

**ROCHESTER HOUSING AUTHORITY  
October 19, 2022  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**October 19, 2022**

**MEMBERS PRESENT**

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

**STAFF PRESENT**

Nicole Allen  
Melissa Berrien  
Shawn Burr  
Diana Colon  
Robert Croston  
Pierre Dorancy  
Julie Fox  
Cynthia Herriott  
Kimberly Huffman  
Joyce Kinsey  
Shawanna Lawrence  
Evhen Tupis  
Harolda Wilcox

**OTHERS PRESENT**

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

Commissioner Rosalie Remarais called the October Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:10 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: September 21, 2022, Regular Board Meeting Minutes**

Commissioner Ocansey moved, and Commissioner Cummings seconded the motion to approve the September 2022 Regular Board Meeting Minutes Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, and Commissioner Cummings, 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



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.

Mr. Burr was happy to report that RHA received 43 Housing Choice Vouchers (HCV) from HUD!

Mr. Burr stated that of our 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan, 133 have been issued in accordance with the process we developed with the Continuum of Care. We have housed 88 applicants so far and 14 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 and has been attending training sessions. We hope to launch soon and kudos to our team for all their hard work! Our launch date is confirmed for 10/17/22.

Mr. Burr shared that Trillium's COVID testing/Primary Care services for our residents continue with October's schedule moving along. Property managers have been reminded to notify residents each month of the schedule. 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-site 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 share that RHA along with our development partner, submitted our City RFP for Affordable Housing development by the deadline of 9/30 and are awaiting awards. We are now working on the next NYSHCR LIHTC funding rounds and preparing applications for our pipeline of projects.

Mr. Burr stated that our Strategic Goal Tracker will be commencing on 11/1, and we will report on a quarterly basis with the first report in January 2023.

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 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 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 as schedules have been very challenging.

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 NYSFA on the ERAP funds advocacy. Our Fall conference was held from October 3<sup>rd</sup> through 6<sup>th</sup>. We had several staff attend the two-day training sessions and three of us attended the conference. The conference was a success and was well attended.

### **HUD Issues Emergency Housing Voucher Revocation & Reallocation Guidance**

RHA has applied and was approved:

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 calendar year 2022. Currently, HUD projects 22 PHAs will be affected, and a list of these is available as an appendix in the notice. EHV's 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 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 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 Extends Two HCV Payment Standard Waivers**

On Sept. 26, HUD published a notice titled "Extension of Certain Regulatory Waivers for the Housing Choice Voucher (including Mainstream) Program and Streamlined Review Process" (Notice PIH 2022-30). The notice would extend two waivers that were previously made available for the Housing Choice Voucher (HCV) program. The waivers that would be extended are the following:

- **Increase in Payment Standard During HAP [Housing Assistance Payment] Contract Term** – this waiver would allow PHAs to increase the payment standard for a family at any time after the effective date of the increase instead of at the next regular reexamination.
- **Voucher Tenancy: New Payment Standard Amount** – this waiver would allow PHAs to establish payment standards up to 120% of the FMR, instead of 110%, which is the maximum usually allowed in most scenarios.

### **Extending a Waiver**

If a PHA already is using one of these waivers, it need only extend the waiver. Agencies that are using these waivers may continue to use them, without taking additional steps, until Dec. 31, 2022, and may extend them until Dec. 31, 2023. To extend the waivers, PHAs must email [PIH\\_Expedited\\_Waivers@hud.gov](mailto:PIH_Expedited_Waivers@hud.gov), while copying their local field office. The notice provides details on the contents of the email to be sent. Waiver extensions may be requested until Dec. 31, 2022.

### **Requesting a Waiver**

Agencies that wish to apply for one or both of the waivers, if they do not currently implement them, or agencies that have not extended their waiver before the deadline, may request the use of the waiver through a streamlined approval process. Requests

for waiver usage under this process must be submitted to HUD before the end of Sept. 30, 2023. Agencies that request a waiver through this process must provide a good cause justification. The good cause justification must include all of the following:

- Why the PHA needs the waiver;
- The impact on PHA operations or applicants if the waiver is not provided; and
- The proposed waiver duration (this should be limited to the time the PHA needs the waiver, but should not exceed Dec. 31, 2023).

