

**ROCHESTER HOUSING AUTHORITY  
September 22, 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  
Harolda Wilcox

**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 12:03 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: August 2021 Regular Board Meeting Minutes**

Commissioner Remarais moved, and Commissioner Rubin seconded the motion to approve the August 2021 Regular Board Meeting minutes. Commissioner Cummings, Commissioner Remarais, Commissioner Rubin, and Commissioner Edwards voted yes. The motion passed four to zero.

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 are not out of the woods yet with COVID all need to remain diligent in maintaining each other's safety. RHA continues to monitor and adhere to new regulations, recommendations and Executive Orders as we receive them. Mark and staff have implemented the new sanitizing system and establishing a schedule for our sites. Visitor restrictions have been relaxed somewhat, masks are now required to be worn indoors when in any common space for all staff, residents and visitor's period. The Executive Team monitors current conditions daily and meets weekly to review discuss our processes.

Mr. Burr shared that our 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan are being issued in accordance with the process we developed with the Continuum of Care. We continue to work with the Continuum of Care and other community partners to strategize on the requirements associated with the program. The HA Team is doing a remarkable job and we've issued our first voucher!

Mr. Burr shared that HUD Choice Mobility Demonstration RHA Team is working very hard on this. We are in the data/information gathering phase currently. We will continue to update at the Section 8 Committee meeting. The RHA Team is working with HUD and partners to move the project forward currently working on and RFP for a community partner for the demonstration.

Mr. Burr reported 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 our Strategic Planning Team continues to meet bi-weekly with our consultant, Bronner Group. Surveys have been distributed and results collected and presented at the meeting and at the retreat we just had. I felt that the retreat went very well and a special thanks to the Board for taking the time out of your busy schedules to be part of the planning efforts. Bronner will be sending all of us a summary of the retreat and outlining “next steps”.

Mr. Burr reported that as a follow up to the 21-Day Racial Equity Challenge, Dr. Archie from the City provided senior staff and Board training. Training for remaining staff is complete. The senior staff and Board will reconvene next.

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 is also moving forward.

Mr. Burr share that Melissa, Hank and I are participating on the City Reparations RUBI committee and collaborating on the impact of homeownership and other services we provide here at RHA. We are part of a smaller group that will be traveling to Chicago and meeting with the City, Chicago Housing Department, Chicago Housing Authority and the Evanston Housing Authority on a “best practice” and “lessons learned” mission..

Mr. Burr share that NYSPHADA Update: We are gearing up for a Fall conference on October 13-14 and hope we will have a good representation from RHA. There will be training offered the two days prior to the conference on Fair Housing and VAWA. We have several employees signed up. I am working with the ED from Geneva on scheduling the same training at his PHA where.

Mr. Burr share that The House Committee on Financial Services released historic housing infrastructure legislation overnight on Sept. 9, proposing over \$300 billion in investments in housing. The bill includes proposals for \$80 billion for the Public Housing Capital Fund and \$75 billion for new incremental vouchers as the committee’s portion of the \$3.5 trillion infrastructure legislation is expected to move through Congress this fall. Earlier this summer, Congress approved a budget resolution that provided committees with broad instructions on how to write the infrastructure legislation. (Please note that this is a distinct bill and process that is separate from the \$1 trillion bipartisan package agreed to in principle this summer.) The budget resolution instructed the Financial Services Committee to spend \$332 billion on housing and transportation programs. The text details over \$300 billion in housing investments, which demonstrates that housing is a top priority for lawmakers.

