

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

**March 23, 2022  
MINUTES PAGE 1**



**ROCHESTER HOUSING AUTHORITY  
March 23, 2022  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**

**March 23, 2021**

**MEMBERS PRESENT**

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

**STAFF PRESENT**

Melissa Berrien  
Shawn Burr  
Sinclair Carrington  
Diana Colon  
Robert Croston, Jr.  
Cynthia Herriott  
Shawanna Lawrence  
Shelby Simpson  
Evhen Tupis  
Harolda Wilcox

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel

Commissioner Rosalie Remarais called the February Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:03 pm. It was noted for the record that notice of this meeting was posted as required by law and that there was a quorum present.

**1. Open Forum – Public Comments**

There were no Public Comments.

**2. Approval of Minutes: February 2022 Regular Board Meeting Minutes**

Commissioner Rubin moved, and Commissioner Otis seconded the motion to approve the February 2022 Regular Board Meeting Minutes Commissioner Remarais, Commissioner Rubin, and Commissioner Otis voted yes. The motion passed three 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 continues to monitor and adhere to new Federal, State, and Local regulations, recommendations and Executive Orders related to the pandemic as we receive them. Bob and staff continue to use the new sanitizing PURUS system following a schedule for our sites. Visitor restrictions have been relaxed somewhat, but masks are required to be worn indoors when in any common space for all staff, residents and visitors. Community rooms have been closed, locked and residents notified. The Executive Team monitors current conditions daily and meets weekly to review discuss our processes.

Mr. Burr shared On Thursday, 3/17/22, he had the distinct pleasure of meeting with the new Director of our HUD Field Office in Buffalo and the office in Pittsburgh, Jacqueline Molinaro-Thompson. She is visiting NY PHAs and their ED's to get a better understanding of who and what she is overseeing. he applauds her efforts as he couldn't recall a time when the director has done this. We discussed many different topics, and she is our direct link to HUD "Headquarters". She has worked at Headquarters previously in her career and has been involved in policy making and able to provide great insight to the "process". She is genuinely concerned with the challenges PHA's are facing and dealing with and I gave her a lot of information on RHA. We talked about our strategic planning efforts and the goals of expanding resources and community partnerships which she was very impressed with. We discussed our funding and staffing challenges, and she is more aware of our efforts now. he was able to take her on a tour of some of our sites which the maintenance and management teams have looking very good! KUDOS!! She was able to see finished units at Kennedy Tower and Bronson Court (Thanks Julie!) and was very impressed with the quality of the renovation work. She took a lot of pictures to share, and he told her that if HUD would raise the Total Development Cost (TDC) limits, PHA's would be better equipped to increase the quality of their public housing stock. Her visit was very beneficial to both of us and I'm grateful we have her expertise at our disposal

Mr. Burr shared that our 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan have all been issued in accordance with the process we developed with the Continuum of Care. We have housed 26 people so far. The RHA team has done a great job implementing and continues to assist those looking for units. HUD will be reallocating unused EHV's in the near future.

Mr. Burr shared that our Community Choice Demonstration RHA Team is working very hard on this with the HUD team. The RHA Team issued an RFP for a community partner for the demonstration and will make a selection very soon. 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. We will be continuing our partnership and expanding services where we can.

Mr. Burr reported that Staff continues 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. He really appreciates 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. We are currently working to fine-tune our goals and strategies. The team has been very busy! Thank you to our Commissioner's for their involvement.

Mr. Burr shared that he has been asked by Mayor Evans to participate on his Quality Housing Task Force, and I attended the press conference on 2/15/22. The team members who were present, met with the Mayor, and he gave his vision on what he would like the Taskforce to accomplish. I am very excited to be part of this. He continues to participate on the North Inner Loop Planning project, which is also moving forward. Mr. Burr will continue to participate on the North Inner Loop Planning project, which is also moving forward.

Mr. Burr share that NYSPHADA Update: The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. The Spring Conference will be held in Niagara Falls from 4/12-4/14, and Diana sent the information out to the Commissioners.

Mr. Burr share:

**President Biden Signs \$4 Billion Increase in HUD Spending**

Housing and community development programs received a significant increase in the long-awaited fiscal year (FY) 2022 Transportation-HUD spending bill that was released March 9.

