

**ROCHESTER HOUSING AUTHORITY
October 20, 2021
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

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

STAFF PRESENT

Melissa Berrien
Shawn Burr
Sinclair Carrington
Diana Colon
Shanna Cranmer
Cynthia Herriott
Joyce Kinsey
Shawanna Lawrence
Mark Plantholt
Mariam Rodriguez-
Machuca
Shelby Simpson
Harolda Wilcox

OTHERS PRESENT

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

Commissioner Tynise Edwards called the October Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:04 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. **Thank you to Commissioner Patterson**

Was postponed due to Commissioner Patterson was unable to attend the meeting

3. **Swearing of Mr. Otis**

Commissioner Edwards had Mr. Otis repeat after her the Oath of Office, become our New Resident Commissioner.

4. Approval of Minutes: September 2021 Regular Board Meeting Minutes

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

5. 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 all still 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. Updates will be presented in the Section 8 Director's report. The HA Team is doing a remarkable job!

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". PLEASE take the time to review and provide comments. Bronner will also be scheduling 1:1 meetings with each Board member to gather more input.

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. Shawanna is scheduling a follow up meeting with Dr. Archie.

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 he 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. This trip was very fast paced, and a lot of great information was shared with the group. We gained a lot of knowledge about the successes, failures and "if I could do it again" thoughts. We are very grateful to be part of this initiative.

Mr. Burr share a NYSPHADA Update: We had our Fall conference last week and had a good representation from RHA. There was fair housing and VAWA training offered the two days prior to the conference which was attended by two RHA employees. I am working with the ED from Geneva on scheduling the same training at his PHA where we will send more of our staff which is scheduled for 11/4-5. We are discussing having a second training at RHA, so we could split staff up. The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate.

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
- 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. FY 2020 4th Quarter Vacated Arrears Write Off – Authorized the Executive Director approve the write off the FY 2021 4th Quarter Vacated Arrears in the amount of \$30,789.08 – Finance

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

- ii. Update Board Policy 160 – 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 Bascoe, Commissioner Rubin, Commissioner Remarais, and Commissioner Cummings voted yes. The motion passed five to zero.

- iii. Extermination Services - Authorized the Executive Director to to approve a temporary PO until RFP for extermination is completed. Months the PO to cover are October 2021 and November 2021 for the amount of \$60,000.00 - – Public Housing

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

- iv. 216-220 Edinburgh St A&E Construction and Contract Management Services - Authorized the Executive Director to award the contract to Edge Architecture PLLC for the amount of \$101,533.00 – Capital Projects

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

- v. Kennedy Tower Corridor and Resident Units Upgrades- Asbestos Abatement Design and Air/Project Management and Monitoring – Authorized the Executive Director to award a contract to Lu Engineers for the amount of \$65,000.00 – Capital Projects

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

- vi. 2021 Uniform Contract – Authorized the Executive Director to award the contract to Aramark Uniform Services for the amount of \$41,790.00, (1st of up to 5 yrs.) – Maintenance

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

6. 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 Information - October

(1) Position - Administrative Assistant – Human Resources Department started on 10/04/2021

Recruitment Strategies

Finger Lakes Virtual Career Fair – October 14, 2021

Past Events

Customer Service Week is an international celebration of the importance of customer service and of the people who serve and support customers daily. We celebrated customer service week Thursday October 7, 2021, and Executive Team and Senior Staff delivered the Thank You Cookies to all the staff.

7. 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 and Todd Bullard is working on this. Visitor restrictions have again been relaxed and we will continue the additional security coverage for the time being. Mandatory mask wearing in all common areas for everyone is in place.
- 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.
- Hispanic History Month - The Diversity and Inclusion Committee is commemorating the Hispanic History Month through a series of events such as virtual Hispanic Museum exhibitions, salsa lessons, emails with cultural background and a foodtruck with authentic food.

