



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

July 27, 2022

MEMBERS PRESENT

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

STAFF PRESENT

Melissa Berrien
Shawn Burr
Sinclair Carrington
Diana Colon
Robert Croston
Pierre Dorancy
Kimberly Huffman
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 Rosalie Remarais called the July Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:06 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

Elana Ros came to express her concerns regarding being discriminated by her current landlord with her request for resendable accommodations. Elana was informed that we would investigate her concerns and get back to her.

Jose Duruthy Avila came to ask why some of the residents from Kennedy Tower were receiving checks for \$100.00 after they had move already. He stated that he has not been able to get an answer to that question. Jose was told that we would investigate him with an answer to his concerns by someone that spoke Spanish.

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

Commissioner Cummings moved, and Commissioner Otis seconded the motion to approve the June 2022 Regular Board Meeting Minutes Commissioner Remarais, 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 really continue to do a remarkable job day in and day out!

Mr. Burr thank all the Commissioners who participated in our Town Hall meeting! It was a great success and we have received many positive comments. We will be conducting two Town Hall meetings per year, with the next being in late October and then the following May. We will add an hour to the event time and ensure that all departments have an opportunity to present to staff.

Mr. Burr gave kudos to all who planned and participated in our "Ice Cream Social" on 7/21! The weather sure cooperated with sun and warmth which made the ice cream most enjoyable!

Reminder: our RHA Summer Picnic will be held at Ontario Beach Park on Friday, 8/12 from noon to 4:00. We hope you all can attend

RHA continues to monitor the pandemic conditions. The Executive Team monitors current conditions daily and meets weekly to review discuss our processes.

7. Our 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan, 114 have been issued in accordance with the process we developed with the Continuum of Care. We have housed 76 applicants so far and 37 are searching for housing. The RHA team has done a great job implementing and continues to assist those looking for units.

8. 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. We have a contract approved by legal that has been signed and we are moving forward with the next steps.

9. Trillium's COVID testing/Primary Care services for our residents continues with July'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 and will update in their reports.
10. I am very proud of the staff 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 Working Group, Eviction Response Team, 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.
11. Our Strategic Goal Tracker will be commencing, and we will report on a quarterly basis.
12. The Annual Plan draft has been submitted to the HUD Field Office for their review and approval.
13. The final draft of the North Inner Loop Planning project can be found here: [Inner Loop North | Transformation Study | Rochester, New York](#). We have a meeting with the City scheduled to identify the role(s) that RHA will be involved with.
14. I am also participating in the "Peer Cities Challenge" on the Rochester team. 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. We meet regularly and is great to hear what other Cities are doing. [Housing Solutions Lab Announces Peer Cities Network Selections – NYU Furman Center](#) Additional will be joining me on the different cohorts.
15. 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. The team continues to meet and strategize on how we can implement something like that in Rochester. [Boston Housing Authority - Boston Housing Authority](#)
16. NYS PHADA Update: The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. We continue to push for more ERAP funds for upstate PHA's as we all have significant arrears continues and RHA is lucky that the City and County did such a good job administering these funds.

17. HUD Receives Significant Funding Increase in House Proposal

On June 30, the House Appropriations Transportation-HUD Subcommittee approved legislation that would increase HUD funding by \$8.9 billion or 17%, - in order to combat the impacts of inflation and rent increases. The legislation was passed by a voice vote with no amendments. It now moves to the full Appropriations Committee, which will consider the bill on June 30. Overall, the Transportation-HUD bill was increased by \$11.5 billion, 77% of which was allocated to HUD. The strong preference for HUD funding ensured that all HUD accounts were either increased or at least level funded. NAHRO thanks its members for being strong advocates for HUD programs and the House Appropriations THUD subcommittee for recognizing the importance of HUD programs. NAHRO also urges its members to continue to thank their elected representatives to thank them for these increases and to keep them informed about local housing and community development needs. To read NAHRO's in-depth analysis on the legislation visit: www.nahro.org/FY23HouseApprops.

