

**ROCHESTER HOUSING AUTHORITY
November 16th and 23, 2021
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



November 17th, 2021

MEMBERS PRESENT

Tynise Edwards, Chairperson
Florine Cummings, Resident Commissioner
Henry Rubin, Commissioner

STAFF PRESENT

Melissa Berrien
Shawn Burr
Sinclair Carrington
Diana Colon
Cynthia Herriott
Joyce Kinsey
Mark Plantholt
Mariam Rodriguez-
Machuca
Shelby Simpson
Evhen Tupis
Harolda Wilcox

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel

Commissioner Tynise Edwards called the November Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:12 pm. It was noted for the record that notice of this meeting was posted as required by law and that there was not a quorum present.

1. Open Forum – Public Comments

There were no Public Comments.

2. 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! They really 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.

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 once their proposal for additional services has been approved.

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 currently working on drafting our recommendations based on all the input we've gathered. We are very grateful to be part of this initiative.

Mr. Burr share a NYSPHADA Update: He was asked to be part of the NYS HCR 5-Year Housing Planning sessions. There were over 60 attendees in our session and my suggestions were based upon an easier approach to integrating homeownership in the HCR LIHTC process. The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. I also have a meeting with Senator Jeremy Cooney coming up to discuss RHA's successes and challenges along with strategies around bringing the Boy Scout opportunities back to our public housing residents.

Mr. Burr share that House Committee Holds Hearing on Housing in Building Back Better: As Congressional leadership and the Biden administration continue negotiating the Build Back Better Act, the House Committee on Financial Services held a hearing on "A Strong Foundation: How Housing is the Key to Building Back a Better America." The extensive hearing covered homelessness, rental assistance, and affordable homeownership. The committee invited a panel of witnesses with lived experiences and a panel of industry experts to testify. Witnesses on the first panel spoke about their experiences with housing instability. Michael Edmonds, resident of Tucson House, Department of Housing and Community Development, and John Harrison, of the National Coalition for the Homeless and Street Outreach Navigator for the Prince George's County Department of Social Services, testified about living in their cars, sleeping in the woods, living in a shack by train tracks and other precarious situations before receiving housing assistance. Fernanda Galindo, low-income renter in Washington, DC said every month she must choose whether to pay the rent on time or purchase food for herself and her young son. Symone Crawford, incoming executive director for the Massachusetts Affordable Housing Alliance, shared stories about the families she assists through the process of becoming a first-time homebuyer. Jan Lee, a New York City rental property owner on behalf of the Small Property Owners of New York, spoke about the business difficulties he has experienced as a small landlord during the COVID-19 pandemic. Following the first panel's testimonies, more than 20 committee members questioned the witnesses. Questions centered on public housing, Section 8 vouchers, and homeownership assistance. Most witnesses on the second panel drew connections between housing and other facets of human life. Raj Chetty, a

Harvard University professor, spoke about his research showing the neighborhoods where children grow up have a profound impact on their social and economic successes later in life. Dr. Carlos del Rio, distinguished professor of medicine, epidemiology and global health at the Emory University School of Medicine, connected housing to healthcare, explaining how housing instability puts individuals at greater risk of suffering from COVID-19 and other illnesses. Khalil Shahyd, from the Natural Resources Defense Council, said, "expanding affordable housing can have a positive impact on the environment." Lisa Rice, CEO of the National Fair Housing Alliance, talked about the racial gap in homeownership. She said that the wealth gap between white families and families of color, which is largely a result of disparities in homeownership, is so large that it would take more than 200 years to close the gap. Matthew Dickerson, a Director at the Heritage Foundation, offered his view that government intervention in the housing market would only cause more problems and drive-up inflation. Committee members again asked the witnesses several more questions about housing and the Build Back Better Act proposals. To view a recording of the hearing and download written witness testimonies, visit the House Committee on Financial Services website.

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. The Senate’s version is attached with comparisons to the President’s and House’s proposed.

3. **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

Upcoming Trainings- November 2021

Benefit Bytes: Open Enrollment Training

Open Enrollment is the yearly period when Associates can enroll in a health insurance plan and other related benefits. Open Enrollment will be electronic through our Human Resource Information System, ADP, and this training will assist associates with navigating the system and electing benefits.

