

**ROCHESTER HOUSING AUTHORITY
September 21, 2022
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



September 21, 2022

MEMBERS PRESENT

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

STAFF PRESENT

Nicole Allen
Melissa Berrien
Shawn Burr
Sinclair Carrington
Diana Colon
Robert Croston
Pierre Dorancy
Cynthia Herriott
Kimberly Huffman
Shawanna Lawrence
Shelby Simpson
Evhen Tupis
Harolda Wilcox

OTHERS PRESENT

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

Commissioner Rosalie Remarais called the September 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

There were no Public Comments.

2. Approval of Minutes: August 24, 2022, Regular Board Meeting Minutes

Commissioner Rubin moved, and Commissioner Ocansey seconded the motion to approve the August 2022 Regular Board Meeting Minutes Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Cummings, and Commissioner Otis voted yes. The motion passed five 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 thanked all the Commissioners who participate in our monthly committee meetings and support the work that we do. You play a vital role in growing our organization!

RHA continues to monitor the pandemic conditions. The Executive Team monitors current conditions daily and meets weekly to review and discuss our processes. Currently, we are maintaining our existing protocols, but have relaxed the community room restricted times.

Mr. Burr was happy to report that RHA received 41 Housing Choice Vouchers (HCV) from HUD! We were also ranked first on a new Permanent Supporting Housing project we applied to the Continuum of Care for! All of our PSH grants were scored in Tier 1 again this year! Kudos to Nikki Allen for her hard work on these! Pierre will be updating at the Section 8 Committee.

Mr. Burr stated that our 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan, 132 have been issued in accordance with the process we developed with the Continuum of Care. We have housed 80 applicants so far and 25 are searching for housing. The RHA team has done a great job implementing and continues to assist those looking for units. Still, no word on HUD reallocating unused vouchers.

Mr. Burr stated 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. We hope to launch soon and kudos to our team for all their hard work! When we have our launch date confirmed, we hope to get a news article published on this.

Mr. Burr shared Trillium's COVID testing/Primary Care services for our residents continue with September'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. Todd is connecting us with the Flaum Eye Institute in hopes of bringing on-sight eye care services to our Public Housing residents and we are working on scheduling a meeting.

Mr. Burr stated he is very proud of the staff involved in community projects and report on them in their Board reports. Partners Ending Homelessness, RMAPI Housing Working Group which will focus on our community's full housing system, Closing the Gaps Six City Cohort, Jordan Health Community Engagement Committee, Boy Scouts, 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.

Mr. Burr stated that our Strategic Goal Tracker will be commencing on 10/1, and we will report on a quarterly basis. Our website has been updated with our new plan (Thank you, Commissioner Rubin).

Mr. Burr stated that he is 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 on what is working and not working relative to the housing needs of the respective communities in 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 staff are joining me on the different cohorts.

Mr. Burr stated 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. The team continues to meet and strategize on how we can implement something like that in Rochester. [Boston Housing Authority - Boston Housing Authority](#) A follow-up meeting is still in the works.

Mr. Burr gave a NYSPHADA 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. NYSPHADA has joined with NYSAFA on the ERAP funds advocacy. Our Fall conference is coming up on October 3rd through the 6th.

HUD Issues Emergency Housing Voucher Revocation & Reallocation Guidance

On Aug. 11, HUD issued Notice PIH 2022-22 detailing revocation and reallocation procedures for Emergency Housing Vouchers (EHVs). The American Rescue Plan—the source of funding for new EHVs—requires PHAs to lease EHVs in a timely manner or return them. Revocation of EHV awards will occur late in the calendar year 2022. Currently, HUD projects 22 PHAs will be affected, and a list of these are available as an appendix in the notice. EHVs should serve those who are: "(1) homeless (2) at risk of homelessness, (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, and (4) recently homeless and for whom providing rental assistance will prevent the family's homelessness or having a high risk of housing instability." HUD acknowledges that connecting these families with a lease may take time, so the criterion for revocation in 2022 will be completing no leasing activity. The actual leasing activity standard will be based on the information recorded in

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

the Voucher Management System (VMS) and Public and Indian Housing Information Center (IMS/PIC) on Dec. 15. Any PHAs with no EHV leasing data after that date will have their awards revoked. Importantly, this notice does not apply to families with EHV's who are attempting to find a unit. The actual revocation will be done via amending the Consolidated Annual Contributions Contract (CACC) to reduce the number of EHV's. The PHA must then return funds associated with this revocation. These include the following: HAP payments obligated to the PHA that are outside of EHV renewals, ongoing administrative fees that are not reconciled, and others depending on if the PHA has EHV's remaining. Finally, HUD plans to reallocate these awards to PHAs who need them and have the capacity to use them. In addition to the reallocation formula described last year in Notice 2021-15, HUD will also apply updated capacity measures. The new data is based on whether the "reported EHV utilization rate" is at least 50% "as of Nov. 15." If there are remaining EHV awards following this formula, it will be distributed via the methodology described in Notice 2022-06. PHAs receiving new EHV's from the reallocation will still receive a \$100 Issuance Reporting Fee after reporting data for new leases, ongoing administrative fees, and one \$3,500 service fee per new EHV.

