

**ROCHESTER HOUSING AUTHORITY
May 25, 2022
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



May 25, 2022

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
Philip D'Alessandro
Cynthia Herriott
Shawanna Lawrence
Mariam Rodriguez - Machuca
Shelby Simpson
Evhen Tupis
Harolda Wilcox

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel

Commissioner Rosalie Remarais called the May 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: April 2022 Regular Board Meeting Minutes

Commissioner Otis moved, and Commissioner Bascoe seconded the motion to approve the April 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



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 continue to do a remarkable job day in and day out!

Mr. Burr 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 and mask-wearing have been relaxed somewhat, and masks are optional, but required to be worn when social distancing cannot be adhered to. Staff who prefer to wear a mask have been provided a notice template to put on their door and all staff has been reminded to respect the choice of others. Community rooms are now open with defined hours and residents must follow our safety protocols. The Executive Team monitors current conditions daily and meets weekly to review and discuss our processes.

Mr. Burr shared that our 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan, 112 have been issued in accordance with the process we developed with the Continuum of Care. We have housed 70 applicants so far and 42 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 continue with April's schedule moving along. We will be continuing our partnership and expanding services where we can. Melissa and Harolda are also working together to facilitate COVID Booster clinics at our sites in partnership with the Health Dept.

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 that 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 Cliff 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 met last week to review and edit a rough draft and fill in the missing pieces. The team has been very busy! Thank you to our Commissioners for their involvement. We will be presenting the draft plan to the Finance Committee in June.

Mr. Burr reported that the Annual Plan draft has been circulated to you and will be presented as the final draft at the June Public Housing Committee.

Mr. Burr shared that he continues to participate in 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. We are currently fine-tuning our draft recommendations and will be presenting them to the mayor. I am very excited to be part of this and will be meeting with key staff to gather their perspectives.

Mr. Burr shared he continues to participate in the final draft of the North Inner Loop Planning project can be found here: [Inner Loop North | Transformation Study | Rochester, New York](#).

Mr. Burr shared he is participating in the "Peer Cities Challenge" on the Rochester team. I had been asked to be part of the Rochester team when the City submitted the application and now we are off and running! Rochester was one of nine cities selected to participate and The Challenge connects cities through a series of meetings and resources to learn from each other about what is working and not working relative to the housing needs of the respective communities in an 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 Update: The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. The recent push is for more ERAP funds for upstate PHA's as we all have significant arrears.

Mr. Burr shared that evictions are flooding our courts and RHA has worked diligently with its residents and program participants in assisting them in avoiding eviction. NLIHC released a new brief, "Promoting Housing Stability through Just Cause Eviction Legislation." Just cause – also known as "good cause" or "for cause" – eviction laws are legal protections that make the lease renewal process more predictable, empower tenants to advocate for better living conditions without fear of retaliation, and promote long-term housing stability for low-income and marginalized renters. The new brief overview of the goals of just cause legislation shares examples of existing just cause protections and offers recommendations about ways to advance just cause legislation at the local, state, and federal levels. The end of a lease term is a particularly vulnerable time for low-

income tenants. In many states and localities around the country, landlords are not required to provide a reason for evicting a tenant at the end of a lease term or for evicting a tenant without a lease (i.e., a resident with a month-to-month tenancy). Moreover, landlords who are unable to evict a tenant during their lease term may choose not to renew the tenant's lease and use the lease holdover as grounds for eviction. A tenant at the end of their lease is also at risk of unreasonable rental increases. Just cause eviction laws to aim to benefit low-income tenants by:

- Protecting renters from evictions for no fault of their own.
- Delivering a sense of stability to tenants.
- Discouraging renters from self-evicting when they receive eviction notices from landlords.
- Empowering tenants experiencing poor living conditions, discrimination, or other illegal landlord behavior to advocate for improvements with landlords or file complaints without fear of retaliation.
- In some cases, protecting tenants from unreasonable rent increases.