The dramatic funding increase to HUD is a direct result of NAHRO and its advocates. NAHRO thanks its members for their hard work throughout the year to advocate for robust funding for housing and community development programs. The omnibus package includes full year funding for all 12 appropriations bills. It raises HUD funding by \$4 billion and increases nearly all HUD programs. The package also includes a reauthorization of the Violence Against Women Act (VAWA). The omnibus contains the highest ever annual funding for the Public Housing Capital Fund at \$3.2 billion. This increase is also a direct result of NAHRO and its members advocating

on behalf of public housing advocacy. Additionally, the bill also includes \$200 million in new vouchers for people experiencing homelessness and victims of domestic violence, and \$25 million for mobility services. The package also provides HUD with additional waiver authority to help increase voucher utilization. The Community Development Block Grant program was the lone program cut by the bill, a decrease of \$175 million. The HOME program was increased by \$150 million. Also included is \$1.5 billion for the Economic Development Initiative, which is Congressional-directed spending on community projects. This is the first time in over a decade earmark have been allowed in an appropriations bill. Disagreements between Democrats over COVID-19 relief offsets delayed a vote in the House, but the package was ultimately approved by a bipartisan vote on March 9 and the Senate approved it on March 10. President Biden signed the bill in a White House ceremony on March 15. Here are the FY 22 T-HUD spending bill highlights:

- Public Housing Capital Fund: \$3.2 billion, \$435 million increase
- Public Housing Operating Fund: \$5.039 billion, \$200 million increase
- Choice Neighborhoods: \$350 million, \$150 million increase
- Section 8 Housing Assistance Payment Renewals: \$24.095 billion, \$1.015 billion increase
- Ongoing Total Administrative Fees: \$2.411 billion, \$252 million increase
- Family Self-Sufficiency: \$109 million, \$4 million increase
- Section 8 Project-Based Rental Assistance: \$13.54 billion, \$75 million increase
- Community Development Block Grant: \$3.3 billion, \$175 million decrease
- HOME Investment Partnerships: \$1.5 billion, \$150 million increase
- Housing Opportunity for Persons with AIDS: \$450 million, \$20 million increase
- Homeless Assistance Grants: \$3.213 billion, \$213 million increase

HUD will still need to distill down the funding and announce impact to each PHA, but the increases are definitely encouraging.

**b. Board Action Requests**

- i. Legal Services - Authorized the Executive Director to award the contract to Harris Beach, PLLC. for \$150,000.00 (4 renewals) – Authority Wide (Ratification)

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

- ii. Scattered Site Roof Replacement R-19 – Authorized the Executive Director to award the contract to Gatti Remodeling. for \$147,295.00 (one time) – Capital Projects

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

- iii. Community Choice Demonstration Service RFP - Authorized the Executive Director to award a contract The Housing Council at Pathstone for \$354,877.16 (4 renewals)– Leasing Operations

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

- iv. Remote Annual Certification – Authorized the Executive Director to approve the renew the contract to CGI Federal for \$243,936.00 – Leasing Operations

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

- v. 2022 Mowing Services Contract – Maintenance

- a. Mowing Services Contract for Scattered Sites & Administration Office Buildings - Authorized the Executive Director to renew the contract with Cardinal's Landscaping for \$104,812.00 (3 renewal left)

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

- b. Mowing Services Contract for North Zone, South Zone and Central Zone - Authorized the Executive Director to renew the contract with AA Blades for \$119,415.27 (3 renewal left)

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

- vi. 2021 – 2022 Snow Plowing Services for the North Zone and Central Zone renewal – Authorized the Executive Director to approve the change order to contract for AA Blades for \$25,000.00 – Maintenance

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

- vii. Revision to RHA Admissions & Continued Occupancy Policy (ACOP) – Authorized the Executive Director to approve the updated language to Chapter 4 - Applying for Assistance – Public Housing

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

- viii. Amendments to Annual Plan 2021 - 2022 – Authorized the Executive Director to approve the amendments to the 2021-2022 Annual Plan in accordance with HUD RAD requirements – Public Housing

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

**Employee Appreciation Day- March 2022**

We celebrated Employee Appreciation Day on March 4, 2022, for their dedication and commitment to RHA. As a token of appreciation, they received lunch and small reward for all their hard work.

**Recruitment Information**

(1) Position- Capital Projects Manager - Capital Projects Department started on March 7, 2022.

**Wellness Initiatives- March 2022**

Partnered with MVP to provide employees with virtual and in person wellbeing programs.