Goal VI: Improve Internal and External communication

Open Enrollment- November 2021

We are continuing to improve internal communication with our upcoming Open Enrollment Events. Open Enrollment is the yearly period when Associates can enroll in a health insurance plan and other related benefits. Open Enrollment will be electronic through our Human Resource Information System, ADP. We will have the Benefits/Wellness Fair on November 19, 2021, from 10:00am to 2:00pm, and during the Benefits Fair our various benefit carriers will be available to answer questions about benefits and services.

Human Resources has office hours by appointment where Associates can stop by to get questions answered and assistance with enrolling through the ADP system. It is our goal to ensure everyone is well prepared and informed of the benefits available and how to elect their benefits in ADP.

We created an Open Enrollment Timeline of Events that is available upon your request.

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

Inclusion

- o 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 somewhat 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.
- o 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.
- o Hispanic History Month- The Diversity and Inclusion Committee commemorated Hispanic History Month through a series of events such as virtual Hispanic Museum exhibitions, salsa lessons, emails with cultural backgrounds, and a food truck with authentic food.
- o Diwali Festival (Festival of Lights)- The Diversity and Inclusion Committee commemorated the Diwali Festival providing the cultural background to staff via email.

Compliance

- o **Fraud Investigations**
 - **Leasing Operations:** Repayment agreement payment totals YTD as of October 2021, \$ 81,536.58 collected, (with a total of \$12,178.08 collected in October 2021). A total of \$ 392,257.68 has been collected to date.
 - **Public Housing:** Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of October 2021: \$ 12,976.92 collected, (with a total of \$ 281.00 collected for October 2021). A total of \$ 67,178.37 was collected to date.
- o **Termination Hearings**
 - **Leasing Operations** – 22 Participant Hearings Scheduled: 11 upheld (2 due to “No Show”), 5 overturned, 4 re-instated, 2 adjourned & 0 withdrawn.
 - **Public Housing** – 2 Participant Grievance Hearings Scheduled: 0 withdrawn; 1 upheld; 0 overturned, 0 reinstated & 1 adjourned.

Operations

- o **Case Management** –
 - Program Violation Referrals Outstanding – 1,283 (Previously 1,225)– 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, but have been gradually transitioning duties over to the new ED. The new ED, William Hall is onboarding well and RHA staff continue to assist.
 - Board member recruitment is ongoing, and I am working on a Board training binder.
 - I will be 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** – 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 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

Current Actions:

- Security Camera Project – Evhen Tupis, is 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 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. 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. Our new Public Housing Director, Harolda Wilcox, is working on getting a temporary RING camera for the garage area.

- 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. Harolda Wilcox was informed on October 27, 2021, that the motion was withdrawn. Laura contacted the court on 10/27/21 and submitted a motion to the presiding Judge to inform them that the resident has not complied with the agreed stipulations. We are currently waiting to hear back from the Judge.

- 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.

5. **Finance**

Sinclair Carrington

Mr. Carrington reported the Finance is currently working on the Audit and there is no report this month.

6. **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 – Not justifiable
 - 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.
 - North Zone – vacated 10/4/21
 - APC: One Housing Specialists – vacated on 2/7/20 and 7/31/20 – **Offer to potential new employee – awaiting response**

We continue to work with HR to fill positions. Meanwhile, the staff is doing a **EXCELLENT** job keeping things moving.

- The Property Managers are walking their sites and meeting with the maintenance staff regularly to address issues. Plans for new signage and continued beautification ideas are in the works. **Signage meeting went well—awaiting results from the company.**
- 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 masks when outside of their units. 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.

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

- 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, etc. will now be performed in-house with the Purus system.
 - Community rooms are still at 50% capacity. An updated procedure for large gatherings and weekend use is being drafted.
 - Offices continue to 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.
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- 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. As of 10/27/21, current total delinquent rent amount owed is \$374,250.10. This is a difference of \$33, 963.41. This is a combination of EPPI 2.0 payments received and residents entering into repayment agreements. We are continuing to send out balance due letters to tenants monthly and have been reaching out to tenants with balances regarding options available to them and community resources that are available to assist. We have sent multiple letters out to those more than 90 days behind.