Find a summary below:

- Public Housing Capital Fund: \$3.4 billion, \$200 million higher than FY 2022
- Public Housing Operating Fund: \$5.039 billion, level funding with FY 2022
- Choice Neighborhoods: \$450 million, \$100 million higher than FY 2022
- Section 8 Housing Assistance Payment Renewals: \$26.184 billion, \$2.089 billion higher than FY 2022
- New General-Purpose Vouchers: \$1.1 billion, \$900 million more than FY 2022
- Administrative Fees: \$2.757 billion, \$346 million higher than FY 2022
- Family Self-Sufficiency: \$125 million, \$16 million higher than FY 2022
- Section 8 Project-Based Rental Assistance: \$14.94 billion, \$1 billion higher than FY 2022
- Community Development Block Grant: \$3.3 billion, level funding with FY 2022
- HOME Investment Partnerships: \$1.675 billion, \$175 million higher than FY 2022
- Economic Development Initiative: \$1.975 billion, \$475 million higher than FY 2022
- Housing Opportunity for Persons with AIDS: \$600 million, \$150 million higher than FY 2022
- Homeless Assistance Grants: \$3.604 billion, \$391 million higher than FY 2022

The Senate will now prepare their version and Congress will have the final say. It is encouraging to see the increases, but we still need more not combat the current affordable housing crisis.

b. Board Action Requests

- Administrative Plan - Authorized the Executive Director to update the RHA Administrative Plan to Initial Voucher Search Term from 60 days to 90 days the – Leasing Operations

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. FY 2022 3rd Quarter Vacated Arrears Write-Off - Authorized the Executive Director to approve the write-off of the FY 2022 3rd Quarter Vacated Arrears for \$40,110.98 – Finance

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

- iii. Revision to RHA Admissions & Continued Occupancy Policy (ACOP) – Authorized the Executive Director to approve the updated language to the No Trespassing Policy – Public Housing

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.

- iv. Revision to RHA Admissions & Continued Occupancy Policy (ACOP) – Authorized the Executive Director to approve the updated language to Chapter 7 – Verification – Public Housing

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

- v. Revision to RHA Admissions & Continued Occupancy Policy (ACOP) – Authorized the Executive Director to approve the updated language to Chapter 2 Part II Policies Related to Persons with Disabilities – Public Housing

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.

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

New employee orientation- July 2022

Welcoming the new employees is a collaborative effort that includes Human Resources (HR), the hiring department, and other staff. We introduced our new hires to colleagues and the organization during the orientation process and went through our benefits packages, policies, and procedures.

Recruitment Information

(1) Position - Property Manager – Public Housing Department started on July 11, 2022.

Wellness Initiatives- May 2022

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

Goal VI: Improve Internal and External communication Internship Partner

Recent Events – Employee Engagement Event July 2022

We had an ice cream social for all employees and commissioners at on July 21, 2022.

Internship Partner

Our U of R Urban Fellow internship will end on July 29, 2022.

Demographic Information

The quarterly demographic powerpoint was attached for the Board to review

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 to adopt new procedures and to work with community organizations and Language Access Liaisons to identify opportunities to enhance RHA services. This month the plan draft is being provided to the board and senior staff as an FYI. No action is necessary, but feedback is welcome.
- Acknowledgments- The Diversity and Inclusion Committee has acknowledged a number of cultural celebrations.
- Juneteenth Food Fest, The D&I Committee coordinated a cultural food festival for staff in commemoration of Juneteenth.