The Wellness Committee submitted its monthly newsletter to staff which focused on National Nutrition month, provided quick tips, healthy recipes, and recognized an employee for being a healthy hero.

Employees who are currently enrolled in our health insurance were able to apply for a free program with Wondr Health which is a 100% digital weight loss program that will teach employees clinically proven skills through weekly master classes. They'll learn how to eat their favorite foods and still lose weight, increase their energy, stress less, and so much more.

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



### **Recruitment Strategies**

Suny Brockport College Career Fair – March 2, 2022

Nazareth College Career Fair – March 9, 2022

St. John Fisher Career Fair – March 24, 2022

Employee Referral Program- Ongoing

## **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. Mandatory mask-wearing in all common areas for everyone is still 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 are doing better than the rest of the state in administering these funds. Staff continues to follow up with phone calls to each resident who is 90 days past due with their rent to offer assistance. 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 RHA services

### **Compliance**

- **Fraud Investigations**
  - **Leasing Operations:** Repayment agreement payment totals YTD as of February 2022, \$10,787 collected, (with a total of \$5,278.00 collected in February 2022). A total of \$416,011.60 has been collected to date.
  - **Public Housing:** Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of February 2022: \$1, 204.00 collected, (with a total of \$280.00 collected for February 2022). A total of \$70,429.85 has been collected to date.
- **Termination Hearings**
  - **Leasing Operations** – 20 Participant Hearings Scheduled: 8 upheld (2 due to “No Show”), 4 overturned, 2 re-instated, 4 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 – 1,326 (Previously 1,346)– which is a total to date since 2015. Due to staffing shortages, program violation referrals will be temporarily on hold. Compliance is working with HR 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.

- Both attend monthly Board Meetings.
- Board member recruitment for RHC is ongoing, and the staff are working on a Board training.
- The IED will work with the ED to schedule a retreat with both the Rochester Housing Authority and Rochester Housing Charities once Board members are in place.

○ **Audit and Review** – The IED works closely with Legal Counsel to address areas in need of assessment within RHA. (*Executive Session for any requested reporting*)

- Most Compliance Audits are currently on hold until vacant positions are filled. The IDEED has conducted several small-scale

○ **Public Safety** – Please see the Activity Chart for Public Safety.

○ **Current Actions:**

- Security Camera Project – The IT Department, is leading this initiative. While the scope will be Authority Wide, it will start with Glenwood Gardens and Hudson Ridge Towers as test sites.
- Maintenance Security Escort – The IDEED worked with Public Housing to establish a security escort procedure for Maintenance Staff when there is a safety concern.
  - A resident at Hudson Ridge Tower threatened a staff member with a knife. Public Housing has followed up and is moving forward with the eviction.
  - On 2/28/2022 a security guard responded to a domestic dispute at HRT which resulted in the resident pushing the security guard. We currently are in the termination process with no right to a hearing due to the nature of the violation.
  - On 3/11/2022 the daughter of a resident called our office and threatened to bomb our building. RPD was called and the person has been banned from RHA Sites.
- Mask Violations – Due to the updated CDC guidelines pertaining to Covid-19, Compliance has 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 January 31, 2022, for the COCC, Public Housing, and Section 8 Operating Income and Expenses.

**7. Public Housing Report**

**Harolda Wilcox**

**Public Housing Activities:**

- Chapter 4 Application Process of ACOP
- Annual Plan 2021-2022 amendments.
- Upcoming ACOP submissions: No Trespass Policy and Chapter 16 Repayment Policy in April 2022
- Residents ages 55-61 were provided with a \$25.00 gift card to Walmart for Valentine's Day.

**Public Housing Matters:**

**Staffing**

- 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. Currently, available 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 a qualified 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 – exited 7/31/20 – still waiting for an eligible applicant
- 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. Currently, available team member positions are listed below:
  - South Zone: One Clerk - submitted to HR
  - Scattered Sites: One Housing Specialist: vacated 10/07/20 posted-- still waiting for an eligible applicant, BMS: vacated 04/15/2019-- still waiting for a qualified applicant, Property Manager: vacated 6/18/2021 posted waiting for a qualified applicant
  - North Zone – One Clerk – submitted to HR
  - Central Zone – One Clerk: vacated 2/22/22; One Housing Specialist; a Housing Specialist is split between two zones to help with the workload.

The **TEAM** continues to do an **EXCELLENT** job of keeping things moving.