Compliance

- **Fraud Investigations**

- **Leasing Operations:** Repayment agreement payment totals YTD as of August 2021, \$69,358.50 collected, (with a total of \$2,715.00 collected in September 2021). A total of \$380,079.60 has been collected to date, as of 2017.
- **Public Housing:** Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of September 2021: \$12,695.92 collected, (with a total of \$676.77 collected for September 2021). A total of \$66,897.37 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; 0 overturned, 0 reinstated & 2 adjourned.

Operations

- **Case Management** –
 - Program Violation Referrals Outstanding – 1,225 (Previously 1,190)– 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 ex-officio 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 which was presented to the Board and will be voted on at their October Board meeting.
 - Board member recruitment is ongoing, and Mr. Burr is working on a Board training binder.
 - Mr. Burr is working with the ED to schedule a Board to a Board meeting/retreat once we get a few more Board members in place.
- **Audit and Review** – Mr. Burr 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 until vacant positions are filled.
 - 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 – Evhen Tupis, leading 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 sites.

- Glenwood: We currently have a 24/7 Road Patrol conduct tours of the site at least twice throughout each shift. AP Security is monitoring the activity and is providing updates and feedback to us. They continue to find the laundry room doors left unlocked and our new Director of Public Housing, Harolda Wilcox, will be addressing this with the residents. Capital Projects is working with City Planning on the perimeter fencing/gate project. The large dumpster from the Santee Street parking lot has been replaced and we are working with a contractor to fence that in. Attempted break-in to Management office. There was a hole cut through the city fence and they tried to break into the garage. I will need to have maintenance check to see if there is more security needed on the garage.
- 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. The resident has until October 26, 2021, to vacate the unit.
- 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.

8. Finance

Sinclair Carrington

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

9. Public Housing Report

Harolda Wilcox

Interim Public Housing Structure:

- We are moving forward with filling other vacancies and will be conducting Housing Specialist Interviews.

Public Housing Matters:

- ACOP Revisions – staff continue to work on several revisions to our ACOP. Thank you for your approvals last month.
- 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:
 - Central Zone: One Clerk: LT vacated on 3/1/18 – on hold
 - 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 their sites and meeting with the maintenance staff to address issues. Plans for the new signage and continued beautification ideas are in the works.
- We are working with Resident Services on planning a Senior Holiday Party this year.
- Property management and maintenance staff are working very well with Capital Projects staff on our current projects and those in the pipeline.

COVID Matters:

- Building Security – RHA visitor restrictions are still in place with visitation hours are from 7:00 am to 11:00 pm. Residents and visitors are required to wear when they are outside of their units. Everyone is encouraged to social distance. Resident notices have been delivered, reminding them of the 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 now be performed in-house with the Purus system.
 - 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 at all times.
 - 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 through January 15, 2022. RHA will proceed with evictions eligible to be presented in court. We continue to meet to ensure we are up to date on the local court situation. We do have a plan for restarting the eviction process for non-payment of rent 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 recently sent a very “strong” letter along with EPPI applications to those residents who are more than 60 days behind in their rent. This has generated more responses and staff are working 1:1 with residents to assist with applying. We have more applications being submitted for rental assistance. The City and County have done a great job issuing funds compared to the State. There is another round of funding coming to our area that will assist landlords and tenants and have fewer eligibility requirements.

- 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. As of 8/27, the total amount of delinquent rent owed is \$357,309.22. As of 9/24, the total amount of delinquent rent owed is \$408,213.51.
- 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 and is going well.
- 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 is to be scheduled.

Security Matters:

- Glenwood Gardens Security Issue: We will continue to provide additional coverage and 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. Capital Projects is working with City Planning on the perimeter fencing/gate project. The large dumpster from the Santee Street parking lot has been replaced and we are working with a contractor to fence that in. Attempted break-in to Management office. There was a hole cut through the city fence and they tried to break into the garage. I am consulting with Director of Maintenance to see if more security needed on the garage.
- 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 must be paid until they move out of the unit. The resident as of 9/3/2021 hasn't moved out of the unit. The resident has not moved out yet. Once 9/30/21 arrives if the resident has not move will have Marshal serve notice. Informed by Attorney Ernie Santoro that the 120 days has not expired and RHA has to wait until 10/26/2021 before RHA can move to evict.

