

**ROCHESTER HOUSING AUTHORITY  
April 27, 2022  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**April 27, 2021**

**MEMBERS PRESENT**

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

**STAFF PRESENT**

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

**OTHERS PRESENT**

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

Commissioner Florine Cummings called the April 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: March 2022 Regular Board Meeting Minutes**

Commissioner Otis moved, and Commissioner Bascoe seconded the motion to approve the March 2022 Regular Board Meeting Minutes Commissioner Bascoe, Commissioner Rubin, Commissioner Cummings 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 this long-lasting 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 that our 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan, 109 have been issued in accordance with the process we developed with the Continuum of Care. We have housed 42 applicants so far and 57 are searching for housing. 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 continues to move the project forward meeting regularly with HUD and its consultants.

Mr. Burr reported that Trillium's COVID testing/Primary Care services for our residents continues with April's schedule moving along. We will be continuing our partnership and expanding services where we can.

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. We are currently working on review of a rough draft and filling in the missing pieces. The team has been very busy! Thank you to our Commissioners for their involvement.

Mr. Burr shared that he continues to participate on the Mayor's Quality Housing Task Force, and we are hosting the in-person meetings here at RHA. We have met weekly and have collected a lot of data and are defining what "quality" means in housing. I am very excited to be part of this and will be meeting with key staff to gather their perspectives.

Mr. Burr shared 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 shared he continues to participate on the North Inner Loop Planning project which is also moving forward with a final draft review meeting held last week. [Inner Loop North | Transformation Study | Rochester, New York](#)

Mr. Burr shared he is participating in Rochester was one of nine cities selected to participate in the "Peer Cities Challenge". I had been asked to be part of the Rochester team when the City submitted the application and now we are off and running! The Challenge connects cities through a series of meetings and resources to learn from each other on what is working and not working relative to the housing needs of the respective communities in effort to advance housing goals. [Housing Solutions Lab Announces Peer Cities Network Selections – NYU Furman Center](#)

Mr. Burr shared that RHA is also participating in discussions on how we can implement a "Public Housing – Public School Partnership" that addresses homelessness in school age children and their families. Boston has implemented a successful model and we are looking at how that could work here in Rochester. [Boston Housing Authority - Boston Housing Authority](#)

Mr. Burr gave an update regarding NYSPHADA: The Spring Conference was held in Niagara Falls from 4/12-4/14. Cynthia, Harolda, and I attended. The conference went well, and the sessions were well attended and informative. NYS HCR Commissioner Ruthanne Visnaukas spoke about the important role PHA's play in providing quality, affordable housing in NYS. She and her team are committed to assist PHA's in any way they can with preservation strategies for our housing stock. Director of our HUD Field Office in Buffalo and the office in Pittsburgh, Jacqueline Molinaro-Thompson also spoke and gave kudos to all the work we have done during the challenging times of the pandemic, and she is amazed at what we've accomplished. Her goal is to meet with all PHA's in her jurisdiction, and as you know, she met with me a few weeks ago. We all networked with other PHAs and made contact with multiple vendors. The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. Commissioner Visnaukas and her team have worked well and listened to our advocacy efforts.

b. Board Action Requests

- i. Scattered Site Complex Roof Replacement - Authorized the Executive Director to award the contract to Gatti Remodeling for \$144,985.00 (one time) – Capital Projects

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

- ii. Informal Hearing Policy – Authorized the Executive Director to approve the policy update for Informal Hearing Policy to the current Administrative Plan – Leasing Operations

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

- iii. FY 2022 2nd Quarter Vacated Arrears Write-Off - Authorized the Executive Director to approve the write off of the FY 2022 2<sup>nd</sup> Quarter Vacated Arrears for \$15,931.84 – Finance

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

- iv. Communications Renewal – Authorized the Executive Director to renew the contract with Tipping Point Communications for \$50,000.00 (1<sup>st</sup> of possible 4)– Authority Wide

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

- v. IT Department Services/Staffing Support – Authorized the Executive Director to approve the contract with Innovative Solutions for \$150,000.00 – Information Technology

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

- vi. Revision to RHA Admissions & Continued Occupancy Policy (ACOP) – Authorized the Executive Director to approve the updated language to Chapter 16 – Repayment Agreements – Public Housing

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

- vii. RHA Vehicle Fleet Upgrade – Authorized the Executive Director to renew the lease agreement with Enterprise Fleet Management and to upgrade all vehicles in the fleet to 2023-year models for \$188,250.00 – Maintenance

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

- viii. Resolution 04.25.22.01 – Authorized the Executive Director on behalf of the Board of Commissioners, to execute any and all contracts, proposals, 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) program, NYS Housing Finance Agency (HFA), City of Rochester (HOME), and any other relevant applications to further the Parliament - Fairfield Project – Public Housing

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

**4. Human Resource Coordinator 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**

**Easter Egg Hunt- April 2022**

Employees had the opportunity to participate in on Easter Egg Hunt on April 7, 2022, and they were able to socialize with other staff from various departments.