- 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 June 2022, \$38,839.69 collected, (with a total of \$6,376.00 collected in June 2022). A total of **\$444,064.29 has been collected to date.**
 - **Public Housing** Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of June 2022: \$3,496.45 collected, (with a total of \$784.00 collected for June 2022). A total of **\$72,722.30 has been collected to date.**
- **Termination Hearings**
 - **Leasing Operations** – 27 Participant Hearings Scheduled: 6 upheld (2 due to “No Show”), 1 overturned, 11 re-instated, 7 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 – 1,396 (Previously 1,378)– 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.
 - Overpayment Calculations – A team of Staff members developed a consistent formula for this protocol that can be used authority-wide. Kudos to Katherine Fonticiella, Harolda Wilcox, Pierre Dorancy, and Lisa Tarantello. The new procedure is complete and in effect.
 - C. Herriott is working with the Housing Court Committee to implement a guardian protocol for participants with behavioral health issues.
- **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 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 audits.
- **Public Safety** – Please see the Activity Chart for Public Safety.
 - Public Housing staff is working on an incident involving an incident where a man was assaulted at Hudson Ridge Tower on 6/1/22.
 - A tenant whose daughter was banned from RHA property was letting her in and is being served with eviction.
- **Current Actions:**
 - 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

Kimberly Huffman

Ms. Huffman reported the monthly Finance Report, the actual vs. budgeted figures, and variances for year-to-date through May 31, 2022, for the COCC, Public Housing, and Section 8 Operating Income and Expenses.

7. Information Technology Report

Evhen Tupis

Resident Computer Labs & JWRC Office Technology Survey + Remediation

Summary: IT is in the process of sweeping through all resident labs and JWRC offices to assure all systems are complete and functional.

Computer Network Modernization (14 sites)

Summary: This is a non-trivial upgrade of our building-to-building networks that is required in order to support other initiatives including upgraded telephone services, expanded video safety services, and upgraded access control services.

Telephone System Modernization (14 sites)

Summary: RHA is in the process of moving from Windstream services to Frontier. Doing so will stabilize existing telephone services and reduce their cost until we can upgrade to a modern telephone system.

Video Safety and Access Control (14 sites)

Summary: Input from a wide range of stakeholders is driving a data-gathering and functional requirements document that will be used to release an RFP to update and simplify both systems.

HCV/Section 8 Document Archive Scanning

Summary: Paper records housed for Leasing Operations / Section 8 are being electronically scanned and directly attached to Tenmast WinTen2+ resident records. Additionally, IT has provided document scanning equipment to allow LO staff to directly scan new paper documents and upload them without delay. *Administrative Wi-Fi Modernization*

Public Self-serve Kiosks

Summary: RHA subscribes to several “portals” that allow the public to interact with RHA staff electronically. However, not all residents have computers to access them. RHA has acquired two (located at 675 W. Main and 270 Lake Ave.). LO will administer them. Onsite Kiosk User-Coaches will be identified and trained.

Affordable Internet for Residents

Summary: E.D. Burr directed RHA to find a way to help residents better afford Internet access when desired. IT is launching a campaign to both inform all residents of the Federal Subsidy program (reducing costs by \$30/month) and coach them through the application process with the help of Resident Services staff.

Capital Projects Archive Upgrade

Summary: An outdated Microsoft Access database is being used to index-and-track archived Capital Projects data. A modern replacement is needed. Key stakeholders have been identified and interviewed to determine their needs.

Covid Temperature Kiosks

Summary: HR has discontinued service for the devices as they are no longer being used. The devices need to be removed and secured for potential future use. **Completed**

MRI Tenmast/WinTen2+ Migration to Tenmast/Citrix

Summary: WinTen2+ is being migrated to dual-redundant MRI-owned data centers in Chicago and Atlanta. This process has taken a year to fully accomplish with minimal impact on RHA staff. This strategy supports RHA’s business resilience, data safety, and staff mobility needs, as well. **Completed**

Administrative Wi-Fi Modernization

Summary: RHA staff have had their desktop computers replaced with laptops. While remote access is allowed, we have a poorly-aging in-building Wi-Fi system that needs to be replaced to allow full mobility. Stakeholders were engaged to create “desired coverage” areas and capabilities in each RHA building (along with the ability to support future expansion) and those inputs shall be cited in an RFP.

8. Public Housing Report

Harolda Wilcox

Public Housing Activities:

- Starting to see progress with the dumpster at Bronson Court, hopefully, basements will be clean enough for Capital Projects to start on the furnaces and hot water tanks.
- Public Housing staff participated in the United Way Day of Caring on Thursday, May 19th. Care packages were assembled for individuals that are victims of human trafficking.
- The new No Trespass Policy will be presented to the Board in July.