Examples of good cause for each of the waivers can be found below:

**Increase in Payment Standard During HAP Contract Term;**

- Increases in family rent burdens;
- Potential negative impacts on tenants or the onset of housing instability;

**Voucher Tenancy: New Payment Standard Amount;**

- **Rental Market Fluctuations** – The PHA is in an area that HUD has determined has significant rental market fluctuations (a list of those areas is listed at the end of the notice);
- **Utilization Rate** – The PHA has a lower than 98% utilization rate for the current year or more than a 5% utilization drop between 2019 and 2021; The utilization rate for this purpose is higher of the unit utilization rate or the budget utilization rate; and
- **Timely Leasing of Vouchers** – the PHA has leased less than 85% of the vouchers that it has issued in the last six months.
- A PHA may request a waiver by emailing [PIH\\_Expedited\\_Waivers@hud.gov](mailto:PIH_Expedited_Waivers@hud.gov) while copying their local field office. The notice provides details on the contents of the email to be sent.

**Other Waivers**

As always, a PHA may use the regular waiver request process for any additional waiver it may require, but those requests will not be subject to a streamlined approval process.

b. Board Action Requests

- i. Lawn Cutting Renewal for Scattered Sites and Admin Building - Authorized the Executive Director to release the contingency for this contract and approve a new purchase order to cover the rest of this year's cutting season for Admin Buildings and Scattered Sites to Cardinal Lawn and Landscape for the sum of \$16,720.00 – Maintenance

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

- ii. Danforth Towers Façade Repairs - Authorized the Executive Director to increase the contingency to the contract for Lupini Construction Inc. from 10% to 20% – Capital Project

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

- iii. Extermination Contract Renewal - Authorized the Executive Director to renew the contract with Town & Country Pest Solutions for the sum of \$450,000.00 – Public Housing

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

- iv. ACOP Revisions – Public Housing  
a. 4-III.B. Selection Method - Authorized the Executive Director to revise RHA’s ACOP – Public Housing

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

- b. 4 – III.C Notification Selection - - Authorized the Executive Director to revise RHA’s ACOP – Public Housing

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

- v. FY 2022 4<sup>th</sup> Qtr. Vacated Arrears Write-Off - Authorized the Executive Director to approve the write-off in the amount of \$68,959.67 - Finance

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

- vi. Video Safety and Access Control- Authorized the Executive Director to award the contract to CHA Consulting for \$104,116.00.00 – Information Technology

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

- vii. Request to solicit proposals for Project Based Vouchers - Authorized the Executive Director to approve the request to offer Request for Proposal for Project-Based Vouchers – Leasing Operations

Commissioner Ocansey 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.

- viii. Legal Services for Landlord/Tenant Matters- Authorized the Executive Director to execute a contract for one year with Harris Beach, PLLC for the amount of \$100,000.00 – Public Housing/Leasing Operations

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

- ix. General Counsel Legal Services - Authorized the Executive Director to renew the contract with Harris Beach, PLLC in the amount of \$150,000.00 – Executive

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.

**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:

**Recruitment Information**

Position- Clerk III/Typing Bilingual – (1) Public Housing Department started on October 17, 2022.

Positions- Housing Specialists – (2) Leasing Operations Department, and (1) Public Housing Department started on October 17, 2022.

Positions- Maintenance Mechanic – (2) Maintenance Department started on October 17, 2022.

Positions- Maintenance Laborer – (1) Maintenance Department started on October 17, 2022.

**New employee orientation- October 2022**

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

### **Wellness Initiatives- October 2022**

The Wellness Committee submitted its monthly newsletter to staff which focused on National Employee Wellness Month, provided resources, and recognized an employee for being a healthy hero.

### **Recent Events- Maintenance Appreciation Day October 2022**

We celebrated the Maintenance Department on September 30, 2022, for all their hard work and provided awards for staff that came in for overtime for snow removal in 2022.