Highlights include:

- Public Housing Capital Fund: \$80 billion
- New Incremental Vouchers: \$75 billion
- Community Development Block Grant: \$8.5 billion
- HOME Investment Partnerships: \$35 billion
- Housing Trust Fund: \$37 billion
- Section 8 Project-Based Rental Assistance: \$15 billion
- PBRA property improvements: \$4 billion

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- Community Development Block Grant Disaster Relief:
- \$1 billion
- Supportive Housing for Elderly: \$1 billion
- Supportive Housing for People with Disabilities: \$2.5 billion
- Loans for Water and Energy Efficiency: \$6 billion
- Housing Investment Fund through CDFI: \$9.64 billion
- Native Housing Block Grant: \$1.65 billion

In response to the bill, Interim CEO Mike Gerber said, “In August, NAHRO members sent more than 43,000 letters supporting housing investments and NAHRO has been heard! We will continue to put pressure on Congress and the White House to approve this legislation that invests in local communities and provides housing for millions of families. NAHRO thanks Chairwoman Waters and her staff for their tireless support for public housing and community development.” His full statement is available on the NAHRO website. On Sept. 13, the House Committee on Financial Services considered the legislation in a mark-up session. Several members offered amendments to change the proposal. NAHRO will provide a full analysis of the legislation, including any changes made, in the days following the mark-up. The recorded session is available on the committee’s website. Once the Financial Services Committee approves the legislation, the bill will be added to bills from other committees and approved on the House floor as one, \$3.5 trillion package. Passage in the House is far from guaranteed; though a simple majority is needed to approve the legislation, Democrats control a small majority in the House. Your voice is still needed to move this historic legislation forward.

b. Board Action Requests

- i. 2021-2022 Snow Plowing Services - North Zone, Central Zone – Authorized the Executive Director to award to award a contract to AA Blades for \$101,526.00 (1<sup>st</sup> of 5 yrs.) – Maintenance

Commissioner Rubin moved, and Commissioner Remarais 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. 2021-2022 Snow Plowing Services Admin Offices, South Zone and Scattered Sites – Authorized the Executive Director to award the contract to Washington Property Management for \$201,630.00 (1<sup>st</sup> of 5 yrs.) – Maintenance

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. Mission, Vision and Values Update in ACOP - Authorized the Executive Director to adapt the new Mission, Vision and Values to the RHA ACOP - – Public Housing

Commissioner Remarais moved, and Commissioner Rubin seconded the motion to approve this request, Commissioner Bascoe moved, and Commissioner Cummings seconded the motion to approve this request Commissioner Edwards, Commissioner

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Bascoe, Commissioner Rubin, Commissioner Remarais, and Commissioner Cummings voted yes. The motion passed five to zero.

- iv. 2021 Uniform Contract - Authorized the Executive Director to award the contract to Aramark Uniform Services for \$18,690 (1<sup>st</sup> of 5 yrs.) – Maintenance

Commissioner Rubin moved, and Commissioner Remarais 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. Update Board Policy 160 – Authorized the Executive Director to implement and notify employees – Human Resources

Commissioner Cummings moved, and Commissioner Remarais 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. Update Board Policy 170 – Authorized the Executive Director to implement and notify employees – Human Resources

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. Authorize the Executive Director to enter into a Amended Development Agreement for the Fernwood Development Project to now include Glenwood Gardens for the services requested, the agreement will expire when the project is Completed– Capital Projects

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.

- viii. Insurance Renewal - Finance

- a. Renewal of Commercial Property Insurance – Authorized the Executive Director to renew the Property Insurance policy for the period 10/01/21 to 9/30/22 for \$535,983.00 – Finance

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.

- b. Renewal of Commercial Liability Insurance – Authorized the Executive Director to renew the Liability Insurance policy for the period 10/01/21 to 9/30/22 for \$217,644.00 – Finance

Commissioner Rubin moved, and Commissioner Remarais 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.

- ix. FY22 Annual Operating Agency Budget – Authorized the Executive Director to Approve FY 2022 Annual Operating Agency Budget for \$87,988,420.00 – Finance

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.

- x. Language for Administrative Plan updates– Authorize Executive Director to update the Administrative Plan proposed changes – Leasing Operations

Commissioner Rubin moved, and Commissioner Remarais 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.