- 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. Working with Trillium to schedule booster clinics.

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 working with Mark to get a RING camera for 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 must wait until 10/26/2021 before RHA can move to evict. Was informed on October 27, 2021, that the motion was withdrawn. Laura called the court on 10/27/21 and submitted a motion to the presiding Judge to inform them that resident has not complied with the agreed stipulations.

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.

7. **Maintenance Report**

Mark Plantholt

- **Vacant Unit Report**
 - The Maintenance Department continues to turn over units for leasing as soon as possible and the completed units are listed in the October 2021 Vacancy Report.
- **Staffing Update**
 - No updates - the search for applicants for the open BMS, Mechanic and Laborer positions continues.
- **Signage Project - schedule**
 - On October 21 – HUNT EAS met with RHA leadership for Housing and the Security contractor for feedback on the signage project to date.
 - November 17th – Presentation to RHA Leadership and JWRC Presidents
 - November TBD - Sign package delivered for final review and comments
 - December TBD – Final Deliverable.
- **Contracts Update**
 - a. Night and Weekend On-Call Contract
- **Work Order Review**
 - October 2021 Reports.

8. **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 are working on implementing the changes. Robocall will 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 89.3% utilization of vouchers and 95.8% 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!!

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 11/01/21

3 EHV applicants have been housed!

19 are with manager waiting for eligibility paperwork

98 have completed the intake packet and given to Housing Specialist

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

Of those 117:

71 have been issued a voucher/moving paper and are in housing search

7 have returned papers for a unit and inspections have been scheduled

3 HAP Contracts have been sent to landlords and waiting for signatures to execute

27 waiting on intake paperwork with Housing Specialist

162 total referrals received from CoC, of those referrals

45 have been denied or withdrew

EHV Manager has been working with other housing authorities and has statistics on the status of their lease ups. These reviews indicates that RHA is working at same pace.

The Emergency Housing Voucher (EHV) Chapter of the RHA Administrative Plan was approved by the Board on 9/22/21. Per HUD, the Plan does not need to be submitted to them; it just needs to be made available to HUD if necessary and posted to RHA website, so that 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.

9. 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. Fulton entered the FSS program on November 1st, 2017, with credit repair, employment, and homeownership goals. Ms. Fulton's income increased by 137% percent, and she is no longer receiving section 8 assistance. Ms. Fulton 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

- 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 on a community wide initiative led by ABC to create a tool that will help individuals receiving public 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.
- The Leasing Operations department is distributing care packages to 3000 senior and disable participants. Food link procured and is delivering boxes from September through December.

Homeownership

- Mr. Resto closed on his home at 130 Hazelwood Terrace on October 5, 2021.
- We have 6 families with anticipated closings and 25 families who have been approved for financing and are searching for homes.

10. Planning Committee Report

Shawn Burr

- The Planning Committee meeting was held on 11/3/2021 There were three follow up items from the previous meeting with all three completed.
- We had two action items 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. 255 Hamilton St. Structural Repairs – project is on schedule and 60% complete.
 2. Kennedy Tower Hallway Rehabilitation – project is 68% complete and behind schedule due to material delays.
 3. 117 William Warfield Dr. Townhouse Alterations – project is 92% complete and on schedule.
 4. 43-47 Bronson Ct. Townhouse Alterations – project is 80% complete and on schedule.
 5. Scattered Site Porch Replacement P-7 – 82% complete and on schedule.
 6. Scattered Site Porch Replacement P-8 – 53% complete and on schedule.
 7. Danforth Towers East & West Façade Repair – project is 3% complete and on schedule
 8. Kennedy Tower Steam Boiler Replacement – project on schedule and in the demo phase.
 9. Bay-Zimmer Boiler Replacement Phase II – 95% complete and on schedule.
 10. Lena Gantt Site Lighting Upgrades – 85% complete and 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 RHA and NYS COVID-19 Safety Guidelines that have been put in place. As restrictions are lifted, we are adjusting accordingly.
- We currently have two RFP's out to bid.
- We presented a project summary report for the Lake Tower Façade Repair project which was completed satisfactorily with change orders equaling approximately 1/3 of the contingency.
- Our MWBE & Section 3 Contracts report was presented and will continue to be updated each month. Two additional contractors were added.
- The status of our current CFP Budgets as of May 31st are: 501.18 budget is 100% obligated and 96% Expended, and 501.19 is 98% obligated and 71% expended. RHF Funds grants as of January 31st are: 502.13 is 100% obligated and 76% expended, and 502.14 is 49% obligated and 49% 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 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. Word on the street is that HCR will announce their awards soon – fingers crossed!
- Our next RAD project will be Parliament/Luther and we are working with our development team. PCNA's are complete and revised reports are under a second 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 I hope you enjoyed the presentation by the architect and Edgemere. 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. We met with the City DES department on 10/13 and they are excited about the proposed concepts.
- Atlantic Townhouses Site Upgrades (Design Phase)
 - The project architect is in the final stages of completing bid-ready documents of this project. We plan on putting the project out to public bid this fall for a late winter/early spring 2022 start.
- Lexington Court Interior and Common Area Upgrades (planning Phase)
 - Site meetings took place on 10/8 and 10/22 with the project architect to start development of the schematic design documents for this project. The essential upgrades will include window refurbishment to all

