

**ROCHESTER HOUSING AUTHORITY
January 26, 2022
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



January 26th, 2021

MEMBERS PRESENT

Florine Cummings, Resident Commissioner
Willie Otis, Resident Commissioner
Henry Rubin, Commissioner
Rosalie Remarais, Acting Chairperson

STAFF PRESENT

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

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Jeff Halik, Tipping Point Communications

Commissioner Rosalie Remarais called the January Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:02 pm. It was noted for the record that notice of this meeting was posted as required by law and that there was a quorum present.

1. Open Forum – Public Comments

There were no Public Comments.

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

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

3. Director's Report and Board Approval Requests

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

Mr. Burr would like to

CONTINUE to

recognize Staff across the Authority who continue to go above and beyond to ensure our quality services are performed and resident and participant needs are taken care of especially during the pandemic! They really are doing a remarkable job!

Mr. Burr shared 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. We are moving this forward and identifying priority sites.

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. Searching for quality, affordable, and suitable housing remains a struggle for most. The RHA team has done a great job implementing and continues to assist those looking for units.

Mr. Burr shared that 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 was extended and now is due 1/24/24. 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 January's schedule moving along. Todd and I are meeting with Trillium on 1/21/22 to discuss strategies and opportunities moving forward.

Mr. Burr reported that Staff continue to be involved in 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 meeting 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 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 and they approved moving forward.

Mr. Burr share a NYSPHADA Update: NYSPHADA Update: The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. I forwarded some information to you regarding additional Emergency Housing Assistance Funds, and we are advocating for PHA's to be moved up on the priority list. RHA's public housing arrears have exceeded \$400K! Staff continue to work 1:1 with residents and provide options for becoming current with their rent. I also met 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. Follow up meetings are being scheduled.

Mr. Burr share:

PHADA Conference

I attended the PHADA Conference from 1/9-1/13 along with Cynthia, Commissioner Edwards, Commissioner Cummings, and Commissioner Rubin. All in all, it was a very good conference even though a couple of the sessions were cancelled for pandemic reasons. The opening session on Monday, Creating Opportunities for Under Resourced Youth Through Sports, featured an ex-football player who NFL FLAG which is an organization who works at providing flag football opportunities for kids and has worked with different housing authorities across the country. Launched in 1994, NFL FLAG has 500,000 participants serving boys and girls ages 4 – 17 years. This something I'm going to be looking into bringing to Rochester. The next session I attended was HUD's Promotion of the Rental Assistance Demonstration (RAD). It was mostly geared to information I already know, but it was a good refresher and touched on some of the new changes and options. The next session I attended was The Latest NSPIRE and REAC Inspections which was very informative about HUD's initiative to overhaul their REAC inspection system and have one set of criteria for Section 8 and Public Housing. I attended High Opportunity Voucher Efforts which was OK but did get some good contacts. There was a session on HUD's Choice Neighborhoods programs that was very good and something I'd like to position RHA better for applying. I also attended a session titled: Moving the Needle on Homelessness which was very good! San Diego created an amazing initiative and program to address their homeless crisis, which is one of the

highest populations in the US. Commissioner Rubin also attended and met with the presenters after I left. Great information to bring back to Rochester. We also got to attend the EDEP Graduation ceremony and watch Cynthia receive her certificate! Congrats again Cynthia!!

b. Board Action Requests

- i. Vacated Arears 1st QTR FY22 – Authorized the Executive Director approve the write off of the FY 2022 1st Quarter Vacated Arrears in the amount of \$11,785.78 – Finance

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

- ii. Renewal of Directors and Officers Insurance – Authorized the Executive Director to renew the insurance policy with AIG to cover the period 1/31/22 to 1/31/23 in the amount of \$59,000.00 – Finance

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

- iii. Renewal of umbrella insurance policy - Authorized the Executive Director to renew the insurance policy with Scottsdale Insurance Co. for \$26,454.80 – Finance

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

- iv. Bulk Bid Environmental/Engineering Services – Capital Projects

- a. Environmental Assessment, Design and Remediation Consulting Services - Authorized the Executive Director to award a contract to BE3 Corp. for \$300,000.00 (with additional 3 yrs. of renewals)

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

- b. Environmental Assessment, Design and Remediation Consulting Services - Authorized the Executive Director to award a contract to LaBella Associates for \$300,000.00 (with additional 3 yrs. of renewals)

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

- c. Environmental Assessment, Design and Remediation Consulting Services - Authorized the Executive Director to award a contract to LiRo Engineers, Inc. for \$300,000.00 (with additional 3 yrs. of renewals)

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

- v. Resolution 1.26.22.01 – Authorized the Executive Director to approve the sale of the Scattered Sites parcels at 80% of the appraised value – Capital Projects

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

Recent Trainings

Annual Performance Evaluations- Management Training

The Annual Performance Evaluations Management training provided managers and supervisors with positive performance management tools. HR also rolled out an automated system for performance evaluations to be conducted in the HRIS.

