

**ROCHESTER HOUSING AUTHORITY  
December 15, 2021  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**December 15<sup>th</sup>, 2021**

**MEMBERS PRESENT**

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

**STAFF PRESENT**

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

**OTHERS PRESENT**

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

Commissioner Tynise Edwards called the December Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:05 pm. It was noted for the record that notice of this meeting was posted as required by law and that there was not a quorum present.

**1. Open Forum – Public Comments**

There was Public Comments, during the Public Comment period. During the meeting a Public Comment was received from Christopher Hennelly; it was delivered in person to the Rochester Housing Authority Board of Commissioners at 675 West Main Street, Room McHugh on December 15, 2021.

2. **Approval of Minutes: November 2021 Regular Board Meeting Minutes**

Commissioner Rubin moved, and Commissioner Cummings seconded the motion to approve the November 2021 Regular Board Meeting minutes. Commissioner Cummings, Commissioner Remarais, Commissioner Rubin, Commissioner Otis, and Commissioner Edwards voted yes. The motion passed five 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



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 Federal, State, and Local regulations, recommendations, and Executive Orders as we receive them. Mark and Staff continue to use the new sanitizing system following a schedule for our sites. Visitor restrictions have been relaxed somewhat; masks are required to be worn indoors when in any common space for all Staff, residents, and visitors. The Executive Team monitors current conditions daily and meets weekly to review discuss our processes.

Mr. Burr shared that RHA was awarded a mold remediation grant and has been selected to receive funding under the Housing-Related Hazards Capital Fund Program as authorized by the Consolidated Appropriations Act, 2020 (Public Law 116-94, enacted December 20, 2019), in the amount of **\$896,649**, under grant **NY06H04150120**, to evaluate and reduce health hazards in Public Housing. You are to be commended for your efforts to reduce hazards in Public Housing to ensure your residents' access to decent, safe, and sanitary housing. The funds will enable your agency to conduct activities to identify and eliminate housing-related hazards in Public Housing. You are approved to address the following hazard(s) at the corresponding AMP(s) as described in your application: Mold – NY041000112, NY041000334, NY041000442, and NY041000554

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 are on a good schedule and are at the same pace as other PHA's. Updates will be presented in the Section 8 Director's report. The HA Team is doing a remarkable job!

Mr. Burr reported that the HUD Choice Mobility Demonstration RHA Team is working very hard on this with the HUD team. The RHA Team has posted an RFP for a

community partner for the demonstration, which is due 12/29/21. We will continue to update you at the Section 8 Committee meeting.

Mr. Burr reported that Trillium's COVID testing/Primary Care services for our residents continues with November's schedule moving along. Todd is coordinating to schedule a "lessons learned" meeting with Trillium very soon 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. Bronner will also be scheduling 1:1 meetings with each Board member to gather more input, and we are working on the Community Partner survey and list.

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, and Shawanna is scheduling a follow-up meeting with Dr. Archie.

Mr. Burr shares 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 are nearing completion on creating an actionable vision for West Main St that reflects a revived multimodal, economic, and cultural corridor which he will share. He is 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. The draft recommendations are being presented to City Council

Mr. Burr share a NYSPHADA Update: Our Board meeting is 12/10/21 and I will have more updates on Wednesday. The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. I also have two meetings 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:

**FAQs on Vaccination Requirements for PHAs Released**

On Nov. 24, HUD PIH released an FAQ related to the COVID-19 Vaccination Executive Orders that impact ed federal contractors and federal employees and the Occupational Safety and Health Administration (OSHA) Emergency Temporary Standard (ETS) establishing requirements to protect unvaccinated employees of workplaces with 100 or

more employees from the risk of contracting COVID-19 in the workplace. Per the FAQ, PHAs are not considered federal contractors and do not fall under the federal vaccine requirement. However, PHAs that are administrators under the Performance-Based Annual Contributions Contracts (PBCA-ACC) for the PBV program will fall under the executive order when the next contract is let. Currently, the U.S. Court of Appeals for the Fifth Circuit has granted a motion to stay OSHA's ETS and stated that OSHA should "take no steps to implement or enforce" the ETS "until further court order." However, if the court determines that the ETS may be implemented, then PHAs with 100 or more employees are likely to be subject to the ETS. **PHAs cannot require residents to be vaccinated.**