### **Upcoming Events- October 2022**

#### **Open Enrollment**

We are continuing to improve internal communication with our upcoming Open Enrollment Events. Open Enrollment is the yearly period when Employees can enroll in our health insurance plans and other related benefits and is electronic through our Human Resource Information System. We will have the Benefits/Wellness Fair on October 25, 2022. During the Benefits/Wellness Fair our various benefits providers will be available to answer questions about their benefits.

#### **Onsite Biometric Screenings/Flu Shots**

On Tuesday, October 25, 2022, we will be hosting onsite biometric screenings/flu shots for employees to provide a clinical assessment of key health measures. This is another opportunity to support our employees with a convenient way to get screened and to identify certain health conditions.

#### **Demographic Information**

I want to provide you with current demographic information for the Authority as of October 13, 2022. The breakdown of the demographic information for Employees and Managers in the following categories are: (1) the age of Employees, (2) Employees over 40, (3) Employees' Self-Reported Ethnicity, and (4) Employees by gender.

## **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.

- Hispanic Heritage Month- The Diversity and Inclusion Committee will commemorate the month through a Hispanic Heritage Food Fest where we will have a Mexican Taco Bar, games, and informational data. We will also have the President of the Grupo Cultural Latinos en Rochester, Pilar Osorio-Godoy, speaking of the impact of the Hispanic community in Rochester.
- 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. She is meeting shortly with Wade Norwood soon to discuss potential support from Common Ground Health.
- On-Site Mini Libraries- The Diversity and Inclusion Subcommittee is in the early stages of developing the On-Site Mini Libraries – Reading Education Program for Public Housing residents. These books will promote diversity and inclusion as well as growth, literacy, and empowerment. Meeting took place on 8/9/22. Commissioners Cummings and Rubin are members.

### **Compliance**

- **Fraud Investigations**
  - **Leasing Operations**: Repayment Agreement payments total YTD as of Action item, \$23,921.60 collected (with a total of \$6,608 collected in September 2022) A total of \$423,731.15 has been collected to date
  - **Public Housing** - Repayment agreement totals YTD for vacated arrears and collection loss as of September 2022, with \$11,270.98 collected (with a total of \$1,483.00 collected in September 2022). A total of \$42,237.13 was collected to date.
- **Termination Hearings**
  - **Leasing Operations** – 13 Participant Hearings Scheduled: 2 Upheld; 0 No Show, 0 Overturned, 1 Reinstated, 10 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 – 1,457 (Previously 1,396)– 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 representatives 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 IDED works closely with Legal Counsel to address areas in need of assessment within RHA. (*Executive Session for any requested reporting*)
  - Most Compliance Audits are temporarily on hold until vacant positions are filled. The IDED has conducted several small-scale audits.
- **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 August 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: To maximize efficiency, updated equipment was secured and configured as a “batch”. It is now in the process of being deployed. Full completion is expected by end of the month.

*Telephone System Modernization (14 sites)*

Summary: RHA has moved basic telephone services from Windstream to Frontier. We are awaiting the 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. We have paid all the unchallenged costs, however.

*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: Final walk-throughs (taking Leading Stakeholder group final inputs into account) are taking place now. This includes a 4-site scope increase, adding: Bay-Zimmer, Holland T-Houses, Jonathan Child, Seneca Manor T-Houses & Community Center. Target: Final presentation to Leading Stakeholders team, secure approval to proceed, and release of RFP within calendar 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 document destruction approvals have been secured through LO and Compliance and are proceeding.

*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. On-site Kiosk User-Coaches will be identified and trained.

Status: This task has been suspended pending the reassignment of Super User leadership due to staffing losses. It will be removed from future updates until then.

*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 “soft launched” last month with both English and Spanish guidance. The direct-mail campaign is ready and will launch within 2-weeks of delivery of the upcoming Resident Newsletter (which announces the initiative)

*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: Targeting RFP creation in calendar Q4.

*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. An upgrade is available. Key stakeholders shall evaluate it and IT will project manage it to full implementation with their approval.

Status: IT is now organizing around the implementation of this service. This will include recorded training for RHA Super Users and landlords.

