a physical altercation and threatened each other with weapons over parking. 39 Delmar Street resident was served the Eviction Notice and left the unit. 41 Delmar Street was also served with an Eviction Notice but hasn't left the unit. We went to court and agreed to a 6 months probatory period.
- Mask Violations – Due to the updated CDC guidelines pertaining to Covid-19 we have resumed mailing violation letters to residents that do not comply with the restricted protocols.

6. Finance

Sinclair Carrington

Mr. Carrington reported the monthly Finance Report, the actual vs. budgeted figures, and variances for year-to-date through May 31, 2021, for the COCC, Public Housing, and Section 8 income and expenses.

Mr. Carrington also reported on the COVID-19 CARES Funding income and expenses for year-to-date through June 30, 2021, and also reported on the projected ways of spending the remaining \$1.8 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 continue to oversee and coordinate the management of this department in coordination with property managers. We have received the results of the Civil Service test and are currently working with the Human Resources Department to canvas the list, following our process and also working on filling other positions.

Public Housing Matters:

- ACOP Revisions – staff continue to work on several revisions to our ACOP. Once complete, they will be brought to Committee for review and Board for approval.
- The Property Manager at Seneca Manor is scheduling a cleanup day with residents – this day will allow residents to clean out bulk unused items in their homes.
- There are several open positions in Public Housing currently. Due to the number of vacancies and the length of the vacancies it continues to take a toll on the current employees. Open staff positions listed below:

- Public Housing Director: 8/14/2020
 - Central Zone: One Clerk: LT vacated on 3/1/18
 - South Zone: One Housing Specialist vacated on 10/30/2020
 - Scattered Sites: One Housing Specialist: vacated 10/07/20, One Clerk: vacated 07/01/20, BMS: vacated 04/15/2019, Property Manager: vacated 6/18/2021.
 - APC: Two Housing Specialists – vacated on 2/7/20 and 7/31/20
- We continue to work with HR to fill positions. Meanwhile, the staff is doing a great job keeping things moving.
- Property Managers received the LIHTC training on May 15th and 16th.
 - The property Manager walked sites with Landscaper to see where flowers can be planted to give RHA sites a new curb appeal, before and after pictures to follow once complete.

COVID Matters:

- Building Security – RHA properties have eased visitation restrictions again based on local and national guidance. The visitation hours are from 7:00 am to 11:00 pm Unvaccinated residents and visitors are required to wear masks. Everyone is encouraged to social distance. Resident notices have been delivered, reminding of current restrictions and safe practices and informing of Re-opening along with information on vaccinations.
 - 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 will continue.
 - Community rooms have been re-opened at 50% capacity. An updated procedure for large gatherings and weekend use is being drafted.
 - Offices will receive residents by appointment only. Residents will need to wear facial coverings, complete screening, and temperature check.
 - The waiver process is being utilized to assist residents with recertification. Staff continues to assist and send balance reminder notices to residents. I am working closely with management and legal to develop a temporary process for serving 14- Day Notices when the court reopens.
- The NYS Eviction Moratorium has been extended to 8/31/21. RHA evictions are still on hold. We continue to meet to ensure we are up to date on the local court situation. We do have a plan for restarting this process once we can secure court dates. Property Managers are currently mailing out the Covid-19 New York State Declaration Notice along with a Temporary Moratorium Letter on Eviction Filing informing residents on the current status of eviction filing through the court systems. The forms were sent in English and Spanish.
- There is an eviction prevention program (EPPI 2.0) that the City and County have rolled out to assist tenants who are behind in their rent. RHA is eligible to apply on behalf of a resident, but the resident must still meet the eligibility requirements. We have sent EPPI applications to those residents who are more than 60 days behind. Staff is working 1:1 with residents to assist with applying. Seventeen applications were submitted for rental assistance and two accounts have been paid in full. The City and County will be doing another push to get the funding spent.
- As of 2/1/21, there were over 200 residents who were 60+ days late paying the rent with several owing more than \$6,000 each. The total delinquent rent owed is \$377,000+. We have sent notice after notice, with the latest one referencing the Governor's order and included the affidavit form tenants must use if their income has been affected by COVID.

Staff continue to work with each resident and have set up many repayment agreements and see if eligible for the EPPI 2.0 program. This continues to be a priority that staff is addressing. As of 5/6, the total amount of delinquent rent owed is \$247K. As of 6/25, the total amount of delinquent rent owed is \$301,763.72.

- The Property Management office continues to offer applicants several methods to view a unit e.g., virtual, email & text pictures, solo unit showings (staff will wait outside of the unit as the applicant walks through the unit). This will meet our COVID reopening requirements.

The current year's Agency Plan was sent to the City for review and Mayor Warren's signature on May 18th. The Plan was sent to the Board in advance of the June Public Housing Committee meeting. Once we receive it back from the City, we will present it to the Board for approval.