Mr. Burr share that **House Passes \$1.75 Trillion Build Back Better Act**

The largest single housing investment in American history took a monumental step forward this month, passing the House by a narrow 220-213 margin. The Build Back Better Act passed along party lines and now moves to the Senate for further consideration. NAHRO led the fight to fully fund the Public Housing Capital Fund backlog at \$70 billion, strongly championed the expansion of the Low-Income Housing Tax Credit, and ardently supported the increase in Housing Choice Vouchers and Project-Based Rental Assistance contracts. The path forward is not clear in the Senate, as several Democratic Senators have issues with certain provisions. Negotiations are expected to heat up after Thanksgiving, aiming for a final vote in the Senate by Christmas. Though there is widespread support for the housing provisions in Build Back Better, it is possible that changes to the bill could put the housing investments at risk. If the bill is approved by the Senate, it is likely to go back to the House for another vote. The bill currently proposes the largest one-time investment in housing and community development programs ever, including:

- \$65 billion for Public Housing investments
- \$24 billion for Housing Choice Vouchers
- Expanded Low-Income Housing Tax Credits
- \$15 billion for the National Housing Trust Fund
- \$10 billion for the HOME Investment Partnerships Program
- \$3 billion for Community Development Block Grants
- \$1 billion for Project-Based Rental Assistance
- \$450 million for Section 811 Supportive Housing for People with Disabilities
- \$450 million for Section 202 Supportive Housing for the Elderly

b. Board Action Requests

- i. Closing the Waitlist and Opening of the Waitlist Policy – Authorized the Executive Director approve the updated to the language in the RHA ACOP – Public Housing

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

- ii. Pest Contract– Authorized the Executive Director to enter in to contract with Town & Country Pest Solutions (year 1 of 5) for \$385,000.00 to – Public Housing

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

- iii. Microsoft Office 365 E# License - Authorized the Executive Director to approve the renewal of the Dell Marketing, LC/Microsoft Office 365 (year 3 of 3) for \$92,881.20 – Information Technology

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

- iv. Renew of Insurance policies – Finance

- a. Renew of Auto Insurance policy - Authorized the Executive Director to renew the policy with Preferred Mutual Insurance Company for \$67,021.00

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

- b. Renew of Umbrella Insurance policy - Authorized the Executive Director to renew the policy with General Star Indemnity Company for \$33,609.24

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

- v. 2021/2022 Night/Weekend on Call Converge – Authorized the Executive Director to approve the contract with Catherine’s Home Improvement for 69,807.50 – Maintenance

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

- vi. Human Resources and Payroll Information System – Authorized the Executive Director to renew the contract with ADP for \$37,000.00 –Human Resources

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

- vii. Workers Compensation Insurance – Authorized the Executive Director to award the contract to Clear Spring c/o ORYX for \$320,759.00 – Human Resources

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

- viii. Retiree Medical Insurance (Retirees > 65 yrs.) – Authorized the Executive Director to approve the request to Excellus BCBS/Brown & Brown for \$50,000.00 – Human Resources

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

- ix. Security Service Contract Renewal – Authorized the Executive Director to renew the contract with AP Safety and Security Corp. for \$814,606.29 –Authority Wide

Commissioner Rubin moved, and Commissioner Remarais seconded the motion to approve this request, Commissioner Edwards, Commissioner Rubin, Commissioner Remarais, Commissioner Bascoe, Commissioner Otis, and Commissioner Cummings voted yes. The motion passed six 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 Information- November

- (1) Position- Clerk II/Bilingual – Leasing Operations Department started on 11/29/2021

(1) Position- Housing Specialist/Bilingual- Leasing Operations Department started on 11/29/2021

(1) Position- Housing Specialist/Bilingual- Public Housing Department started on 11/29/2021

### **Upcoming Trainings- December 17, 2021**

#### **Mental Health Virtual Trainings**

Rochester Housing Authority recognizes the importance of caring for mental health, starting with the steps we can take to foster mental wellness in the workplace. It is with this goal in mind that RHA has decided to offer the following two mental health trainings to employees, so that we may better understand and support the mental health of ourselves and others.