*Managed IT Services Agreement - Completed*

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: BPO is in place. Agreements signed. The agreement allows for early termination should RHA find local staffing to perform these duties within the agreement period. This is the last update on this item

*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 received a general overview of the capabilities of the upgraded website. Initial feedback was quite favorable. Individual department demonstrations and opportunities for more focused Q&A are to be scheduled.

*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 in 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: This service was approved in last month's Board meeting. PO and agreement have been executed. The setup is underway. The goal is to "go live" in the month of November.

**FYI only: Pending, Future Interests**

Update Conference Rooms with Teams-enabled Tech  
Replacement of Old Toshiba Printers/Copiers & Implement of 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:**

- Health Fair held on September 9 & September 16 at Danforth Tower East & West with a variety of vendors.
- Informational Resident Council Elections meetings held on September 27, 2022, at University Towers, Glenwood, Kennedy, Danforth Towers East & West, Hudson Ridge Towers, Lena Gantt, and Harriet Tubman.

**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 sent to Resident Council presidents. Notices were sent to residents of optional mask-wearing.
- Offices continue to receive residents by appointment only. Residents will always need to wear facial coverings for scheduled appointments.

**RENT ARREARS**

- 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 \$3,388.00 in EPPI 2.0 monies for September 2022.
- As of September 2022, the total delinquent rent amount owed is \$398,266.58 which is an increase of \$9,744.71 from September.
- 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 September 2022, RHA has entered into 73 repayment agreements year to date.
- 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 – (Correction- Applications were not sent to Leasing Operations)
- As of 9/15/2022 we have not received any responses to the canvas letters mailed on 8/29/2022. We will have to move those next on the list.

**Parkside**

- \$ 24,992.60 in outstanding rent
  - \$ 6,449.60 0-30 days
  - \$ 3,127.00 31-60 days
  - \$ 1,906.00 61-90 days
  - \$ 13,034.00 over 90 days (represents 9 tenants)

**MISCELLANEOUS ITEMS**

- The 11<sup>th</sup> floor of the Hudson Ridge Tower has been evacuated due to a fire incident that occurred on 9/6/2022. Fifteen of the Twenty-Two were relocated within the building and the remaining residents are staying with relatives.
- Cleaning of the Eleventh floor has been completed.
- Currently the Eleventh floor is being painted.

- The date for the Kennedy Tower “Thank you for your Patience” Party/Gathering has been set for October 13, 2022, from 11 am to 3 pm.
- 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)
- Scheduled High Rise Canvas Pull – To Be determined – still waiting for move-in incentives. Next wait list pull – 10/17/22 – 40 applications (10 studios, 1 bdrm.s – 20, 10 – 2 bdrm.s)

#### **Online Applications:**

- As of 7/5/2022, the 1 bedroom wait list was opened. As of the date of this memo, the wait list has 472 applicants.
- • Applicants
  - PH Management team is seeking approval for proposed rent discounts and move-in incentives.

As of 9/27/2022 – No Updates

#### **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 the applicant's response time was extended as a response to COVID.
- Current applications in the Screening and Intake Phase as of 9/27/22
- Currently being screened - 58 applications
  - Studio/1 bedroom –56 applications (incl. High Rise only applicant-52)
  - 2+ bedrooms - 2 application
- Currently going thru intake (w/Intake Specialist): 103 applications
  - studio/1-bedroom – 101 applications
  - 2+ bedrooms – 2 applications

#### **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.
  - As of 9/27/2022 – 36 residents have received a final relocation unit offer, per the Relocation Plan. One of those residents have been identified as a

- Section 32 participant. Will need to discuss further the plan to relocate the family.
- **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 9/27/2022- no other updates.
- **Glenwood** – As of 9/27/2022, APC Manager was instructed to resume extending offers to Glenwood as the project is not slated to begin for at least 3 years.

**9. Maintenance Report**

**Robert Croston**

- **Vacant Unit Report**
  - The Maintenance Department is working hard to keep up with the number of new vacancies. One of our highest numbers of vacant unit in recent years.
- **Site Beautification**
  - 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 due to having to build the brick pillars needed to hold the site.
- **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 snow removal equipment or looking at new equipment to find better ways to serve our Residents during the winter months.
- **Inventory and Yearend Closeout**
  - Maintenance has just finished with RHA's yearend of closing out paid work by contractors and inventory of materials.