A copy of the presentation is available upon request.

Goal VI: Improve Internal and External communication

Recruitment Information

(1) Position- Maintenance Mechanic – Maintenance Department started on 01/10/2022

(1) Position- Property Manager- Public Housing Department started on 01/10/2022

Recruitment Strategies

Rochester Works Recruiting Event- January 20, 2022

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. Kudos to those staff members involved. Nutrition Lessons - The Diversity and Inclusion Committee is partnering with Cornell Cooperative Extension to provide Nutrition Lessons to our residents and staff.
- Language Access Plan - The Diversity and Inclusion Committee is working on a Language Access Plan to adopt new procedures and to work with community organizations and Language Access Liaisons to identify opportunities to enhance services provided to LEP individuals.

Compliance

- **Fraud Investigations**
 - **Leasing Operations:** Repayment agreement payment totals YTD as of December 2021, \$94,503.50 collected, (with a total of \$5,890.00 collected in December 2021). A total of \$405,224.60 has been collected to date.
 - **Public Housing:** Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of December 2021: \$15,024.40 collected, (with a total of \$672.48 collected for December 2021). A total of \$69,225.85 was collected to date.

- **Termination Hearings**
 - **Leasing Operations** – 30 Participant Hearings Scheduled: 11 upheld (6 due to “No Show”), 2 overturned, 6 re-instated, 5 adjourned & 0 withdrawn.
 - **Public Housing** – 1 Participant Grievance Hearings Scheduled: 1 withdrawn; 0 upheld; 0 overturned, 0 reinstated & 0 adjourned.

Operations

- **Case Management** –
 - Program Violation Referrals Outstanding – 1,326 (Previously 1,304)– 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 staff 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. Mr. Santoro's office advised that RHA will have to re-file the eviction paperwork for this tenant. Public Housing will follow up.
- Mask Violations – Due to the updated CDC guidelines pertaining to Covid-19 we have resumed mailing violation letters to residents that do not comply with the restricted protocols.

6. **Finance**

Sinclair Carrington

Mr. Carrington reported the monthly Finance Report, the actual vs. budgeted figures, and variances for year-to-date through September 30, 2021, for the COCC, Public Housing, and Section 8 income and expenses.

7. **Public Housing Report**

Harolda Wilcox

Interim Public Housing Structure:

- One Property Manager position filled – New Team Member started 1/10/22
- Still one Property Manager position vacant- Working with HR to obtain qualified applicants and set up interviews
- Still working with HR to fill other vacant positions within the department
- In place of the Annual Senior Holiday party, RHA provided Christmas gift cards to elderly residents over 62. Scattered sites gift cards delivered by Property Managers. The PH office announced over the HiRise PA system that residents can come to the office to get gift cards.

- The City of Rochester gave RHA 3,000 COVID-19 home test kits. Utilized CallMax to inform residents of the availability of the test and that they could pick them up at their management office.
- ACOP CHANGES/UPDATES: Currently working on the Pet/Animal Policy and No Trespass Policy- expect updates in February 2022
- Watermain break at Parliament – The maintenance team worked quickly and diligently to repair the issue and with minimal disruption to residents. I am looking into getting a second access road in the back for when problems such as this arise.

Public Housing Matters:

- We still have open positions in Public Housing currently. With 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:
 - South Zone: One Housing Specialist vacated on 10/30/2020 -submitted to HR – still waiting for an eligible applicant-have a Housing Specialist split between two zones to assist with the workload -
 - Scattered Sites: One Housing Specialist: vacated 10/07/20 posted-- still waiting for an eligible applicant, One Clerk: vacated 07/01/20 submitted to HR-- still waiting for an eligible applicant, BMS: vacated 04/15/2019-- still waiting for an eligible applicant, Property Manager: vacated 6/18/2021 posted waiting for qualified
 - North Zone – vacated 10/4/21 filled – New team member started on 1/10/22
 - APC: One Housing Specialists – left on 2/7/20 and 7/31/20 – still waiting for an eligible applicant

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.
- Have dates with Trillium for booster shot clinics. Reached out to residents to gain interest. The next step is confirming dates with Trillium. Dates are confirmed with Trillium. I sent an email to confirm the January 28, 2022, date for the clinics, I have not received a response.
- 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:

- HUD requested HUD waiver update uploaded by 12/20/21-Compliance Department completed.
- Waiver #33 Community Service & Self Sufficiency Requirement: 1 Total (Expires 12/31/2021) Extended to April 30, 2022, per notice PIH 20214(HA) The Public Housing Team reported these numbers, not Resident Services

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.
- Residents – Partnership with Foodlink is still delivering food to those seniors in need.
- Disinfection of the main lobby areas, elevators, door handles will now be performed in-house with the Purus system.
- Community rooms are still at 50% capacity. An updated procedure for large gatherings and weekend use are being discussed. Currently, all community rooms are closed until further notice.
- Offices continue to receive residents by appointment only. Residents will always need to wear facial coverings for scheduled appointments.

RENT ARREARS

- Team members continue to assist and send balance reminder notices to residents. I am working closely with management and legal to serve 30-Day rent late notices. We plan to restart the eviction process for non-payment of rent once the Moratorium ends and the courts re-open.
- The NYS Eviction Moratorium is extended through January 15, 2022. RHA will proceed with evictions eligible to be presented in court once this date passes and has not been extended.
- RHA Public Housing department Received \$37,552.80 in EPPI 2.0 monies for December.
- We previously sent a very “strong” letter along with EPPI applications to those residents who are more than 60+ days behind in their rent and owe more than \$6,000.00.
- In November 2021, the total delinquent rent amount owed was \$409,123.26. This is an increase of \$34,873.16. As of 12/31/21 total outstanding rent amount due is \$417,541.36. This is an increase of \$8,418.10.

MISCELLANEOUS ITEMS

- 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).
- 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 provide walk-up vaccinations of the J&J vaccine. Clinic dates for the Moderna booster for our residents have been confirmed. A list of residents interested is being established and will finalize in January. Notices will be sent to those residents.

SECURITY MATTERS:

- Glenwood Gardens Security Issue: This special detail has ended for now due to the weather changing, and the site has been quiet.

- 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. Still awaiting, in process, and will provide further updates as they become available.
- Attempted break-in to Management office. A hole cut through the city fence, and they tried to break into the garage. The camera to be installed is not the ring but will be similar to our current system with viewing in the office. A contractor has been secured, awaiting wiring to be completed in-house by Electrical Team. Still in process and will provide further updates as they become available.
- The resident at Hudson Ridge Tower threatened a staff member with a knife. The resident has officially been 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 moved, 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. I was informed by RHA's Attorney's office 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 the resident had not complied with the agreed stipulations. The Judge has not responded to our request. We are trying to get the name of the Judge for Commissioner Edwards. (Still awaiting a response from Attorney's office for Judge's name). I received an email from Team member Celeste Langston that the resident has secured a place. The resident was still in the unit, and the resident stated that the unit he was moving to fell through. I will continue to email the Attorney for information on when a Judge will be assigned. Updated on January 4, 2022, there has been some confusion with assigning Judges. Once Laura has a date, she will let us know. Laura emphasized that it may be altogether rejected due to the matter previously being dismissed. Finally, I received a response from the courts, and the case was dismissed, and RHA had to start all over with the eviction process. I have issued a Lease Termination for February 28, 2022, and the Marshal will serve the resident.

Application Processing Center:

- The waitlist for 3 & 4 bedrooms is closed effective 12/10/21.
- Update of Closing the Waiting List policy – approved December 15, 2021
- The Online application process is working well. Working with MRI to streamline the application process
- Current pending application breakdown status:
 - Applications currently being screened (criminal background check, landlord references, etc.) Currently being screened- 31 applications – *Studio/1 bedroom – 20 applications & *2+bedrooms (11) applications

- Applications currently being reviewed for admission: Currently going through the intake process (with the Intake Specialist) – 29 applications. (16) –
*Studio/1-bedroom applicants & *2+ bedroom applicants. (13)
- Currently, there is one vacant position in APC –Housing Specialist.
- The APC Manager continues to work with HR to hire suitable and qualified candidates for the department.
- While the APC manager trains the new team member, reporting numbers will fluctuate.

8. Maintenance Report

Mark Plantholt

- **Vacant Unit Report**
The Maintenance Department continues to turn over units for leasing as soon as possible.
- **Staffing Update**
One new Mechanic hired - starts 1/10/2022. Still have several open positions in all Zones.
- **Signage Project - schedule**
 - The design meetings have been completed - final drawings due in January.
 - Danforth sign meeting - DTE and DTW site view of signage.
- **Enterprise Lease Vehicle Program**
 - Working Enterprise on the restart of the lease vehicle replacement program. Delayed in 2021 due to supply chain issues.
 - Transponder's update - latest version GPS transponders being installed. They will use 5G as 3G is being phased out.
- **Work Order Information**
 - December 2021 reports
 - Maintenance tablets for new work order update?