Public Housing Matters:

Public Housing Activities:

- We are starting to see progress with the dumpster at Bronson Court, hopefully, basements will be clean enough for Capital Projects to start on the furnaces and hot water tanks.
- The Team will continue to follow up with the William Warfield incident. Comprehensive Crisis Response was of great assistance in helping residents and staff deal with this tragedy. Along with assistance from 585 SNUG, Pathways to Peace, and RPD Community Affairs Bus which were on-site to assist the family and residents. We are planning a Town Hall meeting with residents to address concerns.

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. Community rooms are open for use by residents with the stipulation of following the Community Room Protocols.
- Offices continue to receive residents by appointment only. Residents will always need to wear facial coverings for scheduled appointments.

RENT ARREARS

- 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 \$13,087.00 in EPPI 2.0 monies for June 2022.

- As of June 29, 2022, the total delinquent rent amount owed is \$329,906.13 which is a decrease of \$13,725.54 from May.
- 12 -- 5-day notices were sent via certified mail on June 10, 2022
- 20 -- 30-day notices were served by the City Marshal in June
- We are working diligently with residents to address arrears in lieu of court proceedings. As of June 30, 2022, RHA has entered into 48 repayment agreements.
- We are still encountering vacant units where the resident has skipped out. This affects both Public Housing arrears and vacancy rates

Parkside

- 4 Vacant Units
- 3 Units Ready to Lease
 - Contacted on 1-26-22 the applicants on waitlist for additional paperwork for background check (ss cards, birth certificates and photo ID) for potential vacancy
 - 5-16-22 new waitlist letter to be contacting applicants on the waitlist
- \$ 21,839.35 in outstanding rent
 - \$ 6,395.35 0-30 days
 - \$ 4,084.00 31-60 days
 - \$ 3,337.00 61-90 days
 - \$ 8,023.00 over 90 days (represents 6 tenants).

MISCELLANEOUS ITEMS

- Kennedy Tower Rehabilitation –Completion of the 5th floor is delayed due to 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, solo unit showings (staff will wait outside of the unit as the applicant walks through the unit).

Application Processing Center:

Waiting List Management:

- APC will reopen the 1-bedroom waitlist on July 5, 2022. We received 100 applications on July 5th, 2022, and we will be canvassing 1 bedroom high rise units immediately.
- APC exhausted the 1-bedroom list in June.
- 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.
- Reviewed the current wait lists: determined that the current waiting period for the oldest application on the 1-bedroom waitlist is 28 months (oldest: 2/20/20). Application Processing Center has been pulling 200-400 1-bedroom applications every month since February to address the 1 bedroom vacancies. At this rate, we will have exhausted the waitlist by September 2022; therefore, APC will reopen the 1-bdrm waitlist on/by July 18, 2022. We have exhausted the waitlist and the online application portal has been opened as of July 5, 2022.

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 6/30/22

Currently being screened - 12 applications

- Studio/1 bedroom – 12 applications
- 2+ bedrooms – 0 applications

Currently going thru intake (w/Intake Specialist): 69

- studio/1-bedroom – 53 applications
- 2+ bedrooms – 16 applications

9. Maintenance Report

Robert Croston

○ **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 Mechanic and continue to do any interviews that Human Recourses brings to the Maintenance Department.

○ **Site Beautification**

- Maintenance and Public Housing Departments has started working together on a program to continue the upgrade of the outside of our sites. Including refreshing the mulch at buildings and more planting of perennial flowers. This will raise the curb appeal of RHA sites and continue our commitment to changing the face of Public Housing.
- Commissioner Cummings found a program through The City of Rochester to provide the residents with plants, dirt, and mulch to set up gardens in front of the houses. Working with an ex-RHA employee who volunteers for the City of Rochester on this program, we started planting gardens at Lena Gantt and William Warfield on 6/4/2022. We are hopeful that if it is successful, we could expand this program to other sites next year.