**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 has been used to notify participants and landlords of the changes that affect them.
2. Currently, there are 1,677 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 87.57% utilization of vouchers and 102.06% 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 312 HCV vouchers. Staff continues working overtime to issue vouchers and maintain utilization.

4. The monthly inspection goal is 780-960. The Inspection Unit conducted 760 inspections for the month of September

#### **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.*

As the program pilot date of October 17 approaches, RHA has been conducting training with the Housing Council at Pathstone, our Mobility Services provider for the CCD Program. Additional training has been conducted by to prepare RHA staff and our partners to begin recruiting and enrolling families into the program. RHA will have at its disposal a number of incentives for families and landlords for this program. HUD has approved RHA's waiver request to establish higher payment standards for all HCV participants including those in CCD Program.

#### **HUD Emergency Housing Vouchers**

As of 10/07/2022, out of 117 EHV vouchers authorized:

- 133 moving papers have been issued.
- 88 applicants have been housed.
- 14 applicants are searching for housing.
- 8 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**

### **Participant Highlights**

We have 238 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Ms. Wright entered the FSS program on December 1st, 2015, with an employment goal. Ms. Wright sought and maintained employment with Rochester Regional Health fulfilling her employment goal. Ms. Wright is a successful graduate and entitled to receive \$540.68 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. The agreement was signed by Executive Director and 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 the first look the 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
  - Flyers seeking 10 pilot participants were mailed to Harriet Tubman residents on 10/6/22
- RMAPI Housing Subcommittee Cochair – Collaborative initiative focused on making housing more accessible, affordable, and equitable in our community.
  - Mission - Increase housing equity and access, improve housing stability, and close the wealth gap in Monroe County
  - Presented the subcommittee’s current progress to the RMAPI Steering Committee on 9/15/22
- 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 your homeownership strategy and up to \$100,000 per cohort city to execute your business, starts, and growth strategy.
  - Plan development meetings are ongoing. Submission deadline 9/30/2022
  - Draft plan submitted to Living cities on 10/3. Plan a review in preparation for submission to Mayor and City Council.
- 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.
  - September FCAB meeting discussed two research opportunities and an upcoming retreat. The retreat is scheduled for 10/7/2022.
- 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.
  - Notification mailed to Lena Gantt and Glenwood on 10/6/22
- RHA has been invited to participate in the Mayor’s Financial Empowerment Advisory Group – Inaugural meeting on 9/8/22
- Girl Scouts – Girls Scouts is seeking to partner with RHA to pilot a scouting program at Harriet Tubman or Seneca manor

### **Homeownership**

- Ms. Young closed on her home at 36 Herkimer Street on September 23rd.
- We have four 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** – Soft launch through the website - Direct mail campaign to commence 2 weeks 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. Lab assessment complete; deployment of needed upgrades has commenced.

**Community Rooms** – Deputy Director Harriet discussed revised community room usage which includes weekend hours from 12 pm-12 am. Security will open and close. Director Wilcox revised the hours from 8 am to 12 pm daily.

**Resident Council Elections** – Resident Council Election Notices were mailed to Lena Gantt and Glenwood Gardens residents. Notices were posted in the Highrise's. Lynette and I held meetings at all the sites with active councils informing them of the upcoming election for the 2023-2026 period. Elections are required every three years by HUD regulation. The nomination period runs from September 27th through October 27th. We will hold elections on November 3rd if there are any contested offices. Chad Rieflin of Consumer Credit Counseling Services of Rochester is providing third-party oversight.

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

### **Senior Activities**

- Planning for the Senior Holiday Luncheon has commenced. Date TBD
- 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 were mailed to residents at Lena Gantt and Glenwood to register for onsite MCHD booster clinics date TBD.
- FVRx – Fruit and Vegetable Prescription Program - Cornell Cooperative – 6-week nutrition Class – Interested Councils can coordinate through Resident Services.

### **Family Activities**

- 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.

- Girl Scouts interested in the Pilot scouting program at either Seneca Manor or Harriet Tubman Estates

**Security Cameras** – Stakeholder meetings complete. Walkthrough with the executive team scheduled in anticipation of RFP release.