Online Applications:

- The Online application process is working well.
- Current pending application breakdown status:

- Applications being screened (criminal background check, landlord references, etc.)
Currently being screened- 48 applications
- Applications being reviewed for admission: Currently going through the intake process (with the Intake Specialist) – 51 applications. (32) – 1-bedroom applicants & (18) 2+ bedroom applicants
- APC is currently operating with 50% staffing. The APC Manager will continue working with HR to hire suitable and qualified candidates for the department.
 - HR has scheduled Housing Specialist interviews over the next couple of weeks, starting 9/29/21.

10. Maintenance Report

Mark Plantholt

- **Vacant Unit Report**
 - The Maintenance Department continues to turn over units for leasing as quickly as possible. This includes three units in the Scattered Sites Zone, five in the South Zone and 1 in the North Zone. The completed units are listed in the September 2021 Vacancy Report.
- **Staffing Update**
 - The search for applicants for the open BMS, Mechanic and Laborer positions continues.
- **Signage Project - schedule**
 - Meetings October 13th – Prepare Options for Presentation to RHA Leadership (to be rescheduled).
 - November 3rd – Signage Standardization Package Delivered for final review & comment
 - November 10th – Update Presentation to Residents
 - November 17th – Final Deliverable.
- **Contracts Update**
 - 2021 Uniform Contract – Board Action Item
- **Work Order Review**
 - September 2021 Reports.

11. 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 have been approved. Staff is working on implementing the changes. Robocalls be used to notify participants and landlords of the changes that affect them.

- Currently, we have 2,164 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 89.30% 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. From 1/1/2021 to 9/30/2021 we have issued 711 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 767 inspections for the month of September.

Care Packages

We have set up the Food Link Care Package deliveries in order of sites that are getting 20 packages or more. Jeanette Lyman and her Eligibility team has reached out to all of the complexes and coordinated delivery with the Project Managers. Melissa Berrien's team has sent out letters to residents and will assist with upcoming deliveries also.

Our first delivery was completed on Friday, October 1, 2021. Jeanette Lyman and Raul Hernandez went to the 1 and 3 GBC Parkway complex and hand delivered packages (94) to the residents.

The participants were very surprised and happy to receive a care package. They did want us to say thank you to everyone at RHA and to know how much they appreciate that we think of them. Great teamwork here!!

Our next deliveries will be from 10/7/2021 - 10/15/2021.

HUD Mobility Demonstration Award

As previously reported, RHA was one of nine 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 RHA Mobility Team participated in a learning session held by Stefanie Deluca of Johns Hopkins University on October 6th to learn about the research data from previous mobility demonstrations and what families found beneficial about the program.

The RHA Mobility Team is completing the RFP/RFQ for a partner agency to provide services to assist our families and will meet with First PIC on 10/8/21 to continue discussing processes and mitigating any barriers. The goal is to have the RFP/RFQ out soon, so we are ready for an April 1st, 2022, program implementation date.

HUD Emergency Housing Vouchers

EHV vouchers are moving along!

As of 10/6/21

29 are with manager waiting for eligibility paperwork
88 have completed the intake packet and given to Housing Specialist

Total 117 referrals in process (which is what we were awarded).
Of those 117:

45 have been issued a voucher/moving paper and are in housing search
7 have returned papers for a unit and inspections have been scheduled
36 waiting on intake paperwork with Housing Specialist

154 total referrals received from CoC, of those referrals
37 have been denied or withdrew

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 Board approved on 9/22/21- per HUD it does not need to be submitted to them, it just needs to be made available to HUD if necessary and posted to website, so it is accessible to public.

Training

Geneva Housing Authority will be hosting training for staff on Fair Housing and Reasonable Accommodations November 4 and November 5. Some staff will be attending training at the NYSPHADA Conference and others are participating in virtual trainings.