HUD Releases Stability Voucher Program Guidance

PHAs must register interest via email by Oct. 20.

As part of its effort to combat homelessness, HUD has released PIH Notice 2022-24 regarding the Stability Voucher (SV) Program. Stability vouchers serve a similar purpose as Emergency Housing Vouchers (EHV) and are funded via the 2021 Appropriations Act. Similar to EHV's, eligible families or individuals include those who are:

- "Experiencing homelessness or at-risk of homelessness;
- those fleeing or attempting to flee domestic violence, dating violence, stalking, or sexual assault; and
- veterans and families that include a veteran family member that meets one of the preceding criteria."

The appropriations act pairs SVs with the Notice of Funding Opportunity "Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness" (FR-6500-N-25S). HUD will prioritize PHAs who show they partner with a continuum of care (CoC) that was selected under this NOFO and are interested in providing SVs to eligible families in their area. As such, it prioritizes addressing unsheltered homelessness, particularly in areas with a high incidence of unsheltered homelessness or in rural areas, and partnering with CoCs. The specific application process is as follows: interested PHAs should notify HUD of their interest in this program via email by Oct. 20 and include a letter of commitment from their local CoC, and then if invited, apply for the number of SVs needed. As mentioned above, HUD will prioritize PHAs who's local CoCs received funding under the CoC NOFO. If funds remain, PHAs who have partnered with CoCs who were not selected under the NOFO but still have a letter of commitment from their local CoC will be selected. The letter of commitment should demonstrate that PHAs have developed a strategy in collaboration with the community. This selection strategy should result in SVs being directed to address unsheltered homelessness across the country, including in rural areas. PHAs must currently administer HCVs via a Consolidated Annual Contributions Contract to be eligible. The data HUD will use in selecting PHAs to apply for funding is as follows:

- The incidence of homelessness or at-risk of homelessness per the January 2020 Point-in-Time count,
- At-risk of homelessness per the American Community Survey data on households below 30% of Area Median Income, and

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

- PHA capacity to administer vouchers as determined by the lack of compliance issues or civil rights concerns in any audits or management reviews.

All of the requirements that apply to HCVs apply to SVs except for the following waivers:

Required Partnerships: PHAs must collaborate with community organizations to use SVs strategically and must enter into an MOU with the local CoC within 90 days of the SV ACC

Direct Referrals: PHAs must accept direct referrals from the coordinated entry process or outside of it if the coordinated entry process does not lease up or find eligible recipients for SVs.

Separate Waiting Lists: PHAs will keep a separate waiting list for SVs.

Local Preferences: HCV preferences do not apply to SVs but PHAs can work with CoCs to set local SV preferences.

Restrictions on Denial of Assistance: There are extensive alternative requirements for what prohibits families from being eligible, including both mandatory and option prohibitions.

Income Verification at Admission: Recipients may self-certify income rather than needing third-party verification as the highest form of verification.

Eligibility Determinations: PHAs may allow recipients 180 days from the date of admission to provide social security number and citizenship documentation and may allow recipients to self-certify date of birth and disability status if that is the highest documentation level they can provide.

Inapplicability of Income Targeting: In order to serve more families meeting the definition above, low-income families are eligible.

Use of Recently Conducted Income Determinations: PHAs can utilize income calculations from third parties or from earlier calculations the PHA performed for that family for a separate housing subsidy if the examination is from the prior six months and meets the composition” though this does not apply to annual reexaminations, and PHAs must review EIV and IVT reports within 90 days.

Pre-Inspection: PHAs may pre-inspect units and approve units that were inspected up to 45 days before tenant selection, provided they meet other requirements, but PHAs cannot require voucher-holders to choose pre-approved units.

Initial Search Term: The search term is extended from 60 to 120 days, and the administrative plan can include a longer search term.

Initial Lease Term: The initial lease term may be less than one year.

Portability: Most portability rules apply, but PHAs may not prohibit portability for nonresident applicants, cannot refuse to assist incoming SV families—even if the receiving PHA has no SVs, and must help facilitate SV families’ portability. Existing portability billing policies still apply.