- The Property Managers walk their sites and regularly meet with the maintenance staff to address issues.
- 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 #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 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 providing food to those seniors in need.
- Disinfection of the main lobby areas, elevators, door handles are performed in-house with the Purus system.
- 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**

- The NYS Eviction Moratorium has expired on January 15, 2022. Late fees were charged in February for the first time since February 2020
- To avoid eviction and to assist residents in becoming current with rental arrears, the team will have the resident sign a repayment agreement along with applying for the Emergency Rental Assistance Program (ERAP).
- RHA Public Housing department Received \$25,620.00 in EPPI 2.0 monies for February 2022.
- In February 2022, the total delinquent rent amount owed was \$457,364.10. As of 2/28/22 total outstanding rent amount due is \$457,364.10, which is a decrease of \$34,323.37.
- 104 5-day notices were sent via certified mail on February 11th. 38 -- 30-day notices were served by the City Marshal between 2/22/22 – 2/28/22.

**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).

**SECURITY MATTERS:**

- Glenwood Gardens Security Issue: This 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 the Public Housing Director.

- Capital Projects is working with City Planning on the perimeter fencing/gate project at Glenwood Gardens. 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 like 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 camera is ordered, but no ETA on delivery due to supply chain disarray. UPDATE: Camera installed.
- Two units at Lake Tower had their windows damaged by stray gunfire. Repairs will require a crane to install from the exterior. Possible CFP project.

**Application Processing Center:**

**Waiting List Management:**

- APC continues to pull from the waiting lists monthly. After reviewing the status of the Public Housing Studio Waitlist, I recommend that the studio waitlist be closed, effective February 15, 2022. Studio applicants can expect to wait at least 29 months before coming to the top of the waiting list. HUD recommends 12 months; RHA policy is 24 months. As of 2/28/22 all PH waitlists are now closed until further notice.

**Online Applications:**

- APC continues to accept online applications for studio apartments only with no issues.
- APC Manager met with MRI for Waitlist Check and Assistance Connect – Applicant Portal Demo.
- A follow-up meeting was held to see another waitlist software option to address/manage bedroom-specific waitlists.
- The PH Director will discuss how RHA will implement this software with Leasing Operations.

**Unit Offers:**

- APC Manager is extending offers to 'ready drawer' applicants to fill vacancies. This process is slower than desired because the manager has absorbed most of the responsibilities from the staff vacancy in APC, reduced staff hours, and extension of applicant's response time due to covid.
- Current applications in Screening and Intake Phase as of 2/28/22.

Currently being screened - 10 applications

- Studio/1 bedroom – 4 applications
- 2+ bedrooms – 6 applications

Currently going thru intake (w/Intake Specialist): 32

- studio/1-bedroom – 12 applications
- 2+ bedrooms – 20 applications

**Staffing**

- Currently, there is one vacant position in APC –Housing Specialist. As of 2/28/22 – No interviews are currently scheduled at this time.
- • Staff reassignment progress: Lisa is transitioning into her new duties with no issues or concerns. She is beginning to complete Intake/Eligibility Certifications with minimum errors.

**8. Maintenance Report**

**Robert Croston**

○ **Vacant Unit Report**

The Maintenance Department has been receiving many vacant units the past few weeks and are working on keeping up with the extra units due to the moratorium being lifted. Many residents are starting to just skip out before they are taken to court. We will continue to work on getting these units turned over so RHA can provide housing for those who are in need of it.

○ **Staffing Update**

We have had another employee leave the maintenance department and will continue to work closely with Human Resources to find more new staff for the Maintenance Department. We did hire a new clerk as a replacement for the one we had who has retired.

○ **Enterprise Lease Vehicle Program**

We are still waiting on the new prices and when orders can go in for upgrading the vehicle fleet and I will continue to update you.

○ **Lawn Cutting Contract**

Maintenance would like to bring for your approval this year's lawn cutting renewal contracts. We have two contractors we would like to renew their contracts from last year to this year that is for all the RHA sites and buildings.