The first training, Mental Health 101, is intended for all employees. It covers the basics of mental health, steps that can be taken to improve mental wellness, and how to recognize and address signs of mental illness.

The second training, Managing to Foster Wellness training is intended for management and senior level employees only. This training centers on the steps that can be taken to create a more mentally well workforce, mental health resources and how to communicate them, and how to address mental health concerns in an employee.

### **Wellness Initiatives- December 29, 2021**

We're offering Biometric Wellness Screenings for employees and they're eligible to redeem wellbeing rewards for receiving a Biometric Screening.

### **Goal VI: Improve Internal and External communication**

#### **Past Events- Open Enrollment November 2021**

Open Enrollment ended and we ensured employees were well prepared and informed of the available benefits, and how to elect their benefits in ADP. Attached are some pictures from the benefits fair.

#### **Workers Compensation Audit:**

After, the final audit summary Rochester Housing Authority received a credit of \$134,043 from our Worker's Comp Carrier.

5. Compliance, Inclusion, and Diversity Officer's Report Cynthia Herriott

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 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.
- 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 amount of residents who have applied for this assistance but continue our efforts. Kudos to those staff members involved.

- Native American History Month- The Diversity and Inclusion Committee commemorated Native American History Month with an email with cultural background and an authentic food recipe.
- Henna, Chai, and Chat- The Diversity and Inclusion Committee held the Henna, Chai, and Chat activity in which Staff received a form of body art and temporary skin decoration while enjoying Indian and Pakistani sweets and tea. The Diversity and Inclusion Committee provided the cultural background of this activity to Staff via email.

Compliance

- **Fraud Investigations**
  - **Leasing Operations**: Repayment agreement payment totals YTD as of November 2021, \$ 88,613.50 collected, (with a total of \$ 7,076.92 collected in November 2021). A total of \$ 399,334.60 has been collected to date.
  - **Public Housing**: Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of November 2021: \$ 14,351.92 collected, (with a total of \$ 1,375.00 collected for November 2021). A total of \$ 68,553.37 was collected to date.



- **Termination Hearings**
  - **Leasing Operations** – 21 Participant Hearings Scheduled: 9 upheld (5 due to “No Show”), 2 overturned, 2 re-instated, 3 adjourned & 0 withdrawn.
  - **Public Housing** – 0 Participant Grievance Hearings Scheduled: 0 withdrawn; 0 upheld; 0 overturned, 0 reinstated & 0 adjourned.

### **Operations**

- **Case Management** –
  - Program Violation Referrals Outstanding – 1,304 (Previously 1,283 )– 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. Deputy Executive Director, Cynthia Herriott, will return as an RHA representative.
  - 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 M. Rodríguez Machuca is 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.
  - Please also see the letter from H. Amidon advising on security protocol with the Rochester Police Department.
  
- **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 on the case status.

- 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 Finance is currently working on the Audit and there is no report this month.

**7. Public Housing Report**

**Harolda Wilcox**

**Interim Public Housing Structure:**

- Held 2 interviews for Property Manager positions - 2<sup>nd</sup> interviews are being scheduled.
- Other Vacant positions are currently with HR for recruitment.
- On 11/20/21-RHA Public Housing in partnership with Project Lighthouse (Faith Church located on Elmwood Avenue in Brighton) distributed 163 bags of Thanksgiving turkey and dinner fixings to families of Harriet Tubman Estates, Lena Gantt Estates, and Seneca Manor Drive. There were 10 additional turkeys only distributed also.

**Public Housing Matters:**

ACOP Revisions – As team members continue to work on several revisions to our ACOP.

- There are 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 team members. Open team member positions are listed below:
  - Central Zone: One Clerk: LT vacated on 3/1/18 – Not justifiable
  - South Zone: One Housing Specialist vacated on 10/30/2020 -submitted to HR
  - Scattered Sites: One Housing Specialist: vacated 10/07/20 posted, One Clerk: vacated 07/01/20 submitted to HR, BMS: vacated 04/15/2019, Property Manager: vacated 6/18/2021 posted,
  - North Zone – vacated 10/4/21 posted
  - APC: One Housing Specialists – vacated on 2/7/20 and 7/31/20 – APC Manager extended an offer to an interviewee, and it was accepted, and the new team member is scheduled to start November 29, 2021.