Payment Standard Amounts: PHAs may establish payment standards up to 120% of the FMR for every unit size, and PHAs not using Small Area FMRs may do so for SVs. Additionally, PHAs may request payment standards above 120% of the FMR or SAFMR.

Increase in Payment Standards During HAP Contract Term:

PHAs may create policies in the administrative plan for when to implement increased payment standards if it is increased during the HAP contract term as long as it is used to calculate the HAP by “the effective date of the family’s first regular reexamination following the change.”

These waivers are intended to anticipate the needs of families with SVs and remove barriers to the search process. In addition to these waivers, PHAs can also request good cause regulatory waivers. HUD points PHAs to Notice 2018-16 for guidance. Finally, the notice includes several additional requirements. First, SVs can be converted to PBVs.

Additionally, SV remail is available to the intended recipients after turnover. And PHAs must report using a special program code.

b. Board Action Requests

- i. Chapter-3-III. C Other Permitted Reasons for Denial of Admission – Previous Behavior [960.203(c) and (d) - Authorized the Executive Director to approve the revision to RHA’s ACOP – Public Housing

Commissioner Rubin moved, and Commissioner Cummings seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Cummings, and Commissioner Otis voted yes. The motion passed five to zero.

- ii. Chapter-3.III.D Screening- Authorized the Executive Director to approve the revision to RHA’s ACOP – Public Housing

Commissioner Ocansey moved, and Commissioner Otis seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Cummings, and Commissioner Otis voted yes. The motion passed five to zero.

- iii. IT Support Agreement - Authorized the Executive Director to renew the contract with Innovative Solutions for the sum of \$200,000.00 – Information Technology

Commissioner Cummings moved, and Commissioner Otis seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Cummings, and Commissioner Otis voted yes. The motion passed five to zero.

- iv. Tenmast & MRI Services - Authorized the Executive Director to renew the contract with MRI for \$270,426.04 – Information Technology

Commissioner Rubin moved, and Commissioner Ocansey seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Cummings, and Commissioner Otis voted yes. The motion passed five to zero.

- v. FY 2023 Annual Operating Agency Budget - Authorized the Executive Director to approve the Annual Operating Agency Budget for \$91,861,742.00 – Authority Wide

Commissioner Cummings moved, and Commissioner Rubin seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Cummings, and Commissioner Otis voted yes. The motion passed five to zero.

- vi. Insurance Renewal
- a. Property - Authorized the Executive Director to renew the Property Insurance policy for the period of 10/1/22 to 9/30/23 with Housing Authority Insurance Group for the sum of \$574,481.00 – Authority Wide

Commissioner Rubin moved, and Commissioner Otis seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Cummings, and Commissioner Otis voted yes. The motion passed five to zero.

- b. Liability - Authorized the Executive Director to renew the Commercial Liability Insurance policy for the period of 10/1/22 to 9/30/23 with Housing Authority Insurance Group for the sum of \$215,533.00 – Authority Wide

Commissioner Ocansey moved, and Commissioner Rubin seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Cummings, and Commissioner Otis voted yes. The motion passed five to zero.

- vii. 2022-2023 Snow Plowing Services North Zone and Central Zone - Authorized the Executive Director to renew the contract with AA Blades (2 left)for the sum of \$140,000.00– Public Housing

Commissioner Rubin moved, and Commissioner Ocansey seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Cummings, and Commissioner Otis voted yes. The motion passed five to zero.

- viii. 2022-2023 Snow Plowing Services Admin Offices, South Zone and Scattered Sites- Authorized the Executive Director to renew the contract with Washington Property Management (2 left)for the sum of \$201,630.00– Public Housing

Commissioner Rubin moved, and Commissioner Ocansey seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Cummings, and Commissioner Otis voted yes. The motion passed five to zero.

- ix. Resolution 09.21.2022.01 - Authorized the Executive Director to submit the signed Resolution to HUD – Authority Wide

Commissioner Rubin moved, and Commissioner Ocansey seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Cummings, 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

Learning and Development program for Managers- August-September 2022

The Successful Supervision training is a five-week program providing tools for supervisors and managers to be successful. The training provides role clarity, the achievement of goals, the development of people, decision-making skill, successful delegation, effective communication, and the selection and retention of talent.

Sexual Harassment Training for Employees- September 2022

Proper education not only helps to safeguard against inappropriate behavior and unwanted advances by clearly defining violations but also empowers those who may encounter sexual harassment to recognize and report these cases to management. The Combat Sexual Harassment training webinar reviewed recent changes in the law and responsibilities for employees and employers.