There were pictures that were attached.

**New employee orientation- April 2022**

The welcoming of new employees is a collaborative effort that includes human resources (HR), the hiring department, and other staff. During the orientation process, we introduced our new hires to colleagues and the organization and went through our benefits packages, policies, and procedures.

**Recruitment Information**

- (1) Position- Clerk III/Typing – Public Housing Department started on April 4, 2022.
- (2) Position- Building Maintenance Supervisor- Maintenance Department on April 4, 2022

**Wellness Initiatives- April 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 Stress Awareness, provided quick tips, and recognized an employee for being a healthy hero.

RHA partnered with Cornell Cooperative to come in a host a six-week healthy cooking class for our employees which begins on April 26, 2022.

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

**Recruitment Strategies April 2022**

Program Discussion with Edison Tech

Program Discussion with Access-VR

Contacted Residents regarding applying for open Maintenance positions

Employee Referral Program- Ongoing

**Internship Partner**

Ms. Lawrence shared the RHA has partnered with U of R to offer internships to their students and have been officially matched with an Urban Fellows candidate.

### Demographic Information

Ms. Lawrence want to provide the Board with current demographic information for the Authority as of April 2022. The breakdown of the demographic information for Associates and Managers in the following categories are: (1) the age of Associates, (2) Associates over 40, (3) Associates Self-Reported Ethnicity, and (4) Associates by gender, (5) in additional we provided some additional analysis of managers. You will be provided with a folder labeled “Demographics.”

## 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.
- 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.
- Acknowledgments- The Diversity and Inclusion Committee has acknowledged the following:
  - Black History Month
  - Women’s History Month
  - Holi Festival
  - Stress Awareness Month
  - Autism Awareness Month
  - Assyrian New Year
  - Ramadan

### Compliance

- Fraud Investigations
  - **Leasing Operations:** Repayment agreement payment totals YTD as of March 2022, \$17,228.00 collected, (with a total of \$6,441 .00 collected in March 2022). A total of **\$422,452.00 has been collected to date.**
  - **Public Housing** Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of March 2022: \$1,623.90 collected, (with a total of \$419.90 collected for March 2022). A total of **\$70,849.75 has been collected to date**
- Termination Hearings
  - **Leasing Operations** – 24 Participant Hearings Scheduled: 8 upheld (1 due to “No Show”), 1 overturned, 5 re-instated, 8 adjourned & 1 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 – 1,376 (Previously 1,326)– 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. Interim 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.
- RHC is finishing up an audit.

○ **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 temporarily on hold until vacant positions are filled. The IDED 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.
- 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 RHA property. RPD was called and the person has been banned from RHA Sites.

6. **Finance**

**Sinclair Carrington**

Mr. Carrington reported the monthly Finance Report, the actual vs. budgeted figures, and variances for year-to-date through February 28, 2022, for the COCC, Public Housing, and Section 8 Operating Income and Expenses.



**7. Public Housing Report**

**Harolda Wilcox**

**Public Housing Activities:**

- Chapter 10: No Trespass Policy Delayed
- Chapter 16: Repayment Policy

**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 Clerk – new staff member starting -on April 18, 2022
  - Scattered Sites: One Housing Specialist: vacated 10/07/20 posted-- still waiting for an eligible applicant, BMS: vacated 04/15/2019—Bob will update on the BMS position, Property Manager: vacated 6/18/2021 Interview was scheduled unfortunately the interviewee was a no show -- we are still waiting for an eligible applicant.
  - North Zone – One Clerk –still waiting for an eligible applicant
  - Central Zone – One Clerk: vacated 2/22/22; One Housing Specialist.
  - APC: One Housing Specialist – vacated 7/31/20 – still waiting for an eligible applicant

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. Working with Resident Services on this.

**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, and door handles is performed in-house with the Purus system.
- Community rooms reopened effective April 4, 2022, for Resident Council meetings only. Community Room Protocols sent to Resident Council presidents. Notices to residents of optional mask-wearing.