windows in all seven buildings, common area light fixture replacement, interior apartment light replacement, rangehood and bathroom exhaust replacement. Replacement of the sites intercom system on all seven buildings, and possible changes to the stair railing systems for code compliance.

- Scattered Site Parking Lot Project (Design Phase)
 - RHA has hired LiRo Engineers to create bid ready construction documents for parking lot replacements and concrete sidewalk work at seven of RHA's scattered sites. We plan to put this project out to bid this winter for a spring 2022 start.
- 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 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 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.

11. **Meeting ended at 1:35 pm due to lack of Quorum, it will reconvene on November 23, 2021, at 2:30 pm.**

Regular Board Meeting Reconvened at 2:47 pm on November 17th, 2021 with Quorum

MEMBERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Erin Foster, Tipping Point Communications

12. **Approval of Minutes: October 2021 Regular Board Meeting Minutes**

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

13. **Board Approval Requests**

b. Board Action Requests

- i. Development Funding for various projects – Authorized the Executive Director approve payment to Edgemere Development, Inc. for \$150,000.00 – Capital Project

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

- ii. Amendment to the Development Agreement for Fernwood Ave. – Authorized the Executive Director to enter into an agreement to include Glenwood Gardens with Edgemere Development, Inc. & Home Leasing – Capital Projects

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

- iii. Timing of the Notice [24 CFR 966.4(1)(3)(i)] Policy - Authorized the Executive Director to approve the Policy change to the ACOP - – Public Housing

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

- iv. Renew Innovative Solutions Server Maintenance - Authorized the Executive Director to renew the contract to Innovative Solutions for the amount of \$36,000.00 – Information Technology

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.

- v. Lincoln Financial Group – Authorized the Executive Director to renew the contract with Lincoln Financial Group for the amount of \$195,684.00 – Human Resources

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

- vi. Dental Insurance – Authorized the Executive Director to renew the contract with MetLife in the amount of \$163,620.00 –Human Resources

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

- vii. 2022 Employee Medical Insurance MVP – Authorized the Executive Director to renew the contract with M VP Healthcare/FLMHIT/Brown and Brown in the amount of \$2,947,271.25 –Human Resources

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

- viii. Strategic Planning Additional Services – Authorized the Executive Director to award the contract to Bronner Group, LLC the amount of \$70,000.00 –Authority Wide

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

14. Commissioner Comments

Board Chair Commissioner Edwards requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Rubin moved, and Commissioner Bascoe seconded a motion to go into Executive Session at 3:13 pm on November 23, 2021. 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 11.23.2021.01 (Purchase of 1321 Lexington Ave.); Commissioner Rubin moved, and Commissioner Remarais 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 approve the Sale Price of the seven Section 32 Properties; Commissioner Remarais moved, and Commissioner Cummings 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 3:57 pm. Commissioner Remarais, Commissioner Bascoe, Commissioner Edwards, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed five to zero.

15. January Regular Board Meeting

The November Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, January 26, 2022**, 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