Wellness Initiatives- September 2022

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

Coming Soon:

In efforts to upskill our staff, we will be implementing a learning management system, to deliver educational content to our employees in a centralized location. It will also handle a variety of other tasks, including the following:

- Set and manage employee goals
- Track individual progress
- Communicate with employees for upcoming training
- View detailed analytics
- Identify skills gaps
- Assists employees who may need additional support

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. The plan draft has been 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. This month we celebrate Hispanic Heritage.
- Guardian Ad Litem Program - C. Herriott is chairing the Monroe County Court Housing Court Subcommittee to implement a guardian protocol for participants with behavioral health issues.
- 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. A meeting took place on 8/9/22. Commissioners Cummings and Rubin are members.

Compliance

- **Fraud Investigations**
 - **Leasing Operations**: Repayment agreement payment totals YTD as of August 2022, \$53,962.35 collected, (with a total of \$5,296.00 collected in August 2022). A total of \$459,186.95 has been collected to date.
 - **Public Housing** Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of August 2022: \$11,996.53 collected, (with a total of \$1,714.00 collected for August 2022). A total of \$81,222.38 has been collected to date.
- **Termination Hearings**
 - **Leasing Operations** – 25 Participant Hearings Scheduled: 6 upheld, 1 No Show, 3 overturned, 7 reinstated, 8 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.
 - **Legal Case Management** - Compliance has worked with Finance to develop a database to monitor any open pending legal matters. Finance will ensure the information is kept up to date.

- **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 draft audit and budget has been provided to the board representatives.

- **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.
 - RHA is working with residents to address the violence spikes that are occurring in the City of Rochester. Public Safety works with the Rochester Police Department to develop strategies to address crime trends.
 - A tenant whose daughter was banned from RHA property was letting her in and is being served with eviction.
 - Emergency Response Plan - On July 29, at around 1 pm, the Rochester Police Department responded to what was initially reported as an armed subject in the area of our property at 270 Lake Ave. They advised that the situation was very dangerous and to remain inside buildings and not enter property locations. Fortunately, staff members had recently attended Active Shooter Training conducted by the RPD Special Weapons and Tactics Commander. Overall, the staff did a good job of sheltering in place. We did debrief the incident during the executive staff meeting and a few concerns were identified which will be addressed. It is my hope that we can soon do a simulated scenario for staff training.

6. Finance

Kimberly Huffman

Ms. Huffman reported the monthly Finance Report, the actual vs. budgeted figures, and variances for year-to-date through July 30, 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: Resident labs and JWRC offices were audited to find the work done previously, was incomplete. A “redo” is underway.

Status: Kennedy Tower is complete. All other sites are targeted for completion by October 1. 100 Wm Warfield is a new site and will be addressed afterward

Telephone System Modernization (14 sites)

Summary: RHA has moved basic telephone services from Windstream to Frontier. We are awaiting final credits to be applied from Windstream. This is an interim milestone on the journey to full modernization of our telephone services.

Status: (Cost Savings presentation to Board): Will be scheduled as soon as the final Windstream credits have been applied to our account.

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.

Status: Inputs from all stakeholders were presented to the Leading Stakeholders team to gather final direction. Those inputs (along with final walk-throughs) are being incorporated and done now. Target: Final presentation to Leading Stakeholders team, secure approval to proceed, and release of RFP by mid-Q4.

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.

Status: All records have been picked up. The paper record scanning activity is in-progress with targeted completion on December 31, 2022. Certified destruction decision is pending with LO/HCV.

Public Self-service 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.

Status: RHA “Super Users” have examined the processes that the public would need to follow and have encountered issues with providing adequate support when a member of the public interacts with the system. Work is continuing.

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.

Status: RHA website has been updated with a “soft launch” with both English and Spanish guidance (including embedded videos demonstrating the process). An article about the program (and guiding readers to our website) will appear in the upcoming Resident Newsletter. Our direct-mail campaign is targeted to launch shortly after the Resident Newsletter is published

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. This is a placeholder for a near-future project and RFP to update our in-building Wi-Fi coverage to allow for easier mobility when staff requires it.

Status: Preparing to launch. Targeting RFP creation in early Q4, with release by mid Q4, 2022

Replace Landlord Portal with MRI Assistance Connect / Owner Portal

RHA uses a poorly aging, unsupported, a legacy product called Landlord Portal. It is difficult to use and prone to errors, frustrating users.

Status: Key stakeholders approved pursuing this system immediately. This item is in this month’s Board Action (part of the MRI renewal action item). Training, migration, and launch are targeted for October.