Among other recommendations, the brief urges states and localities to advance just cause legislation to ensure tenants at the end of their lease have the ability to renew if they have not violated the legal terms of their lease; provide limits on exorbitant rental increases to prevent renters from becoming extremely rent-burdened or experiencing displacement, and ensure adequate written notice documenting the cause for eviction and providing sufficient time for tenants to either fight their case in court or find a new home. The brief also recommends that local courts and lawmakers should establish stronger mechanisms to collect and analyze eviction filing and judgment data to help housing counselors, legal aid providers, and policymakers better understand and serve low-income renters, enforce existing tenant protections, and understand the impact of state and local tenant protections for the purpose of informing future advocacy and implementation. For more information about existing state and local tenant protections, see NLIHC's Tenant.

b. Board Action Requests

- i. Legal Services - Authorized the Executive Director to renew the contract with Harris Beach, PLLC for the sum of \$80,000.00 (final renewal) – Authority Wide

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

- ii. Replacement of Plummer's Vehicle – Authorized the Executive Director to to purchase a truck, 2019 Ram Promaster Cargo to be used for RHA's plumber from West Herr CDJRF for \$44,187 – Maintenance

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

- iii. Elevator Maintenance and Service Contract Renewal- Authorized the Executive Director to renew the Elevator Service Contract for the 1st of 3 possible renewals for \$57,528.00 – Capital Project

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

Brown & Brown hosted a webinar on Empathy in the Workplace & Supporting Fellow Employees on May 13, 2022.

New employee orientation- May 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 – Leasing Operations Department started on May 16, 2022.

(1) Position- Housing Specialist- Leasing Operations Department started on May 16, 2022

Wellness Initiatives- May 2022

The Wellness Committee submitted its monthly newsletter to staff which focused on Mental Health Awareness provided resources and recognized an employee for being a healthy hero.

Goal VI: Improve Internal and External communication Internship Partner

Our Urban Fellow from the U of R started on May 25, 2022

Day of Caring- May 2022

RHA staff participated in the Day of Caring with the United Way to beautify and assist our community with service projects on May 19, 2022.

Upcoming Events- May 2022

We are having an employee event for all employees at Radio Social on May 26, 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.
- 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 is planning an African American outdoor soul food fest for Juneteenth.
- Bi-weekly Dance Lessons- We have been providing bi-weekly dance lessons by our own staff in honor of their own culture and values. Including but not limited to salsa, line dancing, Zumba, and any other request from staff. This is a way of binding all of our different cultures.
- PH On-Site Mini Libraries- The Diversity and Inclusion Subcommittee is in the early stages of developing On-Site Mini Libraries for Public Housing residents. These books will promote diversity and inclusion as well as growth, literacy, and empowerment.

Compliance

- Fraud Investigations
 - Leasing Operations: Repayment agreement payment totals YTD as of April 2022, \$22,757.69 collected (with a total of \$7,146.00 collected in April 2022). A total of **\$418,941.29 has been collected to date.**
 - Public Housing Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of April 2022: \$1,783.90 collected (with a total of \$460.00 collected for April 2022). A total of **\$71,009.75 has been collected to date.**
- Termination Hearings
 - Leasing Operations – 21 Participant Hearings Scheduled: 7 upheld (0 due to “No Show”), 6 overturned, 2 re-instated, 6 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 – 1,386 (Previously 1,376)– 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.

- The Compliance Department has a new Senior Housing Specialist that will

- **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.

- **Rochester Housing Charities (RHC)** – Commissioner Florine Cummings and Deputy Executive Director Cynthia Herriott serve as RHA’s ex-officio representative on the RHC Board of Directors.
 - Both attend monthly board meetings.
 - Board member recruitment for RHC is ongoing, and staff is working on Board training.
 - The IDED 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 IDED 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 audits -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.

6. Finance

Sinclair Carrington

Mr. Carrington reported the monthly Finance Report, the actual vs. budgeted figures, and variances for year-to-date through March 30, 2022, for the COCC, Public Housing, and Section 8 Operating Income and Expenses.

7. Public Housing Report

Harolda Wilcox

Public Housing Activities:

- Dumpster put in place for residents to clean out their basements for furnace installation at Bronson Court
- Attend Flowers Collaborative with Commissioner Cummings and retired RHA employee Carolyn Glover.
- Resident worker for William Warfield has been hired
- Court date 4-22-22 for 94 and 82 Casper. Residents did not show. A judge dismissed as a unit was abandoned. Waiting on the final summary document from the attorney to the EOP resident and rehab units.