**13. Planning Committee Report**

**Shawn Burr**

- The Planning Committee meeting was held on 10/5/2022. There were 2 follow-up items from the previous meeting, and both were completed.
- There was one action item presented, a request for an increase in contingency for the Danforth Towers Building Restoration project.
- We then discussed the status of our current projects by having staff give updates and review progress pictures:
  1. Scattered Site Roof Replacement R-19 - project complete.
  2. Scattered Site Parking Lot Project – project underway, on schedule, and 10% complete.
  3. Kennedy Tower Hallway Rehabilitation – the project is 98% complete and behind schedule due to COVID and material delays.
  4. Danforth Towers East & West Façade Repair – the project is 45% complete and on schedule.
- We are winding up our 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 most all of our PH properties have been completed and are under review. We have circled back on the units we couldn't access, and those reports are being generated. Financing plans continue to be worked on along with an executive summary. We are nearing the completion of the project.
- There are currently two projects out to bid and we have additional projects to be submitted to Procurement.
- 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 30<sup>th</sup> are: 501.19 is 100% obligated and 96% expended, 501.20 is 48% Obligated and 38% Expended and 501.21 is 44% Obligated and 2% 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 the City of Roch. With closing calls every Friday. We are communicating regularly with HUD on the RAD conversion “glitch” and hopefully are getting closer to getting it resolved. Director Molinaro-Thompson is assisting us as well. We continue to work with the City on the coordination between agencies as the project moves forward.

Another resident meeting will be scheduled, and bi-monthly written updates will be sent to residents. Staff continues to meet 1:1 with residents that will need to move while their unit is being renovated. Todd Bullard is also involved now 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. They have given us a list of what is needed on their end and the Team is complying.
- • Our Fernwood development project is moving along, as a separate project, but will be a two-phased project with the multifamily building as the first phase and the single-family new builds as the second phase. We continue to fine-tune the design to be ready for the next LIHTC RFP and are currently working on adding a library to the multifamily building and having discussions about the possibility of a daycare center on site. Our goal is to submit a LIHTC application in November.
- • 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 scheduled and we will discuss this project and others. 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 still 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 will be 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 is planned to go out to bid in December. Phase III will incorporate landscaping with a 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 continue to work with the residents to determine relocation needs for each ahead of time and finalizing the resident relocation plan.
- 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. We are asking one of our A/E firms to complete the SAC application due to our heavy workload.
- 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’m 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 the best path forward for submitting applications to them. We are using NYSPOP funds to perform physical needs assessments on each home and determine what repairs we will make before ownership is transferred.

- RHA's mold remediation grant under the Housing-Related Hazards Capital Fund Program in the amount of **\$896,649** is moving forward, and the priority sites are Holland Townhouses and Bay-Zimmer to start. We are engaging an environmental firm to perform the 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:** an encouragement for the staff and thank you so much for your diligent work. Thank you for your commitment to the mission. I'm looking forward to a very productive new year.

**Commissioner Rubin:** no comment.

**Commissioner Ocansey:** Much more to add to that. Once, if we should have. Yeah, look forward to being. It is. It's good to be part of the process of developing the new budget and entering the fiscal year so I can see it. And seeing some of these initiatives and we sort of break is going to be. Warnings to me, so I look forward to that as always, thank you very much so.

**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.. 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 Cummings moved, and Commissioner Ocansey seconded a motion to go into Executive Session at 2:05 pm. Commissioner Cummings, Commissioner Ocansey, and Commissioner Remarais voted yes. The motion was passed, three to zero.

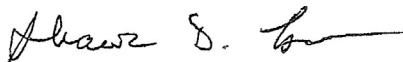
Board Chair Remarais requested a motion to end Executive Session; Commissioner Cummings moved, and Commissioner Ocansey seconded the motion to end the Executive Session at 2:40 pm. Commissioner Remarais, Commissioner Ocansey, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed four to zero.

15. December Regular Board Meeting

The December Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, December 21, 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 Ocansey moved, and Commissioner Cummings seconded a motion to end the Board Meeting at 2:42 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