- Trillium continues performing services for our residents via their MAC unit. A monthly schedule is agreed upon and posted for residents. Trillium is creating a new flyer that we will send to residents. They are hoping to be able to provide walk-up vaccinations of the J&J vaccine. A follow-up meeting with Trillium to be scheduled.

Security Matters:

- Glenwood Gardens Security Issue: We began additional security at Glenwood Gardens which began on January 31, 2021, and will continue through April 3, 2021, when we will reassess its effectiveness. We will have 24/7 Road Patrol conduct tours of the site at least twice throughout each shift. AP Security will monitor the activity and provide updates and feedback to me. The security guard who visits the site daily walks the site and also ensures the laundry rooms are locked. We sent a Security Letter updating residents on upcoming security projects plus additional security tips (provided by RPD) to residents. Harolda Wilcox, Property Manager, sent a letter and information from RPD to all the residents, bringing them up to date with what we're working on. We have made some site lighting improvements and are purchasing LED fixtures for the entry doors to each unit. Capital Projects is working with City Planning on the perimeter fencing/gate project. Two Teams meetings with residents are being scheduled for May 18, 2021, from 11:00 am to 12:00 pm and from 5:30 pm to 6:30 pm. The large dumpster from the Santee Street parking lot has been replaced. Thank you to all the Commissioners who attended the site visit on 5/24. I hope it was beneficial and we can do more of that.
- The resident at Hudson Ridge Tower threatened a staff member with a knife. He has been officially served. We are performing a holdover to court because the resident hasn't evicted the unit. We have a scheduled court date of 6/28/2021. The resident has agreed to move out of the unit on or before 9/30/21. The resident understands that rent still has to be paid until they move out of the unit.
- Due to the latest shootings in the city, we had one (1) emergency transfer and one (1) pending waiting on the resident to return documentation.
- Eviction Notices were served to the residents of 39 and 41 Delmar Street on 4/28. The residents got into a physical altercation and threatened each other with weapons over parking. 39 Delmar Street resident was served the Eviction Notice and left the unit. 41 Delmar Street was also served with an Eviction Notice but hasn't left the unit. We are currently waiting on the court date for 41 Delmar Street residents.

Online Applications:

- The Online 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 300 per month. This is an increase from 200 previously canvassed.
 - Currently being screened- 54 applications
 - Currently going through the intake process (with the Intake Specialist) – 66 applications
- APC is currently operating with 50% staffing. On 6/2/2021 the APC Manager has interviewed a candidate for one of the Housing Specialist positions. On 6/8/2021, a second candidate was also interviewed for the Housing Specialist position; it was determined that neither candidate was a suitable fit for APC. The APC Manager will continue working with HR to hire suitable and qualified candidates for the department.

8. Maintenance Report

Mark Plantholt

- **Vacant Unit Report**
 - In the month of June, the Maintenance Department continued to turn over units for leasing as soon as possible. The completed units have been added to the June 2021 vacancy report.
- **Staffing**
 - The one candidate for the BMS position but was a no-show to the interview. No new candidates for the open Mechanic or Laborer positions.
 - Current FTE count is 46, need 64 – short approximately 18 FTEs or 720 man-hours per week. Vacation season reduces staffing also.
- **COVID Sanitizing**
 - North, South and Central Zones all have the Purus sanitizing equipment and training staff continues in the North and South Zones.
 - The sanitizing contracts with the Section 3 and MWBE have been suspended.
- **Upcoming Contracts in Process**
 - 2021/2022 Snowplowing Invitation for Bids is out and we are waiting for responses.
- **Work Order Review**
 - The BMSs are working to reduce the number of open UPCS work orders. Like-repairs will be bundled together and put out in packs to contractors for proposals.
 - Open UPCS Work Orders as of 6/30/2021 - 770
 - Open Work Orders as of 6/30/2021 – 4,316
 - Closed Work Orders as of 6/30/2021 – 1,618
- **Project updates**
 - 2021 Compactor Replacement Project – an additional three (3) dumpster carts will be required, and a Contingency Increase Request is in process for Board review. *Update – no increase to the contingency line is needed at this time.*
 - Landscape Update – fence lines are scheduled to be cleared in the second service visit in July.

9. Leasing Operations Report (Section 8)

Shawn Burr

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

Leasing Operations Matters:

- Staff developed a draft proposal for Administrative Plan language changes. The proposed changes have received internal review and are attached for your review. Also, we will post the proposed changes for 45-day public comment period, following that a public hearing will be held.
- Currently, we have 3,520 applicants on the Housing Choice Voucher Waiting List.
- Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 90.58% utilization of vouchers and 97% 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, our plan is to issue 600-750 HCV from the Waiting List by 9/30/2021. Staff continue working overtime and we are using a remote 3rd party vendor to issue 200 vouchers.
- The monthly inspection goal is 780-960. The Inspection Unit conducted 901 inspections for the month of June.