Managed IT Services Agreement

Summary: Demands for IT services are greater than present staffing levels can support. A stop-gap agreement with Innovative Solutions will expire on September 30. An RFP for managed IT services to take us into the foreseeable future is being considered.

Status: Presented to the Board for action this month

Upgrade RochesterHousing.org website

Summary: RHA’s website is outdated both technically (the modules it was built upon are reaching end-of-life) and navigationally. An upgrade is available and is being pursued.

Status: An initial stakeholder group of senior staff from across the Authority is receiving a “first look” at a new system on September 26th. This is an initial exposure only, however it will be repeated for other stakeholder groups in the future to allow for widespread collaborative input to be gathered.

Off-line (a.k.a. “cold”) Backup of Cloud-stored RHA Data

Summary: It is a best practice to assure that even data that is stored “in the cloud” is backed-up and stored in RHA’s direct control and inaccessible to others. This is an ongoing initiative that will be applied as a standard for all RHA data systems into the future. For this phase, we will be backing-up MRI Tenmast and TenDocs data to our own archive space that we control directly. These “cold” backups will be performed weekly.

Status: The MRI costs are embedded in the MRI renewals being presented to the Board this month. The Innovative Solutions costs to setup the automation are TBD but are likewise expected to be covered by the Innovative Solutions item on today’s agenda.

FYI only: Pending, Future Interests

- Update Conference Rooms with Teams-enabled Tech
- Replacement of Old Toshiba Printer/Copiers & Implement PaperCut
- Upgrade of the Tenmast WinTen2+ system
- Expand paper document scan-to-PDF and electronic storage/retrieval vision

8. Public Housing Report

Harolda Wilcox

Public Housing Activities:

- The health and wellness initiative fair held on 8/20/22 at The International Plaza, 828 N. Clinton Avenue, was a total success. We made contact with a least 50 people, and at least 60 out of 100 bags with promotional gifts, RHA fact sheets, and QR codes for both the 1-bedroom application and Parkside applications were given out to the community.
- A follow-up Town Hall meeting with residents in response to the tragic event at WM Warfield was held on 8/25/22. Thank you, Commissioner Cummings, and Commissioner Rubin, for attending.
- PH Management Team has determined final move-in incentives but will have to discuss with the finance department.
- RHA held numerous Ice Cream social events for the RHA family sites (SMD, Bronson CT, Atlantic TH, Bay-Zimmer).

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

- Upcoming Ice Cream Social Event locations are Holland TH, Lex. CT & Luther Circle)
- School book bags were given away at the Ice Cream Social events to qualified children.
- A HUGE THANK YOU to the Resident Services and Maintenance Team for all their hard work in pulling this off in a short period of time. The residents were happy, especially since the weather was above 80 degrees and humid I am scheduling a REAC Preparation Both UPCS And NSPIRE webinar training for the PH staff. Currently in communication with UPCS/NSPIRE Trainer to obtain a pre-recorded version of the training.
- The meeting with the Commissioners to discuss the good housekeeping award for the resident is being scheduled, still waiting for one Commissioner's response to date.
- Holland Townhouse is receiving 4 dumpsters on September 7, 2022. Thank you to Thomas Levans for working out the logistics of where the dumpsters will be placed. The toters will be picked up and permanently removed from the site on September 10, 2022.

Public Housing Matters:

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

COVID Matters:

- Building Security – RHA visitor restrictions are still in place, with visitation hours from 7:00 am to 11:00 pm. Everyone is encouraged to social distance.
- Residents – Partnership with Foodlink is still providing food to those seniors in need.
- Community Rooms are currently open on the weekends. Protocols are sent to Resident Council presidents. Notices sent to residents of mask-wearing.
- 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 \$6,464.80 in EPPI 2.0 monies for August 2022.
- As of August 26, 2022, the total delinquent rent amount owed is \$388,521.87 which is an increase of \$46,547.57 from July.
- 18 – 30-day notices were served by the City Marshal in August
- We are working diligently with residents to address arrears in lieu of court proceedings. As of August 29, 2022, RHA has entered into 64 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 – Applications sent to Leasing Operations on August 30, 2022, for intake process, (background check, R. Hernandez to interview applicants to determine eligibility)

Parkside

- \$ 26,057.35 in outstanding rent
 - \$ 7,668.35 0-30 days
 - \$0.00 31-60 days
 - \$3,296.00 61-90 days
 - \$15,093.00 over 90 days (represents 8 tenants)

MISCELLANEOUS ITEMS

- Kennedy Tower Rehabilitation – Continuous flooring issues have delayed the completion of the fourth and fifth floors
- 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).