10. 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, there are 1,716 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 88.56% utilization of vouchers and 101.64% 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 898 inspections for the month of June.**

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 September 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 these higher payment standards to Opportunity Areas where we have established Small Area Fair Market Rents (SAFMRs).

HUD Emergency Housing Vouchers

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

- 108 moving papers have been issued,
- 76 applicants have been housed.
- 37 applicants are searching for housing

Extensions given

- 1st extensions: 0
- 2nd extensions: 3
- 3rd extensions: 2
- 4th extensions: 1

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.

11. Family Self-Sufficiency (FSS) Report

Melissa Berrien

Participant Highlights

We have 236 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Ms. Berry entered the FSS program on September 1st, 2015, with an employment goal. Ms. Berry sought and maintained employment with Rochester Regional Health fulfilling her employment goal. Ms. Berry is a successful graduate and entitled to receive \$2,742.70 in escrow savings.
- Ms. Hoffman entered the FSS program on December 1st, 2015, with an employment goal. Ms. Hoffman sought and maintained employment with Jewish Senior Life fulfilling her employment goal. Ms. Berry is a successful graduate and entitled to receive \$69.11 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
 1. 124 clients
 2. 341 counseling sessions
 3. \$83,143 debt reduction
 4. \$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
 - 2 Grant awards pending approval.
- 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
- The benefits calculator will consist of five steps. Steps 1-3 have been developed; Step 3 is in finalization. The calculator is expected to be completed in July 2022 and will include user acceptance testing (e.g., ensuring that the calculator produces accurate results) before moving into the pilot phase of the project.
- 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
 - Participated in the RMAPI summit on June 2 and 3, which focused on creating a Unity agenda to Eliminate poverty. The summit offered a chance for listening, learning, and dialoging regarding new approaches to reducing poverty and focused on a subscribed Theory of Change (Bill of Rights for reducing poverty and supporting equity)
- 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.
 - CTG provides up to \$167,000 per cohort city to execute on your homeownership strategy and up to \$100,000 per cohort city to execute on your business, starts, and growth strategy.
- 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 June 8, 9, and 15 at Luther Circle, Tubman Estates, and Seneca Manor
- Monroe County Health Department Booster Clinics – The county has offered mini booster clinics for PH residents.
 - First clinic scheduled for 5/24 at University Tower.
 - Thirteen residents were able to receive the booster
 - Hudson Ridge is scheduled for 6/22
 - Danforth is scheduled for 7/18
- Monroe HEAP cooling program – Lynette worked with ABC to acquire free air conditions units for residents.
 - 84 applications were submitted to ABC

- 37 have been installed, 47 are pending
- Summer meals program Seneca Manor and Harriet Tubman Estates
 - Program runs July 5th August 26th
 - Lunch provided daily from 11 am to 1 pm

Homeownership

- Mr. Jenkins closed on his home at 1087 Portland Avenue on July 8th.
- We have five families with anticipated closings and twenty-nine families who have been approved for financing and are searching for homes.

12. Resident Relations Report

Melissa Berrien

The Resident Relations meeting was held in person on 7/14/2022 and included all resident council presidents.

Resident Internet Survey – Commissioner Cummings will be working with Evhen to identify testers for the reduced-cost internet services application process.

National Witness Project – Johncia Redfield-Green gave a brief presentation about the need for cancer screenings and the services the program provides. The Presidents agreed to hold additional presentations at their individual sites.

RGE Utility Study – Commissioner Cummings worked with Harolda to get an updated utility allowance for residents.

Resident Complaints – Complaints reviewed with Harolda. She will review and update at next month's meeting.

Senior Summer Outing – We are in the planning stages for the senior summer event at Ontario Beach Park, tentatively scheduled for August 30th.

Security Cameras – This remains an important item for the residents.