We continue to work with HR to fill the other vacant positions. Meanwhile, the TEAM is doing an **EXCELLENT** job of keeping things moving.

- The Property Managers are walking their sites and meeting with the maintenance staff regularly to address issues.
- Plans for Chief of Maintenance and myself to walk the sites monthly.
- Plans for new signage and continued beautification ideas are in the works. Signage meeting went well—awaiting results from the company – Presentation held on 11/17/21 with Council members present with great input.
- We are working with Resident Services on distributing gift cards to seniors this year in leu of 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.

**HUD Waiver Update:**

- Waiver #2 PH Family Income and Composition – Delayed Annual Reexaminations: 14 Total (Expires 12/31/2021) We are working diligently to complete any delayed recertifications
- Waiver #3 PH Annual Reexamination Income Verification (Income Verification Hierarchy): 28 Total (Expires 12/31/2021) These are complete – for reporting purposes only
- Waiver #4 PH and HCV Interim Recertifications: 65 Total (Expires 12/31/2021) Completed- for reporting purposes only
- Waiver #5 EIV System Monitor: 0 Total (Expires 12/31/2021)
- Waiver #33 Community Service & Self Sufficiency Requirement: 1 Total (Expires 12/31/2021) Extended to April 30, 2022, per notice PIH 20214(HA) This number was reported from Property Managers not Resident Services
- Waiver #35 Over Income Families: 0 Total (Expires 12/31/2021) No update
- Waiver #38 Tenant Notification for a change to Project Rules and Regulations: 0 Total (Expires 12/31/2021) No update

**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.
  - Residents – Partnership with Foodlink are still 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 for scheduled appointments.
  - The waiver process is being utilized to assist residents with recertification.
  - Team members 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 **30-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.
- The team 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.
- The team 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 the team 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. As of 11/24/21, current total delinquent rent amount owed is \$409,123.26. This is an increase of \$34873.16, trying to ascertain why the increase.

- 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.
- Have collected \$106,291.12 from EPPI 2.0 towards past due rents.
- 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. They offer Johnson & Johnson boosters. I have set up a meeting to see if we can have clinics with the Moderna booster for our residents who received the Moderna vaccination.

**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 camera to be installed is not the ring but will be similar to our current system with viewing in the office. Contractor has been secured, awaiting wiring to be completed in house by Electrical Team.
- 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. The Judge has not responded to our request. Trying to get the name of the Judge for Commissioner Edwards. (Still awaiting response from Attorney's office for Judges name). Received email from Team member Celeste Langston that resident has secured a place.

**Application Processing Center:**

- Wait list for 3 & 4 bedroom will be closed effective 12/10/21.
- Update of Closing the Waiting List policy --
- The Online application process is working well.
- Current pending application breakdown status:
  - Applications being screened (criminal background check, landlord references, etc) Currently being screened- 77 applications
  - Applications being reviewed for admission: Currently going through the intake process (with the Intake Specialist) – 16 applications. (8) – 1 bedroom applicants & (8) 2+ bedroom applicants
- Currently there are **1 vacant positions** in APC –Housing Specialist.
- The APC Manager is continuing to work with HR to hire suitable and qualified candidates for the department.

**8. Maintenance Report**

**Mark Plantholt**

- **Holiday meals**

Maintenance will be assisting the South-West Ecumenical Ministries group (SWEM) with their annual Christmas Dinner Basket program again this year. We clear space in the KT garage and set up 6-8 refrigerators for them to store food. Jody LaRose is the SWEM Board secretary that works the program. They distribute 200+ Christmas dinners in the south-west section of the city. I passed this information along to Jamie Frumusa at Tipping Point. Jody also asked if RHA would want to participate, and I passed the information along to the PH team. SWEM will receive the food from Foodlink on 12/17 and distribute meals 12/18 to 12/20.
- **Vacant Unit Report**

The Maintenance Department continues to turn over units for leasing as soon as possible.