12. 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. Goff entered the FSS program on December 1, 2015, with an employment goal. Ms. Goff gained and maintained employment with Family Service of Rochester Inc. Ms. Goff is successful graduate of the FSS Program and will receive an estimated \$20,193 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
 - Board of Elections preliminary meeting held on 5/11/21
 - Mailer to Resident on 7/27/2021
 - Nominations forms due 8/20/2021
 - Seven nomination forms picked up
 - Four petitions submitted
 - Two petitions validated
 - Nominee disqualification letters mailed on 8/26/2021
 - Election tabulation conducted by the Board of Elections on 10/1/2021
 - Result letter from BOE received on 10/4/2021
 - Result letters were mailed to candidates on 10/6/2021
 - Resident Commissioners to be sworn in at October Board meeting
 - BOE meeting to review election process TBD
- Financial Empowerment Center (FEC) offers free financial counseling, which focuses on increasing savings, reducing debt, and increasing access to safe and affordable banking products.
 - 253 participants/residents referred
 - 154K increase in combined savings
 - 100K in debt reduction
- Action for a Better Community (ABC) – Benefits Cliff Project - We are participating in 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.

Homeownership

- Ms. Timmons closed on her home at 11 Laforce Street on August 16, 2021.
- Ms. Graham closed on her home at 61 Ontario Street on August 31, 2021.
- We have 5 families with anticipated closings and 23 families who have been approved for financing and are searching for homes.

13. Planning Committee Report

Shawn Burr

- The Planning Committee meeting was held on 10/7/2021 There were three follow up items from the previous meeting, with two pending and one completed.
- We had two action item for this meeting that were presented, discussed and questions answered.
- 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 complete.
 2. 255 Hamilton St. Structural Repairs – pre-construction meeting completed and working on schedule.
 3. Kennedy Tower Hallway Rehabilitation – project is 58% complete and behind schedule due to material delays.
 4. 117 William Warfield Dr. Townhouse Alterations – project is 90% complete and on schedule.
 5. 43-47 Bronson Ct. Townhouse Alterations – project is 55% complete and on schedule.
 6. Lake Tower Façade Repairs – project is complete.
 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 had a meeting with Enterprise to provide updates, review progress and determine next steps and timeline. We became aware that we could include more of our properties in the assessment and will be coordinating PNA's and environmental testing which will greatly aid in determining the best preservation techniques.
 - 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 two projects out to bid.
 - We presented a project summary report for the 396 Waring Rd Renovation project which was completed satisfactorily with minimal change orders.
 - 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 97% obligated and 58% expended. RHF Funds grants as of January 31st are: 502.13 is 100% obligated and 76% expended, and 502.14 is 5% obligated and 5% 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, and we had a presentation on the planned projects at Bronson Court Apts. This will be a phased project focusing on exterior work and site improvement following our “Change the Face of Public Housing” mission.

- 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. This project concept was presented to Committee after the Section * Committee meeting on 7/12. We met with the City DES department on 7/13 and they are excited about the proposed concepts.
- 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. A meeting with the City NBD department will be held shortly to update the project. Next steps for our Change the Face of Public Housing project at Edinburgh Street are the SAC application for demolition and the final 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 property and will discuss in executive session. 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.

14. Commissioner Comments

Board Chair Commissioner Edwards requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Cummings moved, and Commissioner Rubin seconded a motion to go into Executive Session at 1:50 pm. Commissioner Edwards, Commissioner Rubin, Commissioner Remarais, Commissioner Bascoe, and Commissioner Cummings voted yes. The motion was passed five to zero.

Board Chair Commissioner Edwards requested a motion to approve Resolution 10.20.21.01 (Voters/Home leasing); Commissioner Remarais moved, and Commissioner Bascoe seconded the motion. Commissioner Remarais, Commissioner Bascoe, Commissioner Edwards, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed five 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 3:55 pm. Commissioner Remarais, Commissioner Bascoe, Commissioner Edwards, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed five to zero.

15. November Regular Board Meeting

The November Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, November 17, 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 Remarais moved, and Commissioner Cummings seconded a motion to end the Board Meeting at 3:56 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