Application Processing Center:

Waiting List Management:

As of 8/19/2022, high-rise canvas pulls.

- To address the number of high-rise vacancies, APC is conducting a high-rise canvas for applicants that are interested in residing in one of the high-rises communities (LT, UT, HRT, DTE, UT)
- 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.
 - As of 7/5/2022, the 1 bedroom wait list was opened. As of the date of this memo, the wait list has 358 applicants.
- PH determined move-in incentives but will have to discuss with the finance department.

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 8/23/22
- ❖ Currently being screened - 13 application
 - Studio/1 bedroom –12 applications (incl. High-rise only applicant – 2)
 - 2+ bedrooms 1 application
- ❖ Currently going thru intake (w/Intake Specialist): 36 applications
 - studio/1-bedroom – 34 applications
 - 2+ Bedrooms – 2 application

Renovation Projects:

- Fed/Scattered Site – From the 37 households that will have their units demolished or renovated, we have 25 residents that have accepted unit offers. Maintenance Chief, Bob Croston has been notified of each accepted unit offer to follow up on to ensure units are ready for move-in. Many high-priority

residents (those that have a project start date within the next 6 months) have been given a final offer.

- The remaining 7 residents will be given their relocation unit by the end of August.
- As of 8/26/2022 – 6 of the 7 residents have received a final relocation unit offer, per the relocation plan.
- Bond St. – From the 11 households that are a part of this project, 3 families have been extended offers with 2 residents having accepted their unit offer.
 - As of 8/29/2022- no other updates.

9. Maintenance Report

Robert Croston

○ **Vacant Unit Report**

The Maintenance Department is working hard to keep up with the number of new vacancies.

○ **Site Beautification**

- Maintenance and Public Housing Departments have started finishing up the Beautification Project on the outsides of the buildings by mulching and planting flowers.
- We will be working with Public Housing on updating the insides at some of our high raises by painting some of the lobbies and community rooms. We are also looking at updating the colors and flooring to bring a newer, cleaner look to the buildings.
- Maintenance will begin updating the signage at the sites throughout the Authority. This may be a long process that might go into next spring.

○ **REAC Coming to RHA**

- The Maintenance Department has finally finished getting inspected by HUD for REAC and we have started making the repairs found during the inspections.

○ **Preparing for Winter**

- The Maintenance department will begin preparing for the upcoming winter by checking snow equipment. Sending any needed equipment to the city garage for repairs and service.
- Also evaluating existing equipment or looking at new equipment to find better ways to serve our Residents during the winter months.

10. 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 1,685 active applicants on the Housing Choice Voucher Waiting List.

3. Leasing Operations' voucher and funding utilization goals are between 95% to 98%. We are currently at 88.11% utilization of vouchers and 102.29% 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. YTD 2022, we have issued 305 HCV vouchers. Staff continues working overtime to issue vouchers and maintain utilization.
4. The monthly inspection goal is 780-960. The Inspection Unit conducted 801 inspections for the month of August.

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 October 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 09/08/2022, out of 117 EHV vouchers authorized:

- 133 moving papers have been issued.
- 109 active papers on the street.
- 85 applicants have been housed.
- 15 applicants are searching for housing.
- 9 applicants have submitted moving papers

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 9/22/2021 and has been added to the HCV Administrative Plan.

Additional Mainstream Voucher Awards

RHA has been awarded 25 additional Mainstream Vouchers to assist households that include a non-elderly person(s) with disabilities to lease up affordable units. This includes extraordinary administrative funding to support administrative costs, including activities to support housing search and lease-up of eligible applicants. Fees can also be

used for) costs related to the retention, recruitment, and support of participating owners in the form of security deposits, signing bonuses, vacancy payments, and damage mitigation.

Training

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

Topics include:

- SEMAP
- 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

Family Self-Sufficiency Program Final Rule

Revised Action Plan submitted to HUD on 8/30/2022

Participant Highlights

We have 237 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

Ms. Sanders entered the FSS program on July 1st, 2015, with an employment goal. Ms. Sanders sought and maintained employment with the State of New York fulfilling her employment goal. Ms. Sanders is a successful graduate and entitled to receive an estimated \$28,996.45 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
- Homeowner grants awarded to Champion and Jackson
- 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.
 - Agency Pilot Training scheduled for 8/15/2022
- 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 dialoguing 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.
 - Plan development meetings are ongoing. The submission deadline is 8/31/2022.
- 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
- 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.
 - Planning meeting for continued outreach TBD