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:
- 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 scheduled for 5/9/22.
- 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 \$18,915.00 in EPPI 2.0 monies for April 2022.
- As of April 29, 2022, the total delinquent rent amount owed is \$349,900.32 which is a decrease of \$44,105.64 from March.
- 10 5-day notices were sent via certified mail on April 11, 2022
- 23 30-day notices were served by the City Marshal between April 5th and April 29th
- We are working diligently with residents to address arrears in lieu of court proceedings. As of April 29, 2022, RHA has entered into 35 repayment agreements.
- We are still encountering vacant units where the resident has skipped out.

MISCELLANEOUS ITEMS

- Kennedy Tower Rehabilitation –Completion of the 5th floor is delayed due to a flooring issue– 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, and 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. Units have been put back on-line
- The fire unit at William Warfield has been completed and C of O has been received.

Application Processing Center:

Waiting List Management:

- **As of 2/28/22, All PH Waitlists are now closed**
- APC continues to pull from the waiting lists monthly.
 - To address the high number of elderly/near elderly designated developments that have garden/walk-up style units (Glenwood & Parliament Arms), APC is conducting waitlist pulls for applicants that are 50+.
 - APC will no longer extend any offers to fill Glenwood Gardens Apts vacancies due to pending RAD conversion

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 was 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 extended of applicant's response time due to covid.
- Current applications in Screening and Intake Phase as of 5/2/22

Currently being screened - 9 applications

- Studio/1 bedroom – 4 applications
- 2+ bedrooms – 5 applications

Currently going thru intake (w/Intake Specialist): 82

- studio/1-bedroom – 36 applications
- 2+ bedrooms – 46 applications

8. Maintenance Report

Robert Croston

- **Vacant Unit Report**
- **Vacant Unit Report**

The Maintenance Department 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 Updates**

- We have hired two new Maintenance Laborers and continue to do any interviews that Human Recourses brings to the Maintenance Department.
- We had one interview where the applicant that did not show up.
- We have signed up two new resident workers in the Central Zone. We hope to get more names of residents looking to get involved and get them through the process in the months to come.

- **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.

- **Signs for the Trucks**

We are working on procuring "help wanted signs" for the RHA vehicles.

- **REAC coming to RHA**
REAC has started back up and has been scheduled for three sites at RHA. Scattered sites on the east side of the city, William Warfield and 321 Lake Towers.

9. Leasing Operations Report (Section 8)

Cynthia Herriott

Leasing Operations Matters:

1. The Administrative Plan language changes have been approved. The staff is working on implementing the changes. Robocall will be used to notify participants and landlords of the changes that affect them.
2. Currently, there are 1,719 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 88.62% utilization of vouchers and 102.36% 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 741 inspections for the month of April.

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 August 15th, 2022, program pilot date. HUD has approved RHA's waiver request to establish different payment standards for participants in the CCD Voucher Program. RHA will be applying for these higher payment standards to Opportunity Areas where we have established Small Area Fair Market Rents (SAFMRs).

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.

As of 05/10/2022, out of 117 EHV vouchers authorized:

- 111 moving papers have been issued,
- 68 applicants have been housed.

43 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. Underwood entered the FSS program on April 1st, 2017, with education, credit restoration, and employment goals. Ms. Underwood successfully obtained her LPN License--increasing her employment income by over 400%, and is no longer receiving section 8 assistance. Ms. Underwood is a successful graduate of the FSS program and entitled to an estimated \$14,599.26 in escrow savings.

Section 3

- Monthly Report (Under construction)

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 are eligible for a 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 in a community-wide initiative led by ABC to create a tool that will help individuals receiving public assistance to understand and mitigate benefit cliffs and their impacts
 - 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 implement 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 organizations (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 a 5-week summer program for girls entering kindergarten through tenth grade. 42 slots available.
 - Info sessions on 4/6 and 4/13
 - In-person outreach to begin on 5/16/2022
- 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.
 - Informational sessions are scheduled for May 24-26 at Luther Circle, Tubman Estates, and Seneca Manor
- Monroe County Health Department Booster Clinics – The county has offered mini booster clinics for PH residents.
- The first clinic is scheduled for 5/24 at University Tower.