- **Staffing Update**  
No updates at this time.
- **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. Completed
- November 17th – Presentation to RHA Leadership and JWRC Presidents Completed
- November date TBD - Sign package delivered for final review and comments
- December date TBD – Final Deliverables
- **Work Order Information**
  - November 2021 reports.
- Maintenance is working with IT on a new work order delivery - work orders will be sent direct to the employee's smart phone. Still debugging

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

**Cynthia Herriott**

Deputy Executive Director Herriott, 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**

The process continues to 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 have 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.

A total of 1,510 deliveries have been made. Our next deliveries will be for the week of December 6, 2021.

The participants continue to be surprised and happy to receive a care package.

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.

The team continues to work on establishing a service partner.

#### **HUD Emergency Housing Vouchers**

EHV vouchers are moving along!

As of 11/30/21, out of 117 EHV vouchers authorized:

6 EHV applicants have been housed!

Of the remaining 117 referrals in process:

5 are with manager waiting for eligibility paperwork

20 waiting on intake paperwork with Housing Specialist

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

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



EHV Manager has been working with other housing authorities and has statistics on the status of their lease-ups. These reviews indicate that RHA is working at the 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 the RHA website, so that it is accessible to the 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.

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

**Melissa Berrien**

### **Participant Highlights**

We have 244 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Ms. Griswold entered the FSS program on March 1st, 2018, with employment, and homeownership goals. Ms. Griswold's income increased by 1212% percent, and she is no longer receiving section 8 assistance. Ms. Fulton is a successful graduate of the FSS program and entitled to an estimated \$7492.82 in escrow savings.
- Ms. Gladney entered the FSS program on February 1st, 2020, with employment, and homeownership goals. Ms. Gladney has maintained employment with Rochester Regional and is set to close on her home on December 15th. Ms. Gladney is a successful graduate of the FSS program and entitled to receive an estimated \$1,093.04 on escrow savings

### **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
  - 155K 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 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.
- RMAPI Housing Subcommittee – Collaborative initiative focused on making housing more accessible, affordable, and equitable in our community.
- Family Holiday event - We will be distributing toys, donated from the Pirate Toy Fund to our Public Housing children from December 6 - 10. 49 families signed up for toys (108 children)
- Senior Holiday event – We are trying to procure gift cards for our Public Housing seniors in lieu of the Annual Holiday Luncheon.

### **Homeownership**

- We have 6 families with anticipated closings and 25 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 12/2/2021 There were no follow up items from the previous meeting.
- We had no action items for this meeting.
- We discussed the status of our current projects by having Staff give updates and review progress pictures:
  1. 596 Glenwood Rehab – project underway, on schedule, and 10% complete.
  2. 255 Hamilton St. Structural Repairs – project is on schedule and 99% complete.
  3. Kennedy Tower Hallway Rehabilitation – project is 75% complete and behind schedule due to material delays.
  4. 117 William Warfield Dr. Townhouse Alterations – project is 92% complete and behind schedule due to material delays.
  5. 43-47 Bronson Ct. Townhouse Alterations – project is 87% complete and behind schedule due to material delays.
  6. Scattered Site Porch Replacement P-7 – 85% complete and on schedule.
  7. Scattered Site Porch Replacement P-8 – 70% complete and on schedule.
  8. Danforth Towers East & West Façade Repair – project is 3% complete and on schedule – project on hold until Spring.
  9. Kennedy Tower Steam Boiler Replacement – project on schedule and in the demo phase.
  10. Bay-Zimmer Boiler Replacement Phase II – 99% complete and on schedule.
  11. Lena Gantt Site Lighting Upgrades – 90% 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 Enterprise was held 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. We are now prioritizing properties starting with our Section 32 Homeownership candidate pipeline.