- xi. Consulting and Project Managing "Affordable Resident Internet" initiative – Authorize Executive Director Burr to engage a contract with Hunt Architects and Engineers for \$205,500.00 – Information Technology

Commissioner Rubin moved, and Commissioner Remarais 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.

A request for a friendly adamant that stats that they will use resident workers to conduct the door to surveys. Commissioner Rubin moved, and Commissioner Bascoe 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**

**Recruitment Strategies-**

Roc the Block Recruiting Event- September 16, 2021

U of R Virtual Career Expo- September 22, 2021

### **Temporary Agencies Update**

The Temporary agencies that we have contracted with specialize in finding short-term to long-term labor opportunities and have been sending qualified candidates for these propositions.

Currently, we have three temps working in various departments and are continuing to interview candidates.

### **Internship Partner**

We're partnering with U of R to offer internships to their students. It is an opportunity to develop a strong partnership between the College and RHA, and guide and evaluate the talent of having students apply to RHA once they graduate.

## **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 continue 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 continue to issue funds to assist tenants who are behind in their rent: EPPI-2.0 Program.** NYS is also issuing funds through the ERAP Program. The City/County is doing much better than the rest of the state in administering these funds. 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 for the emergency rental relief funds. We have encountered a smaller number of residents who have applied for this assistance but continue our efforts. Kudos to those staff members involved.

### **Compliance**

- **Fraud Investigations**
  - **Leasing Operations:** Repayment agreement payment totals YTD as of August 2021, \$66,643.50 collected, (with a total of \$9,859.00 collected in August 2021). A total of \$377,364.60 has been collected to date, as of 2017.
  - **Public Housing:** Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of August 2021: \$7,006.69 collected, (with a total of \$0 collected for August 2021). A total of \$61,208.14 was collected to date, as of 2017.

○ **Termination Hearings**

- **Leasing Operations** – 20 Participant Hearings Scheduled: 7 upheld (3 due to “No Show”), 1 overturned, 6 re-instated, 6 adjourned & 0 withdrawn.
- **Public Housing** – 3 Participant Grievance Hearings Scheduled: 0 withdrawn; 1 upheld; 1 overturned, 0 reinstated & 1 adjourned.

**Operations**

○ **Case Management –**

- Program Violation Referrals Outstanding – 1,190 (Previously 1,172)– 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. HR is working hard to fill the 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. The new ED, William Hall is onboarding well and RHA staff continue to assist.
- Sinclair is working with William on the preparation of the 2021-22 Budget.
- Board member recruitment is ongoing, and I am working on a Board training binder.
- I am working with the ED to schedule a Board to 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. We are getting the Project Management firm under contract and will be scheduling a “Team” meeting soon. While the scope will be Authority-wide, it will focus on Glenwood Gardens and Hudson Ridge Towers as first sited.
- 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 has been submitted to the City Planning dept. Mark and his team have worked with the City and our contractors to address 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 at the advice of Counsel.
- 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 June 30, 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 July 31, 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.
  - 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 in areas with high or substantial rates of COVID-19 transmission levels through October 3, 2021. 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.

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- 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- 121 applications
  - Currently going through the intake process (with the Intake Specialist) – 44 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 August 2021 vacancy report.
- **Staffing**
  - No new candidates for the open Mechanic or Laborer positions.
- **COVID Sanitizing**
  - All zones are following the sanitizing treatment schedule.
- **Contracts Update**
  - Responses to the 2021/2022 Snowplowing Invitation For Bid are presented for Committee and Board review and approval.
  - 2021 Uniform contract - Vendor qualifications meetings took place on 8/31/2021 and included Cintas, UniFirst, Aramark. The selection team includes 2 BMSs and 2 union stewards, me and Kathy Short is the team coordinator. Once the team reviews all the vendor interview responses, scores, catalogs, and related information the team will meet, and a vendor will be selected. Once the process is completed the contract and costs will be submitted for Board review and approval.
- **Work Order Review**
  - August 2021 Reports .