Care Packages

- The Assistant Director of Leasing Operations met with the representative of FoodLink to finalize plan of delivery of Care packages to elderly and disabled households within the City of Rochester. The estimated start date of delivery is August 16, 2021. Based on this schedule and their route estimates, this effort should continue until November 2021.
- 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. On 5/10/2021 the local Continuum of Care (CoC) Ranking and Review Committee completed their scoring and ranking of the CoC renewal projects.

All our grants (8) are in Tier 1, which means guaranteed funding. Kudos again to the RHA Team!

HUD Mobility Demonstration Award

As previously reported, RHA was one of thirteen PHA's selected to join the HUD's HCV Mobility Demonstration Program. Briefly, this is a 6-year demonstration program designed to increase participation for voucher families with children with better access to low-poverty neighborhoods and other areas of opportunity with high-performing schools and other strong community resources. HUD will conduct regular and rigorous randomized trial and experiments to evaluate program impacts. The first year is a planning and pilot year. The team meets every Friday, most recently on Friday, July 16, 2021, to review RHA's Waiting List policies and procedures and preferences. Previous discussions with the Technical Advisor included some of the following:

***Overview and Guiding Principles
Kick Off Meetings
Roles and Initial Planning Materials
Barriers to Housing Choices***

First year meetings will continue until early October 2021. During Years 2 through 6, PHAs will recruit and enroll families into the research study. Some random families will be part of a treatment group, others into a control group. PHAs will also implement comprehensive mobility related services.

HUD Emergency Housing Vouchers

RHA has been awarded 117 Emergency Housing Vouchers to provided rental assistance to individuals and families who meet the following criteria:

- Homeless.
- At Risk of Homelessness.
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking.
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

RHA has executed an MOU with the local Continuum of Care (CoC) and has been conducting virtual meetings weekly to establish criteria for successful lease-ups. HUD has incorporated many waivers and alternative requirements into the guidance to maximize eligibility and participation, including, for example extensions of search time, and income verifications similar to COVI0-19 waivers. In addition, HUD has provided various administration fees to help applicants with housing search, utility allowance and security deposit assistance as well as moving expenses. In addition, HUD has provided several additional incentives to encourage landlord participation in this program. RHA has worked closely with the local CoC to develop policies and procedures and forms to determine eligibility and to provide guidance to potential applicants and landlords. RHA expects to begin receiving referrals from the COC as early as the week of Monday, July 19 and begin issuing vouchers soon after.

10. Family Self-Sufficiency (FSS) Report

Melissa Berrien

Participant Highlights

We have 243 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Ms. Nelson entered the FSS program on August1,2015 with employment and educational goals. Ms. Nelson gained employment at Office Team and increased her income by 400% mand she is no longer receiving rental assistance. Ms. Nelson is a successful graduate of the FSS Program and entitled to receive an estimated \$14378.34 in escrow savings

Section 3

- Monthly Report (see attached)
- We currently have 21 businesses on the RHA Section 3 Registry

Agency Collaborations

- 2021 Resident Commissioner Election September 2021 • 9/30/2021 Tentative
 - Board of Elections preliminary meeting held on 5/11/21
 - Board reviewing eligibility requirements as it relates to bylaws
- 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.
 - FEC processing referrals
 - Harvard Study Complete (see attached)
- Financial Empowerment Center (FEC) offers free financial counseling which focuses on increasing savings, reducing debt, and increasing access to safe and affordable banking products.
 - 74 participants/residents referred
 - 54K increase in combined savings
 - 28K in debt reduction
- 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
- 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.
- Foodlink Summer Meals Program – we are identifying volunteers who would be willing to distribute meals to children at Harriet Tubman, Seneca Manor and Luther Circle. • Distribution of meals will begin 7/19/21

Homeownership

- Ms. Colon closed on her home at 282 Avery Street on February 12, 2021.
- We have 3 families with anticipated closings and 22 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 7/14/2021 There were three follow up items from the previous meeting, with two pending and one completed.
- We had two action items for this meeting, Property Assessment Services contract renewal and 255 Hamilton St. Structural Repairs. The items were presented, questions asked and answered and agreed to move forward to the Board for approval.
- We discussed the status of our current projects by having staff give updates and review progress pictures:

1. 396 Waring Rd Fire Restoration – project is 85% complete and behind schedule due to material delays.
 2. Scattered Site Roof Replacement R-18 – project is 85% complete and behind schedule due to weather delays.
 3. Kennedy Tower Hallway Rehabilitation – project is 45% complete and behind schedule due to material delays.
 4. 117 William Warfield Dr. Townhouse Alterations – project is 50% complete and on schedule.
 5. 43-47 Bronson Ct. Townhouse Alterations – project is 30% complete and on schedule.
 6. Lake Tower Façade Repairs – project is 60% complete and on schedule.
- We continue to work with our internal team and the consultant team of D+B/Calogero on a preservation plan for a portion of the RHA Public Housing portfolio, as part of the New York State Preservation Opportunity Program (NYPOP) grant. NEPA reviews and RAD Physical Conditions Assessments on the identified PH properties have been completed and are under review. Initial financing plans are being worked on. Environmental testing is underway now. The fees for all of this work are covered by the grant. A follow up meeting with the City on June 2 and went very well. We will be reconnecting with our community partners to provide updates during the next 30 days..
 - Other PHA's I've spoken with are experiencing the same increases in construction costs and staff are hearing this as well. Material lead times have increased for many construction items. Bret Garwood presented after the Section 8 Committee meeting and there was very good discussion amongst the attendees.
 - Staff continues to ensure that contractors are following the NYS COVID-19 Safety Guidelines that have been put in place. As restrictions are lifted by the Governor, we are adjusting accordingly.
 - We currently have two projects out to bid; others will be going out shortly.
 - We then presented the project summary report for the Merrimac Roof Replacement project. The project was completed satisfactorily and managed well. There were minimal change orders and mostly for COVID safety plans.
 - 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 May 31st are: 501.18 budget is 100% obligated and 93% Expended, and 501.19 is 86% obligated and 44% expended. RHF Funds grants as of January 31st are: 502.13 is 69% 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.
- Updates were given on our development projects starting with our RAD project at Federal St/Scattered Sites. We continue to work with our developer partner to move the Federal St project forward after not being awarded our 9% tax credit application. A new RFP for 9% LIHTC's has been issued with a due date of 8/26/21. There are new requirements in the design handbook that we are adjusting to and including in our submission. We were awarded \$1.6 million in HHAP funds through NYS Office of Temporary and Disability Assistance, HOME funds: interest only loan of \$250,000 and a PILOT agreement and a ESSHI Grant that will also help to fund the project.

- Our next RAD project will be Parliament/Luther and we are working with our development team. PCNA's are being completed and we are receiving draft reports for review. Environmental testing is being conducted in accordance with HCR's requirements. Design plans for renovation and redevelopment are being drafted. Weekly meetings continue.
- Our Fernwood site development is moving along with discussions around combining part of it with the Glenwood RAD project as a more competitive LIHTC application. Initial design concepts are very interesting, and we will be sharing those next month hopefully. We are meeting with the City's development team and other departments to review the proposed plans on 7/22/21.
- Change the Face of Public Housing project at Bond/Hamilton is moving along and once final site plan approval is received from the City, the architect will complete the bid documents. We are also working on the HUD SAC application.
- Next steps for our Change the Face of Public Housing project at Edinburgh Street. will be scheduling a follow up meeting with the neighborhood association. Conversations are leading to their June 24th Board meeting with a possible follow-up meeting with the neighborhood later this summer.
- We then discussed the Holland Townhouse Site Improvement Project; the Traffic Control Board approved the plan. I've discussed this with the City on a possible right of way that will allow City owned portion to become RHA property. More discussion with our City partners needs to take place and the City team will be scheduling.
- Our seven Section 32 homeownership homes SAC application will be soon now that the property appraisals are complete. We will need to decide on selling prices for each property and will discuss at our next Project Meeting. We will submit that to the Special Applications Center as once it's complete. Melissa has sent another survey out to PH residents in single family homes to see who is interested in purchasing. We received 23 responses and Melissa's team are working with each resident to determine eligibility and a path forward for them. The plan is to create a pipeline of residents and units.
- We then reviewed the projects in the CFP Project Pipeline which are all in various stages of planning and design.

12. Commissioner Comments

Board Chair Commissioner Edwards requested a motion 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 1:53 pm. Commissioner Edwards, Commissioner Bascoe, Commissioner Remarais, and Commissioner Cummings voted yes. The motion was passed four to zero.

Board Chair Commissioner Edwards requested a motion to end Executive Session; Commissioner Remarais moved, and Commissioner Cummings seconded the motion to end the Executive Session at 2:50 pm. Commissioner Remarais, Commissioner Edwards, Commissioner Cummings, Commissioner Bascoe, and Commissioner Rubin voted yes. The motion was passed five to zero.

13. September Regular Board Meeting

The August Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, September 21, 2020**, at 12:00 pm.

There were no further items to come before the Board, a vote to end the June Regular Meeting Business was taken, Commissioner Cummings moved, and Commissioner Remarais seconded a motion to end the Board Meeting at 2:57 pm. Commissioner Edwards, Commissioner Cummings, Commissioner Rubin, Commissioner Bascoe, and Commissioner Remarais voted yes. The motion was passed five to zero.

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board
Executive Director