9. Leasing Operations Report (Section 8)

Cynthia Herriott

Interim 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 2,162 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 88.58% utilization of vouchers and 95.71% 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 December.

Care Packages

The Food Link Care Package deliveries are near completion. Final deliveries are being coordinated this week and the RHA team will also be making deliveries to individuals who were due to receive Care Package and reported that they had not received them.

Overall, participants were very surprised and happy about receiving a Care Package. Several kind emails were sent by recipients and shared with the staff and board. Some residents discussed how they had no family or friends and appreciated the gesture.

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 Community Choice Demonstration (formerly Mobility Demonstration)

As previously reported, RHA was one of nine (9) PHA's selected to join the HUD's HCV Mobility Demonstration Program. The program is now known as Community Choice Demonstration.

- 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 has resubmitted the RFP seeking partnership with an agency who will provide services to assist our families. RHA has met with consultant agency FirstPIC on a weekly basis to continue discussing processes and mitigating any barriers. The goal is to complete implementation so that we are ready for the April 1st, 2022, program implementation date.

HUD Emergency Housing Vouchers

EHV vouchers are moving along.

As of 01/07/2022, out of 117 EHV vouchers authorized:

96 moving papers have been issued, 15 applicants have been housed,

13 incentives paid to landlords/owners.

The EHV Manager has been working with the local CoC and other housing authorities and has statistics on the status of EHV lease-ups. These reviews indicate that RHA is working at a similar pace as other housing authorities.

The Emergency Housing Voucher (EHV) Chapter of the RHA Administrative Plan was approved by the Board on 9/22/21 and has been added the HCV Administrative Plan.

Training

The Leasing Operations team will be developing a training schedule for Calendar Year 2022, in coordination with Human Resources. Topics include Rent Calculations, HCV Program Management, Effective Use of HUD's Two-Year Tool to maximize voucher utilization, Reasonable Accommodations, Personal and Professional Development such as effective communication with participants and co-workers.

10. Family Self-Sufficiency (FSS) Report

Melissa Berrien

Grant Awards

- FY21 Family Self Sufficiency Grant - RHA was awarded \$297,549 (a 48% increase) which funds Human Service Specialist who work directly with participating FSS families assisting them in finding jobs, increasing earned income, reducing, or eliminating the need for rental and/or welfare assistance, and making progress toward achieving economic independence and self-sufficiency.

Participant Highlights

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

- Ms. Maddox entered the FSS program on March 1st, 2017, with employment, and credit restoration and homeownership goals. Ms. Maddox maintained employment and increased her income by 188% percent and is no longer receiving section 8 assistance. Ms. Maddox is a successful graduate of the FSS program and entitled to an estimated \$4,860.00 in 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
- An authorization request will be presented to City Council to establish \$30,000 as maximum compensation for an agreement with Rochester Housing Authority (Shawn Burr, Executive Director, 675 W Main St, Rochester, NY) to provide FEC clients transitioning from the Section 8 Rental Voucher to the Homeownership Program \$1,000 homeownership grants. This agreement will have a term of one year and will be funded from the 2021-22 Budget of the Office of the Mayor.
- 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
 - Calculator development and Pilot agency selection underway
- 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.
 - Foodlink deliveries completed on 1/6/2022
 - Assessing leftover quantity to distribute to those who reported they did not receive their box
- RMAPI Housing Subcommittee – Collaborative initiative focused on making housing more accessible, affordable, and equitable in our community.
- Family Holiday event – We distributed toys, donated from the Pirate Toy Fund to our Public Housing children December 6 - 10. 49 families received toys (108 children)
- Senior Holiday event – Gifts card were distributed by public housing staff to seniors 62 and older.