13. Planning Committee Report

Shawn Burr

- The Planning Committee meeting was held on 7/13/2022. There were no follow-up items from the previous meeting.
- There were also 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 90% complete.
 2. R-19 Scattered Site Roof Replacement- project underway, on schedule, and 40% complete.
 3. Scattered Site Parking Lot Project – a preconstruction meeting is scheduled.
 4. Kennedy Tower Hallway Rehabilitation – the project is 98% complete and behind schedule due to COVID and material delays.

5. Danforth Towers East & West Façade Repair – project is 45% 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 most all of our PH properties have been completed and are under review. Financing plans are being worked on. We are also prioritizing properties, starting with our Section 32 Homeownership candidate pipeline.
 - 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 June 30th are: 501.18 budget is 100% obligated and 100% Expended - 501.19 is 100% obligated and 94% expended, and 501.20 is 43% Obligated and 22% 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.
 - 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. City Council approved the Home Funds loan for the project on 7/19/22. 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. More resident meetings are being scheduled at all sites to bring residents up to speed. Todd Bullard is 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. Resident meetings are being scheduled.
- Our Glenwood-Fernwood development project is moving along, and we hoped to combine it with the RAD project as a more competitive LIHTC application. Currently, we are envisioning a first phase at Fernwood with a multi-unit building. We continue to fine-tune the design to be ready for the next LIHTC RFP. We will schedule more resident meetings at Glenwood. We are “crunching the numbers” and will need to look for alternative funding to ensure a viable project.
- Atlantic Townhouses Site Upgrades (Design Phase)
 - This project is out to public bid with a bid opening scheduled for July 28th, 2022.
- Lexington Court Interior and Common Area Upgrades (planning Phase)
 - The architect is preparing bid-ready documents incorporating the expressed desire of the stakeholders. (There are no upgrades for this project)
- 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 Construction Drawings.
- 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 final plans and specifications for bidding.
- We discussed the Holland Townhouse Site Improvement Project; the Traffic Control Board approved the plan. I have 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 have also 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. These addresses are a priority for our PNA process, and we will advise of the recommendations when finalized. 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 is being created, and design professionals are procured.
- We then reviewed the projects in the CFP Project Pipeline, which are all in various stages of planning and design.

14. Discussion

It was discussed how the Committee and Board meetings will be held virtual vs. in person. The Board agreed to continue Committee Meeting as virtual meetings and the Monthly Board meeting as in person meeting. It may be discussed again in 2023.

15. Commissioner Comments

Commissioner Otis: no comment.

Commissioner Rubin: He visited some of RHA with Commissioners Otis and Cummings. He would like to continue to visit the rest of the RHA site.

Commissioner Cummings: She would like to thank the staff's hard commitment to keep doing what they do every day to keep RHA functioning. She enjoyed the Townhall and encouraged the managers to have an open ear to what the employees have to say and/or ideas.

Commissioner Remarais: Wanted to thank the staff for their continued hard work. The Townhall was a great event, and she enjoyed her time speaking with the staff.

Board Commissioner Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Otis moved, and Commissioner Cummings seconded a motion to go into Executive Session at 2:05 pm. Commissioner Rubin, Commissioner Cummings, Commissioner Remarais, and Commissioner Otis voted yes. The motion was passed four to zero.

- vi. Resolution 07.27.22.01 – Authorized the appropriate staff, agents, legal counsel to undertake any necessary and proper actions to close Rental Assistance Demonstration (RAD) conservation for Federal St. Project. – Public Housing

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.

Board Commissioner Remarais requested a motion to end Executive Session; Commissioner Rubin moved, and Commissioner Cummings seconded the motion to end the Executive Session at 2:50 pm. Commissioner Remarais, Commissioner Otis, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed four to zero.

16. August Regular Board Meeting

The August Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Tuesday, August 24, 2022**, at 12:00 pm.

There were no further items to come before the Board, a vote to end the August Regular Meeting Business was taken, Commissioner Otis moved, and Commissioner Cummings seconded a motion to end the Board Meeting at 2:52 pm. Commissioner Remarais, Commissioner Otis, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed four to zero.

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board,
Executive Director