- 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.
- 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 \$11,374.00.00 in EPPI 2.0 monies for March2022.
- As of March 29, 2022, the total delinquent rent amount owed is \$395,581.36 which is a decrease of \$54,243.89 from February.
- 35 5-day notices were sent via certified mail on March 11, 2022
- 23 30-day notices were served by the City Marshal between March 14th and March24th
- We are working diligently with residents to address arrears in lieu of court proceedings. As of March 31st, 2022, RHA has entered into 21 repayment agreements. This is a total of \$29,750.56.
- We are still encountering vacant units where the resident has skipped out—One recently at William Warfield Drive-this will affect our vacancy rate.

#### **MISCELLANEOUS ITEMS**

- Kennedy Tower Rehabilitation – Currently floors 4 and 5 are being rehabbed with the 5th floor being delayed – The rest of the building is complete
- 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).
- The fire units at Bronson Court are completed and the C of O has been received.
- The fire unit at William Warfield has been completed and C of O has been received.

#### **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.
- New Waitlist Check Software Demo is scheduled for 3/4/22, this program allows Public Housing and Leasing Operations waitlist to be totally separate. This would decrease the administrative burden for RHA when it comes to simple things like applicants updating their addresses and phone numbers. This also helps with CallMax as it is connected to this portal. This program will allow applicants to conduct business with RHA 24/7.

**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 3/30/22

Currently being screened - 19 applications

- Studio/1 bedroom – 7 applications
- 2+ bedrooms – 12 applications

Currently going thru intake (w/Intake Specialist): 72

- studio/1-bedroom – 23 applications
- 2+ bedrooms – 49 applications

**8. Maintenance Report**

**Robert Croston**

○ **Vacant Unit Report**

The Maintenance Department is continues working hard to keep up with the number of new vacancies. The numbers are still high on move out and skip outs, but Maintenance will continue to make rehabs a high priority to provide Public Housing units to rent for our new residents.

○ **Staffing Update**

- We have hired a new Clerk for the Maintenance Department to replace the one who has retired. We will have a new Building Maintenance Supervisor starting 4/18/2022, for the Scattered Sites. This will help the department in supervising more contractors, until more staff can be hired.
- We had one interview last month, but he decided to take another position somewhere else just before his first interview. We continue to work with Human Resources to find any applicates interested in looking for work.
- We have reached out to find more resident workers interested in helping the staff with cleaning of the sites and the upkeep on the outsides of the units. Two more are being processed in the Central Zone now. We hope to get more names of residents looking to get involved and get them through the process in the months to come.

- **Site Cleaning**
  - We started to contract out spring cleaning of our sites before the lawn cutting contract begins. We have brought in dumpsters to some of our sites to remove any bulk debris and give the site a thorough cleaning. In some cases, we allow the resident the opportunity to throw away any junk they may have built up over the years, to remove any clutter built up in the units.
  - Shawn has asked about trying to start a program of having the resident who live at some of the sites get involved with cleaning up the properties and perhaps RHA could provide a lunch, maybe on a Saturday. This way they feel more responsible on the looks of the outsides of where they live. I think that is a great idea and look forward to trying to get the residents behind the idea.
- **Site Beautification**
  - Maintenance and Public Housing Departments will begin working together on a program to continue the upgrade of the outside of many of our sites. Including refreshing the mulch at buildings and more planting of flowers. This will raise the curb appeal of RHA sites and continue our commitment to changing the face of Public Housing.

**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 1,923 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 88.88% utilization of vouchers and 101.73% 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 to issue vouchers and maintain utilization.
4. The monthly inspection goal is 780-960. The Inspection Unit conducted 1,018 inspections for the month of March.

**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**

As of 03/29/2022, out of 117 EHV vouchers authorized:

- 109 moving papers have been issued,
- 42 applicants have been housed.
- 54 applicants are searching for housing

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 233 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Ms. Hogue entered the FSS program on April 1st, 2015, with an employment goal. Ms. Hogue maintained employment with Caring and Sharing childcare and her income increased by 407% percent. Ms. Hogue is a successful graduate of the FSS program and entitled to receive an estimated \$15916.00 in escrow savings.
- Ms. Marshall entered the FSS program on December 1st, 2015, with an employment goal. Ms. Marshall maintained employment and increased her income by 154% percent and is no longer receiving section 8 assistance. Ms. Marshall is a successful graduate of the FSS program and entitled to an estimated \$4,356.00 in escrow savings.