Homeownership

- Ms. Gladney closed on her home at 50 Benwell Road on November 30th.
- Ms. Williams closed on her home at 170 Lexington Avenue on November 31st.
- Ms. Kidd closed on her home at 4056 Mt. Read Blvd on December 8th.
- Mr. Nathan closed on his home at 77 Herberton Road on December 14th.
- We have 5 families with anticipated closings and 24 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 1/14/2022 There were no follow up items from the previous meeting.
- We had one action items for this meeting which was actually approval for three Environmental firm contract awards.
- 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 20% complete.
 2. 255 Hamilton St. Structural Repairs – project is on schedule and 100% complete.
 3. Kennedy Tower Hallway Rehabilitation – project is 80% complete and behind schedule due to COVID and material delays.
 4. 117 William Warfield Dr. Townhouse Alterations – project is 95% complete and behind schedule due to material delays.
 5. 43-47 Bronson Ct. Townhouse Alterations – project is 90% complete and behind schedule due to material delays.
 6. Scattered Site Porch Replacement P-7 – 95% complete and on schedule.
 7. Scattered Site Porch Replacement P-8 – 90% 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.
 10. Bay-Zimmer Boiler Replacement Phase II – 100% complete.
 11. Lena Gantt Site Lighting Upgrades – 98% 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 and Environmental testing on the identified PH properties have been completed. Financing plans are being worked on. 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. RFPs are back and under review for PNA and Environmental Testing firms to assess and test at other RHA sites.
- Staff continue to ensure that contractors are following RHA and NYS COVID-19 Safety Guidelines that have been put in place. We are adjusting accordingly based on current conditions.
- We currently have one RFP under review and one due back next week
- 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 December 31st are: 501.18 budget is 100% obligated and 97% Expended - 501.19 is 99% obligated and 77% expended

and 501.20 is 24% Obligated and 7% Expended. RHF Funds grants as of December 31st are: 502.13 is 100% obligated and 100% expended, and 502.14 is 63% obligated and 63% 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.

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 being awarded our 9% tax credit application!! We are now having the several “kick-off” meetings and thus far have met with HUD on the RAD conversion and the City on the coordination between agencies as the project moves forward. A resident meeting is also in the works, but we may need to conduct it virtually given the current pandemic conditions.
- Our next RAD project will be Parliament/Luther and we are working with our development team. PCNA’s and environmental testing are complete and final reports issued. Design plans for renovation and redevelopment are being drafted by our A/E firms. 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)
 - The project architect is working on 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, 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 are on schedule 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. Harold is working on the HVAC upgrades. 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!

**ROCHESTER HOUSING AUTHORITY
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- 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 was held to update on the project. The meeting went well, and we are moving forward with the SAC application which will require a Board resolution to
- 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, but we will need a Board resolution for that according to HUD. 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 will be using NYSPOP funds to perform physical needs assessments on each home and determine what repairs we will make before ownership is transferred.
- We then reviewed the projects in the CFP Project Pipeline which are all in various stages of planning and design. We will be starting the next Annual Plan process shortly which will include meeting with the JWRC to gather input for the CFP 5-year Plan.

12. **Commissioner Comments**

Commissioner Cummings: no comment.

Commissioner Otis: no comment

Commissioner Rubin: Stated that looking for strategies for filling the gap between the cost of construction of new housing and the realistic price that we can sell them to our participants in Public Housing. This would be a perfect for an application for the ARPA funds, this would tackle an immediate problem with a long-term solution, which is a priority of the ARPA Program, Commissioner Rubin would like to encourage at RHA to look into the program.

Commissioner Remarais: Wanted to say Thank You to the staff for all the great work, long hour and dedication. To the Executive Team thank you. We really appreciate what everything everyone does. If anyone every need anything the Board is here for them.

Board Acting Chair Commissioner Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Rubin moved, and Commissioner Cummings seconded a motion to go into Executive Session at 2:10 pm. Commissioner Rubin, Commissioner Remarais, Commissioner Otis, and Commissioner Cummings voted yes. The motion was passed four to zero.

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Board Acting Chair Commissioner Remarais requested a motion to end Executive Session; Commissioner Otis moved, and Commissioner Rubin seconded the motion to end the Executive Session at 3:08 pm. Commissioner Remarais, Commissioner Cummings, Commissioner Otis, and Commissioner Rubin voted yes. The motion was passed four to zero.

- vi. Resolution 01.26.22.02 – Authorized the Executive Director to approve the new organizational chart – Authority Wide

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

- vii. Resolution 01.06.22.01 – Authorized the Executive Director to withdraw this resolution until further studies can be conducted – Authority Wide

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

13. February Regular Board Meeting

The February Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, February 23, 2022**, at 12:00 pm.

There were no further items to come before the Board, a vote to end the January Regular Meeting Business was taken, Commissioner Rubin moved, and Commissioner Cummings seconded a motion to end the Board Meeting at 3:15 pm. Commissioner Remarais, Commissioner Cummings, Commissioner Otis, and Commissioner Rubin voted yes. The motion was passed four to zero.

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board,
Executive Director