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

**Cynthia Herriott**

**Leasing Operations Matters:**

1. The Administrative Plan language changes have been approved. Staff is working on implementing the changes. Robocall will be used to notify participants and landlords of the changes that affect them.
2. Currently, we have 1,984 active applicants on the Housing Choice Voucher Waiting List.
3. Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 88.98% utilization of vouchers and 101.61% utilization of funds. Leasing Operations Department has a Leasing Plan for 2022 to fully maximize HUD funding for Housing Assistance Payments. From 1/1/2021 to 12/31/2021, we issued 687 HCV Vouchers. Staff continues working overtime, and we are using a remote 3<sup>rd</sup> party vendor to issue 200 vouchers.
4. The monthly inspection goal is 780-960. The Inspection Unit conducted 741 inspections for the month of February.

**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.

RHA has been meeting 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 June 15th, 2022, program implementation date.

**HUD Emergency Housing Vouchers**

EHV vouchers are moving along!

As of 02/28/2022, out of 117 EHV vouchers authorized:  
104 moving papers have been issued,  
39 applicants have been housed.

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 public housing agencies.

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

**Training**

The Leasing Operations team will be developing a training schedule for Calendar Year 2022, in coordination with the HR department.

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.

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

**Melissa Berrien**

**Participant Highlights**

We have 252 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Ms. Smith entered the FSS program on September 1st, 2020, with employment, credit restoration and homeownership goals. Ms. Smith maintained employment with VOA, maintained her very good credit rating and closed on her home in January of 2022. Ms. Smith is a successful graduate of the FSS program and entitled to receive \$228.00 in escrow savings.
- Ms. Jiles entered the FSS program on December 1st, 2015, with an employment goal. Ms. Jiles's maintained employment with Cloverwood Senior Living and her income increased by 919% percent. Ms. Jiles is a successful graduate of the FSS program and entitled to receive \$32,028.00 in escrow savings.

### **Section 3**

- Monthly Report contains suggested updates for your approval(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.
  - 2021 Stats
    - 124 clients
    - 341 counseling sessions
    - \$83,143 debt reduction
    - \$104,457 increased savings
  - FEC awarded 150K to assist RHA families, of which 50 new homeowners eligible for 1k grant.
  - The project was submitted to council on 1/27/22 in hopes to get on the February Agenda for approval.
  - Project approved by City Council at the February meeting, the Agreement signed by the Executive Director and to the Mayor for signature on 3/4/2022.
- 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.
- RMAPI Housing Subcommittee – Collaborative initiative focused on making housing more accessible, affordable, and equitable in our community.
  - Reviewing Monroe Housing Market Study to determine committee focus
- Closing the Gaps 6 city cohort (Albuquerque, NM; Austin, TX; Memphis, TN; Minneapolis, MN; Rochester, NY; and St. Paul, MN) is a one-year initiative that brings together leaders from cities across the country who are committed to imagining what an anti-racist society might look like and playing an important role in building it through the transformation of government policies, practices, and operations.
- Jordan Health Community Engagement Committee - Understanding how we as community organizations can better serve one another and our community in hopes of linking various community organization (churches, service centers, recreation centers, neighborhood organizations) and them having a stronger, visible presence in the community.



- Girl Scouts of Rochester Summer Camp- Outreach for 5-week summer program for girls entering kindergarten through tenth grade. 105 slots available.
- Wilmot Cancer Institute Faith in Community Advisory Board (FCAB) will exist to strengthen the relationship between faith-based organizations, the communities they serve, and the Wilmot Cancer Institute to address cancer health disparities that disproportionality impact specific groups.
- Boys Scouts of America – RHA is partnering with the boy scouts to bring scouting to RHA Public Housing family sites.