- Monroe County Health Department Booster Clinics – The county has offered mini booster clinics for PH residents.
 - Hudson Ridge is scheduled for 6/22
 - Danforth is scheduled for 7/18
 - Outreach for Lena Gantt and Glenwood forthcoming.
- Senior Summer Outing is scheduled for 8/30/2022 at Ontario Beach Park
 - 102 seniors attended
 - Vendors – Willow, Elder Source, National Witness Project, and Aliah Home-Care
- Family Site events
 - 635 residents attended
 - 196 Children received bookbags
 - Petting Zoo and Ice-cream Truck
- Summer meals program Seneca Manor and Harriet Tubman Estates
 - Program runs July 5th August 26th
 - Lunch provided daily from 11 am to 1 pm
 - Approximately 275 children served weekly (2200)

Homeownership

- Ms. Diaz Beltran closed on her home at 210 Alameda Street on July 26th.
- Mr. Santiago closed on his home at 486 Ramona Street on August 25th.
- We have five families with anticipated closings and twenty-eight families who have been approved for financing and are searching for homes.

12. Resident Relations Report

Melissa Berrien

Resident Internet Survey – On-site test and training for Commissioner Cummings and Resident Services Staff completed. Soft launch on RHA website. Initial mailing for pilot slated after newsletter distribution.

Resident Labs – IT is in the process of surveying resident labs and resident council office computers to assess functionality and necessary upgrades. All Labs will be functional in the next 30 days.

Community Rooms – Deputy Director Harriet discussed revised community room usage which includes weekend hours from 12 pm-12 am. Security will open and close.

Resident Council Elections – Resident Council Election Notices will be mailed to all residents at sites with active councils informing them of the upcoming election for the 2023-2026 period. Elections are required every three years by HUD regulation.

Resident Workers – Ms. Lawrence is working with Commissioner Cummings to create a general job description for resident workers.

Senior Activities

- Senior Summer Outing was held on August 30th with rave reviews from residents 102 seniors attended.
- Planning for the Senior Holiday Luncheon has commenced. Date TBD

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

- Resident Services will reach out to residents who are wheelchair-bound and assist with LiftLine registration.
- Commissioner Cummings is recruiting for the Senior Choir in anticipation of a Senior Holiday Luncheon Performance. They will meet at Lake Tower.
- Booster vaccinations- Flyers will be mailed to residents at Lena Gantt and Glenwood to register for the onsite booster clinic date TBD

Family Activities –

- Residents Services and Public Housing hosted family ice cream socials/back-to-school events at several PH properties. Seneca Manor – 8/22/22, Harriet Tubman – 8/23/22, Bronson Court – 8/26/22, Atlantic Townhouses – 8/30/22, Bay Zimmer – 8/31/22, Holland Townhouses – 9/1/22, Lexington Court – 9/2/22, Luther Circle – 9/6/22. These events were an opportunity for staff to interact with residents at our family sites.
- Planning has commenced for the annual Toy giveaway in partnership with the Pirate Toy Fund.
- RHA and Boy scouts of America are partnering to try and bring scouting to Luther Circle, Harriet Tubman, and Seneca Manor. Security Camera's – Stakeholder meetings complete. Walkthrough with the executive team scheduled in anticipation of RFP release.

Security Camera – Stakeholder meeting complete. Walkthrough with the executive team scheduled in anticipation of the RFP release. It provided status to residents regarding Video Safety RFP

13. Planning Committee Report

Shawn Burr

- The Planning Committee meeting was held on 9/7/2022. There were no follow-up items from the previous meeting.
- There were no action items presented.
- 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 98% complete.
 2. R-19 Scattered Site Roof Replacement- project complete.
 3. Scattered Site Parking Lot Project – project underway, on schedule, and 10% complete.
 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 – the 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. RAD Physical Conditions Assessments and Environmental testing on almost all of our PH properties have been completed and are under review. We are now circling back on the units we couldn't access. Financing plans are being worked on. We are nearing the completion of the project.
- There is currently one RFP out to bid and we have projects to be submitted to Procurement shortly.
- 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: 501.19 is 100% obligated and 96% expended, 501.20 is 48% Obligated and 38% Expended and 501.20 is 44% Obligated and 0% Expended. RHF Funds grants are fully obligated and expended. We are meeting our deadlines.

- We then discussed our A/E status report, and no issues were present.