**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:**

- The Administrative Plan language changes do not need to be posted for the required 45- day public comment period, so we will be presenting them as we did at the previous Committee meeting. We will also be presenting Administrative Plan language to be approved for the Emergency Housing Voucher program. Kudos to staff for their hard work and diligence in preparing these.
- Currently, we have 2,464 active applicants on the Housing Choice Voucher Waiting List.
- Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 90.06% 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, we plan to issue 600-750 HCV from the Waiting List by 9/30/2021. From 1/1/2021 to 8/12/2021 we have issued 647 HCV Vouchers. Staff continues 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 867 inspections for the month of August.

**Care Packages**

- We have been working with FoodLink to finalize the plan of delivery of Care packages to elderly and disabled households within the City of Rochester. The estimated start date of delivery is now October 1, 2021. Based on this schedule and their route estimates, this effort should continue until December 2021. There have been logistical difficulties in determining how best to notify people.

**Permanent Supportive Housing**

- All PSH projects have signed MOUs through 2022- they have been submitted to HUD and approved. Notice of Funding Opportunity (NOFO) was released. All RHA grants were funded under Tier 1 and has until 9/27 to submit in e-snaps for final approval.

**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 trials and experiments to evaluate program impacts. The first year is a planning and pilot year. The team is scheduled to meet every Friday, and met most recently on Friday, August 27th, 2021, to review Statutory and Regulatory waivers. This meeting was also led by Alison Bell from HUD, who also discussed the process for having waivers approved and the gray area of the statutory waivers HUD has the authority to approve, and those they cannot. Currently, Alison does not see an issue with the waivers RHA requested and noted that RHA is not limited to the waivers requested in the proposal. The next meeting scheduled for 9/3/21 will be to discuss RHA's decision regarding payment standard changes and waiting list preference for the demonstration program.

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**

EHV vouchers are moving along! We were awarded 117 vouchers and have received 116 referrals from the CoC. Of the 116 referrals we have (as of 9/2/21):

- 2 were denied
- 4 are currently on a subsidized program and not eligible
- 4 have debts owed to PHA and sent to compliance to enter into a repayment agreement
- 8 were sent final notices to return requested documents
- 56 participants are waiting for information to be returned
- 31 files are with HS for appointments or waiting on documents to complete eligibility
- 10 participants have been interviewed and issued vouchers/papers
- 1 set of papers have come back for inspection/lease up

EHV manager has been working with other housing authorities and has statistics on the status of their lease ups. Demonstrates we are working at same pace.

EHV admin plan chapter is complete- sent to the CoC for review and ready for Board review this committee meeting.

**Training**

I am working with the Executive Director of the Geneva Housing Authority on putting together training for staff on Fair Housing and Reasonable Accommodations. We expect to schedule this in September and there will also be training held at the NYSPHADA Conference in October.

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

**Melissa Berrien**

**Participant Highlights**

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

- Ms. Valle entered the FSS program on January 1, 2021, with employment, credit, and homeownership goals. Ms. Valle maintained her employment with Suresh Goel DDS and closed on her home at 3 Wedgewood Court in April of 2021. Ms. Valle is a successful graduate of the FSS Program.

**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
  - Board of Elections preliminary meeting held on 5/11/21
  - Mailer to Resident on 7/27/2021
  - Nominations forms due 8/20/2021
  - 7 nomination forms picked up
  - 4 petitions submitted
  - 2 petitions validated
- Nominee disqualification letters mailed on 8/26 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
- 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 and Seneca Manor.