### **Section 3**

- Monthly Report contains suggested updates for your approval

### **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.
- Project approved by City Council at February council meeting. Agreement signed by Executive Director and to the mayor for signature on 3/4/22
- Executed Agreement received on 3/25/2022, Meeting to discuss payment issuance with Finance on 4/25/22
- 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
  - Met with ABC to discuss 1st look at calculator and pilot details
- 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.
  - Exploring digital newsletter for the Upper Falls community
- Girl Scouts of Rochester Summer Camp- Outreach for 5-week summer program for girls entering kindergarten through tenth grade. 50 slots available.
  - Info sessions on 4/6 and 4/13
- 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**

- 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 4/11/2022 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 35% complete.
  2. Zimmer Street Window Replacement – the project is 95% completed
  3. Kennedy Tower Hallway Rehabilitation – the project is 85% complete and behind schedule due to COVID and material delays.
  4. 117 William Warfield Dr. Townhouse Alterations – project is 100% completed.
  5. 43-47 Bronson Ct. Townhouse Alterations – the project is 100% completed.
  6. Danforth Towers East & West Façade Repair – project is 15% 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 signed and inspections scheduled. We are also prioritizing properties, starting with our Section 32 Homeownership candidate pipeline.
- Staff continues 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 project out to bid and one RFP issued.
- 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 March 31st are: 501.18 budget is 100% obligated and 99% Expended - 501.19 is 100% obligated and 89% expended, and 501.20 is 37% Obligated and 17% Expended. RHF Funds grants as of December 31st are: 502.13 is 100% obligated and 100% expended, and 502.14 is 64% obligated and 64% 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, and we will be presenting new A/E contracts next month.

**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 NYSHCR, NYS OTDA, HUD, and

City of Roch. We are 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 now that we have a draft timeline. Todd will be involved from here on out 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. Design plans for renovation and redevelopment are being finalized by our A/E and environmental firms. Weekly meetings continue. We will be scheduling a project presentation meeting with HCR in early June.
- 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 City of Rochester's Zoning Department did not approve the trash tote design on the Atlantic Avenue side of the property. The design will be presented to the 4-21-22 Zoning Board of Appeals for Zoning Variance consideration.
- Lexington Court Interior and Common Area Upgrades (planning Phase)
  - The project Architect has delivered schematic design documents which will be reviewed by the project stake holders for final edits and decisions. (There are no updates for this project).
- Scattered Site Parking Lot Project (Design Phase)
  - Bid ready construction documents are near completion. We plan on putting this project out to public bid in the months of April and May for a June Planning Committee presentation.
- Bronson Court Site Upgrades – RHA has hired HUNT Architects & Engineers to design improvements to this site's building exteriors and landscape. This Project will fall under the "Changing the face of Public Housing" initiative. The replacement of all old roofing will be the Phase I for this project. Phase II will include new siding, porches for the front of the units and smaller decks for the rear. Phase III will incorporate landscaping with gazebo, picnic tables, centralized grills and light poles in each of the two courtyards. Phase I in final design phase for the roof replacements. Will be a winter bid project. Phase II in process for Design Development
- 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 and work with our HUD Field office and SAC to determine best path forward for submitting applications to them. We are using NYSPOP funds to perform physical needs assessments on each home and determine what repairs we will make before ownership is transferred.
- 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 are waiting for HUD to fix a "glitch" and release the funds, so we can begin the process.
- We then reviewed the projects in the CFP Project Pipeline, which are all in various stages of planning and design.

**12. Commissioner Comments**

**Commissioner Otis:** no comment

**Commissioner Rubin:** no comment.

**Commissioner Bascoe:** no comment

**Commissioner Cummings:** no comment

Board Commissioner Cummings requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Rubin moved, and Commissioner Bascoe seconded a motion to go into Executive Session at 1:35 pm. Commissioner Bascoe, Commissioner Rubin, Commissioner Cummings, and Commissioner Otis voted yes. The motion was passed four to zero.

Board Commissioner Cummings requested a motion to end Executive Session; Commissioner Otis moved, and Commissioner Remarais seconded the motion to end the Executive Session at 2:12 pm. Commissioner Remarais, Commissioner Otis, Commissioner Cummings, Commissioner Bascoe, and Commissioner Rubin voted yes. The motion was passed five to zero.

13. **May Regular Board Meeting**

The May Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday May 25, 2022**, at 12:00 pm.

There were no further items to come before the Board, a vote to end the April Regular Meeting Business was taken, Commissioner Cummings moved, and Commissioner Otis seconded a motion to end the Board Meeting at 2:13 pm. Commissioner Remarais, Commissioner Otis, Commissioner Bascoe, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed five to zero.

Respectfully submitted,



Shawn Burr,  
Secretary to the RHA Board,  
Executive Director