Project Planning

- Our Project Planning meeting followed the Committee meeting, and updates were given on our development projects starting with our RAD project at Federal St/Scattered Sites. We continue to work with our developer partner to move the Federal St project forward in coordination with NYS HCR, NYS OTDA, HUD, and City of Roch. We are communicating regularly with HUD on the RAD conversion “glitch” and hopefully are getting closer to getting it resolved. We continue to work with the City on the coordination between agencies as the project moves forward. Another resident meeting was held, and staff will be meeting 1:1 with residents that will need to move while their unit is being renovated. More resident meetings will be scheduled at all sites to bring residents up to speed. Todd Bullard is also involved from here on out with preparing necessary resolutions and representing RHA through the closing process.
- Our next RAD project will be Parliament/Luther (Fairfield Village), and we are working with our development and design teams. Design plans for renovation and redevelopment are being finalized by our A/E and environmental firms. Weekly meetings continue. Resident meetings have been held and more will be scheduled in the upcoming months. We met with City Zoning this past week and have the ball rolling on what we need to do to be in compliance.
- Our Fernwood development project is moving along, and we hoped to combine it with the RAD project as a more competitive LIHTC application but will be submitting this as a two-phased project. Currently, we are envisioning the first phase at Fernwood with a multi-unit building and a second phase with the single-family home development. We continue to fine-tune the design to be ready for the next LIHTC RFP. We also had more resident meetings at Glenwood to update the residents on the status of the projects and a potential timeline. We are looking for alternative funding to ensure a viable project.
- Glenwood will now be a stand-alone RAD conversion project and we have been meeting to rework the design to include the whole site. A follow-up meeting with the City is in the works. We held another resident meeting and will continue with regular updates.
- Lexington Court Interior and Common Area Upgrades (Planning Phase)
 - The architect is preparing bid-ready documents incorporating the expressed desire of the stakeholders. We are planning to put this project out to bid in November
- 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 wbe the Phase I for this project along with HVAC upgrades and will be underway soon. Phase II will include new siding, porches for the front of, the units and smaller decks for the rear and is in the design phase and planned to go out to bid in December. Phase III will incorporate landscaping with gazebo, picnic tables, centralized grills and light poles in each of the two courtyards and is the early design phase.
- Change the Face of Public Housing project at Bond/Hamilton is moving along with the SAC application process for the demolition phase nearing completion. We are working

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

- with the resident to determine relocation needs for each ahead of time and finalizing each of the resident plans.
- 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 which are nearing completion. One of our A/E firms will be completing the SAC application.
 - We discussed the Holland Townhouse Site Improvement Project; the Traffic Control Board approved the plan. We met with the City and Jim continues to work with their engineer who has been most helpful. We will be putting this out to bid soon and will be focusing next on a renovation project for the site.
 - 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. The last two items for the SAC application are a letter of support from the Mayor, which is in progress and a legal opinion from counsel that I'll be working with Todd on. Melissa's team continues to work 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. We are receiving proposals from our environmental firms to perform required testing. From there we will develop the scope of work for the design professional.
 - We then reviewed the projects in the CFP Project Pipeline, which are all in various stages of planning and design.

14. Commissioner Comments

Commissioner Cummings: no comment.

Commissioner Rubin: We're putting the thought into launching the intergovernmental committee, we need to talk to you and spend some time with you on that before just rethinking at this point. Thank you.

Commissioner Otis: Excused himself and left early.

Commissioner Ocansey: Just sit here and see the coordination of the teamwork that always seems to work efficiently. I can sit here completely amazed at the efficiency of how folks make things happen. Kudos to you guys, and kudos to you all. You don't need me. You just need me to keep championing what you do.

Commissioner Remarais: As always, I thank big. Thank you to the staff. The ones that are here, and the executive team. The ones that are not here. When you go back to your departments, please remind them that we do appreciate it. Do mention wish we can mention all of them, but we do know how much they work, and how much effort they put into everything they do for us. So, we appreciate everything. You know the leadership from Shawn to the executive team is just amazing. So, we appreciate everything.

Board Chair Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Rubin moved, and Commissioner Cummings seconded a motion to go into Executive Session at 1:50 pm. Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, and Commissioner Remarais voted yes. The motion was passed, four to zero.

x. Approval of Executive Staff recommendation.

Commissioner Rubin moved, and Commissioner Cummings seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, and Commissioner Cummings voted yes. The motion passed four to zero.

Board Chair Remarais requested a motion to end Executive Session; Commissioner Cummings moved, and Commissioner Rubin seconded the motion to end the Executive Session at 3:15 pm. Commissioner Remarais, Commissioner Ocansey, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed four to zero.

15. November Regular Board Meeting

The November Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, November 16, 2022**, at 12:00 pm.

There were no further items to come before the Board, a vote to end the September Regular Meeting Business was taken, Commissioner Rubin moved, and Commissioner Ocansey seconded a motion to end the Board Meeting at 3:16 pm. Commissioner Remarais, Commissioner Ocansey, 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