- Distribution of meals began 7/26/21 at Harriet Tubman and 8/4/21 at Seneca Manor.
- Meal program ended on 8/31/2021
- 621 meals served at Harriet Tubman
- 476 meals served at Seneca Manor
- Senior Summer Site events – 8/13/2021 – 8/27/2021
  - Grab and Go Lunch Provided
  - 445 lunches served
  - Bronner Survey Stations

### **Homeownership**

- Ms. McGee closed on her home at 76 Cheltenham Road on August 16, 2021.
- We have 5 families with anticipated closings and 23 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 no action item for this meeting.
- 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 98% complete and behind schedule due to material delays.
  2. 255 Hamilton St. Structural Repairs – pre-construction meeting completed and working on schedule.
  3. Kennedy Tower Hallway Rehabilitation – project is 52% complete and behind schedule due to material delays.
  4. 117 William Warfield Dr. Townhouse Alterations – project is 85% complete and on schedule.
  5. 43-47 Bronson Ct. Townhouse Alterations – project is 45% complete and on schedule.
  6. Lake Tower Façade Repairs – project is 95% complete and on schedule.
  7. Scattered Site Porch Replacement P-7 – 30% complete and on schedule.
  8. Scattered Site Porch Replacement P-8 – 30% complete and on schedule.
  9. Kennedy Tower Steam Boiler Replacement – project on schedule and in the demo phase.
  10. Bay-Zimmer Boiler Replacement Phase II – 25% complete and on schedule.
  11. Lena Gantt Site Lighting Upgrades – on schedule.
  12. Elevator Upgrades at Six Highrise's – on schedule.
- We continue to work with our internal team and our 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. Financing plans are being worked on. Environmental testing is completed, and draft reports are coming in for review. The fees for all of this work are covered by the grant. A follow up meeting with the City will be scheduled soon. We will also be reconnecting with our community partners to provide updates during the next 30 days.

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- Staff continue to ensure that contractors are following the NYS COVID-19 Safety Guidelines that have been put in place. As restrictions are lifted, we are adjusting accordingly.
- We currently have no projects out to bid.
- 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 95% Expended, and 501.19 is 91% obligated and 54% expended. RHF Funds grants as of January 31st are: 502.13 is 100% obligated and 76% expended, and 502.14 is 0% obligated and 0% expended. We are using these funds to cover eligible RAD project costs.
- We then discussed our A/E status report, and no issues are present. We will be issuing a new RFP shortly.

**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. We submitted our application on time – fingers crossed! There are new requirements in the design handbook that were included 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. We are currently updating the other funding awards and resubmitting for ESSHI.
- Our next RAD project will be Parliament/Luther and we are working with our development team. PCNA's are complete and draft reports are under 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 project is moving along, and we are combining it with the Glenwood RAD project as a more competitive LIHTC application. Currently, we are envisioning 2 phases. Initial design concepts are very interesting, and we will be sharing those next month hopefully at the Project Planning Meeting. We have met with the City's development team and other departments to review the proposed plans. The plans were well received, and we are working with our City partners to perform our due diligence.
- 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 working with the residents to determine relocation needs for each. We are also working on the HUD SAC application and resident relocation is part of it.
- Next steps for our Change the Face of Public Housing project at Edinburgh Street are the SAC application for demolition and the finals plans and specifications for bidding.
- We 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 scheduled.
- 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



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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 Rubin seconded a motion to go into Executive Session at 1:56 pm. Commissioner Edwards, Commissioner Rubin, Commissioner Remarais, and Commissioner Cummings voted yes. The motion was passed four to zero.

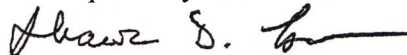
Board Chair Commissioner Edwards requested a motion to end Executive Session; Commissioner Rubin moved, and Commissioner Remarais seconded the motion to end the Executive Session at 3:05 pm. Commissioner Remarais, Commissioner Edwards, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed four to zero.

**13. October Regular Board Meeting**

The October Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, October 20, 2021**, 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 Rubin moved, and Commissioner Remarais seconded a motion to end the Board Meeting at 3:06 pm. Commissioner Edwards, Commissioner Cummings, Commissioner Rubin, and Commissioner Remarais voted yes. The motion was passed four to zero.

Respectfully submitted,



Shawn Burr,

Secretary to the RHA Board,  
Executive Director