- 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 RFPs under review.
- Our MWBE & Section 3 Contracts report was presented and will continue to be updated each month. Two additional contractors have been added.
- The status of our current CFP Budgets as of May 31st are: 501.18 budget is 100% obligated and 96% Expended - 501.19 is 98% obligated and 71% expended and 501.20 is 23% Obligated and 3% 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! Still waiting.....
- Our next RAD project will be Parliament/Luther and we are working with our development team. PCNA's are complete and revised reports are being finalized. Environmental testing is wrapping up. 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. We have met with the City's development team and other departments to review the proposed plans which have been favorable. We are fine tuning the design to be ready for the next LIHTC RFP and we held two resident meetings at Glenwood last week that were well attended. A special thanks to Commissioner's Cummings and Otis for attending and supporting our efforts.
- Atlantic Townhouses Site Upgrades (Design Phase)
  - The project architect continues 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.
- Bronson Court Site Upgrades – the architect is moving forward with Phase I which is roof replacement. Phase II will include new siding, porches, and rear decks. Phase III will include landscaping, gazebo, picnic tables, grills and site lighting. This multi phased project will align with our Change the Face of Public Housing Initiative!
- 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 completed soon now that the selling prices have been approved. We've received 39 responses to a survey sent to our public housing single-family scattered-site residents to see who is interested in purchasing their home. Melissa's team is 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**

**Commissioner Remarais:** Wanted to say Thank You from the Executive Staff to every one of the staff members for the great job they have been doing. She wished everyone Happy Holidays and to please stay safe.

**Commissioner Bascoe:** Would like to reiterate what Commissioner Remarais said and to wish everyone Happy Holidays.

**Commissioner Otis:** Suggested that since we have Staff that will be retiring, we should put someone with that staff member to be trained. This way, they can step into the position, which intern can alleviate the hackishness for the Human Resource Department and make the transition smoother for the department. Merry Christmas to everyone.

**Commissioner Cummings:** Happy Holidays to everyone. Have a safe and merry holiday. She also reiterated the KUDOS to the Staff for continuing to do a super job, that she knows it is not easy under the current situation the country is in. She also thanked all the Staff that has helped her all year long.

**Commissioner Rubin:** Wanted to reflect on 2021; as Staff and Board Members, we can be very proud to serve honorably this year. We have worked hard and have accomplished a lot of things this year. We have stabilized the RHA leadership this year. We have finished cleaning up some legacy staff concerns so that we can be very confident with the integrity and quality of the RHA staff. We have partnered with intergovernmental and community leaders to leverage longer-term benefits for our residents and the community. We have advocated for interest and resources for our residents. We have done a great deal to secure public confidence in renewing and strengthening RHA. He feels very good about the work that we have done in a terrible year. Thank you to all of the Board Members and the RHA staff for all the hard work this year. Happy Holidays to everyone.

**Commissioner Edwards** Wanted to thank Commissioner Patterson for his service to the Board of RHA and for representing the residents well. She wanted to thank the Board Members and the RHA staff for all their hard work this long hard year under the leadership of Shawn Burr, Executive Director. Thank you, and welcome back, Cynthia Herriott. A super special thanks to Shawanna and Sinclair for stepping up and being Shawn's right-hands this past year. She is super impressed with the level of Staff that we have at RHA. Happy Holidays to the Staff, and she is looking forward to 2022. Continue to do the excellent work that you all do. Thank you, Mr. Bullard, for all your help and guidance; please express my thanks to everyone in the firm who helps RHA.

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 2:35 pm. Commissioner Edwards, Commissioner Rubin, Commissioner Remarais, Commissioner Bascoe, Commissioner Otis, and Commissioner Cummings voted yes. The motion was passed six to zero.

Board Chair Commissioner Edwards requested a motion to end Executive Session; Commissioner Otis moved, and Commissioner Remarais seconded the motion to end the Executive Session at 4:33 pm. Commissioner Remarais, Commissioner Bascoe, Commissioner Edwards, Commissioner Cummings, Commissioner Otis, and Commissioner Rubin voted yes. The motion was passed six to zero.

13. **January Regular Board Meeting**

The January 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 Cummings moved, and Commissioner Otis seconded a motion to end the Board Meeting at 4:34 pm. Commissioner Remarais, Commissioner Bascoe, Commissioner Edwards, Commissioner Cummings, Commissioner Otis, and Commissioner Rubin voted yes. The motion was passed six to zero.

Respectfully submitted,



Shawn Burr,  
Secretary to the RHA Board,  
Executive Director