#### **Homeownership**

- Ms. Champion closed on her home on March 2nd.
- We have 3 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 3/9/2022 There were two follow-up items from the previous meeting, and both are now completed.
- We had one action item for this meeting and one at the Finance Committee meeting that was presented, questions asked and answered, and was agreed to move forward to the Board meeting for approval.
- 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 22% complete.
  2. Kennedy Tower Hallway Rehabilitation – the project is 85% complete and behind schedule due to COVID and material delays.
  3. 117 William Warfield Dr. Townhouse Alterations – project is 99% complete and behind schedule due to material delays.
  4. 43-47 Bronson Ct. Townhouse Alterations – the project is 98% complete and behind schedule due to material delays.
  5. Scattered Site Porch Replacement P-7 – 100% complete.
  6. Scattered Site Porch Replacement P-8 – 100% complete.
  7. Danforth Towers East & West Façade Repair – project is 3% complete and on schedule – project starting back up.
  8. Lena Gantt Site Lighting Upgrades – 100% 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. We have reviewed the RFP responses for the PNA's and Environmental testing and are getting contracts in place. We are also 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. We are adjusting accordingly based on current conditions.
- We currently have two projects out to bid.
- 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 99% Expended - 501.19 is 99% obligated and 86% expended, and 501.20 is 32% Obligated and 10% 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 were 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 in coordination with NYS HCR, NYS OTDA, HUD, and City of Roch. We are now communicating regularly with HUD on the RAD conversion and the City on the coordination between agencies as the project moves forward. A resident meeting was held, and staff will be meeting 1:1 with residents that will need to move while their unit is being renovated. Todd and our RAD counsel (CHW) and I met to discuss the ownership structure that was presented to you, and Todd will be involved with preparing necessary resolutions and representing RHA through the closing process.
- 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 finalized by our A/E and environmental firms. Weekly meetings continue.
- Our Glenwood-Fernwood development project is moving along, and we are combining it with the RAD project as a more competitive LIHTC application. Currently, we are envisioning 2 phases but now may have to consider one very large project in order to get enough funding sources to cover the costs. We have met with the City's development team and other departments to review the proposed plans, which have been favorable. We continue to fine-tune the design to be ready for the next LIHTC RFP. We held two resident meetings at Glenwood that were well attended and will schedule the next one when we have more definitive answers. We are "crunching the numbers" and will need to look for alternative funding to ensure a viable project.
- 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 in March for a May-June start.
- Lexington Court Interior and Common Area Upgrades (planning Phase)
  - The project architect has delivered schematic design documents for this project which are under review.

- • Scattered Site Parking Lot Project (Design Phase)
  - Bid-ready construction documents for parking lot replacements and concrete sidewalk work at seven of RHA's scattered sites are near completion.
- Bronson Court Site Upgrades – the architect is moving forward with Phase I, which is roof replacement. Harold is working on the HVAC upgrades, and both will go out to bid soon. Phase II will include new siding, porches, and rear decks, and design has begun. 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 with the SAC application process for the demolition phase. We are working with the residents to determine relocation needs for each ahead of time. We are also working on the resident relocation plan. We are working with the City on the NEPA review, which is required to move forward with the HUD and City processes.
- The 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 the 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, but we did have a few drop off as their situations have changed. 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 had a great meeting on 3/14 with the Director of the SAC office, who provided a lot of information for us. They, along with the field office, are very excited for RHA to enter into the Section 32 "world."
- RHA's mold remediation grant under the Housing-Related Hazards Capital Fund Program in the amount of \$896,649 is moving forward, and the priority sites are Holland Townhouses and Bay-Zimmer to start. A scope will be created, and design professionals procured.
- 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 Otis:** no comment

**Commissioner Rubin:** Continued much appreciation to the staff at RHA.

**Commissioner Remarais:** I can't stress enough how thankful and appreciative of all the work you do, the long hours every single one of you and your staff. Please let them know we appreciate of their time, efforts and dedication. We are here if you guys ever need anything.

Board Acting Chair Commissioner Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Otis moved, and Commissioner Rubin seconded a motion to go into Executive Session at 2:00 pm. Commissioner Rubin, Commissioner Remarais, and Commissioner Otis voted yes. The motion was passed three to zero.

Board Acting Chair Commissioner Remarais requested a motion to end Executive Session; Commissioner Rubin moved, and Commissioner Otis seconded the motion to end the Executive Session at 3:07 pm. Commissioner Remarais, Commissioner Otis, Commissioner Bascoe, and Commissioner Rubin voted yes. The motion was passed four to zero.

- ix. Resolution 03.24.22.01 Approves and authorizes the salary ranges to be present to the City of Rochester Council for approval– Authority Wide

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

- x. Resolution 03.24.22.01 Authorizes Shawn Burr, Executive Director to execute any and all contracts, proposal, purchase agreements and ground leases on behalf of the project, to submit any and all financial applications including but not limited to Rental Assistance Demonstration (RAD) – Public Housing

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

**13. March Regular Board Meeting**

The March Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday April 27, 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 Otis moved, and Commissioner Cummings seconded a motion to end the Board Meeting at 3:02 pm. Commissioner Remarais, Commissioner Otis, Commissioner Bascoe, and Commissioner Rubin voted yes. The motion was passed four to zero.

Respectfully submitted,



Shawn Burr,  
Secretary to the RHA Board,  
Executive Director