Homeownership

- Ms. Jackson closed on her home at 58 Beverly Heights on March 29th.
- 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 5/11/2022. There were no follow-up items from the previous meeting.
- There were no action items presented at the Planning meeting.
- We discussed the status of our current projects by having staff give updates and review progress pictures:
 - 1) 596 Glenwood Rehab – project underway, on schedule, and 60% complete.
 - 2) Kennedy Tower Hallway Rehabilitation – the project is 91% complete and behind schedule due to COVID and material delays.
 - 3) Danforth Towers East & West Façade Repair – the project is 20% 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 four projects out to bid.
- Our MWBE & Section 3 Contracts report was presented and will continue to be updated each month.
- The status of our current CFP Budgets as of April 30th is: 501.18 budget is 100% obligated and 100% Expended - 501.19 is 100% obligated and 91% expended, and 501.20 is 40% Obligated and 19% Expended. RHF Funds grants as of December 31st are: 502.13 is 100% obligated and 100% expended, and 502.14 is 100% obligated and 64% expended. We are using these funds to cover eligible RAD project costs.
- 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.

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.

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

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 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 approved the trash tote design on the Atlantic Avenue side of the property at the 4-21-22 meeting. The project is being prepared by the RHA Procurement Department for public bid.
- Lexington Court Interior and Common Area Upgrades (planning Phase)
 - A schematic design review meeting took place with the project stakeholders on 4-26-22. The architect will now prepare bid-ready documents incorporating the expressed desire of the stakeholders.
- Scattered Site Parking Lot Project (Design Phase)
 - This project is out to the public bid opening date of 6-1-22.
- 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 Phase I of this projects. 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 a gazebo, picnic tables, centralized grills, and light poles in each of the two courtyards. Phase I is the final design phase for the roof replacements. Will be a winter bid project. Phase II in the process of Design Development.
- • Change the Face of the 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 final 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 applications will be completed soon, but we did have a few drops 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 the 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 Remarais: Wanted to thank the staff again, for all their hard work.

Commissioner Cummings: Attended the PHADA Conference in San Antonio, had a great experience, and learn a lot of new things during the commissioner sessions.

Board Commissioner Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Rubin moved, and Commissioner Otis seconded a motion to go into Executive Session at 1:45 pm. Commissioner Bascoe, Commissioner Rubin, Commissioner Cummings, Commissioner Remarais, and Commissioner Otis voted yes. The motion was passed five to zero.

Board Commissioner Remarais requested a motion to approve the new purchase amount of \$142,500.00 for 1321 Lexington Ave., Commissioner Rubin moved, and Commissioner Cummings seconded the motion. Commissioner Remarais, Commissioner Otis, Commissioner Cummings, Commissioner Bascoe, and Commissioner Rubin voted yes. The motion was passed five to zero.

Board Commissioner Remarais requested a motion to approve the purchase of Plover St for \$33,000.00, Commissioner Otis moved, and Commissioner Rubin seconded the motion. Commissioner Remarais, Commissioner Otis, Commissioner Cummings, Commissioner Bascoe, and Commissioner Rubin voted yes. The motion was passed five to zero.

Board Commissioner Remarais requested a nomination for the Vice-Chair position. Commissioner Otis nominated Commissioner Cummings Commissioner Rubin nominated himself. Commissioner Remarais requested a motion to have Commissioner

Cummings become the Vice-Chair, Commissioner Otis moved, and Commissioner Rubin seconded the motion. Commissioner Remarais, Commissioner Otis, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed four to zero.

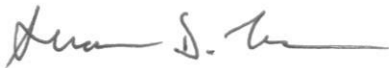
Board Commissioner Remarais requested a motion to end Executive Session; Commissioner Otis moved, and Commissioner Rubin seconded the motion to end the Executive Session at 3:12 pm. Commissioner Remarais, Commissioner Otis, Commissioner Cummings, Commissioner Bascoe, and Commissioner Rubin voted yes. The motion was passed five to zero.

13. June Regular Board Meeting

The June Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Tuesday, June 21, 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 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