

**ROCHESTER HOUSING AUTHORITY  
July 26, 2023  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**July 26, 2023**

**MEMBERS PRESENT**

Rosalie Remarais, Chairperson  
Florine Cummings, Resident Commissioner, Vice Chair  
Shanai T. Lee, Commissioner  
Kabutey Ocansey, Commissioner  
Henry Rubin, Commissioner  
Willie Otis, Resident Commissioner  
James Water, Jr. Commissioner

**STAFF PRESENT**

Melissa Berrien  
Shawn Burr  
Diana Colon  
Robert Croston  
Pierre Dorancy  
Julie Fox  
Cynthia Herriott  
Kimberly Huffman  
Joyce Kinsey  
Celeste Langston  
Shawanna Lawrence  
Daniel Long  
Mariam Rodriguez –  
Machuca  
James Senger  
Evhen Tupis  
Harolda Wilcox

**OTHERS PRESENT**

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

Commissioner Rosalie Remarais called the May Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:01 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 resident that were present to share their concerns safety and security from Glenwood Gardens and Kennedy Tower. The residents from Glenwood Gardens present a written complaint. They were told that Board will investigate an that Executive Director Burr would get back to them.

2. Approval of Minutes:

a. June 28, 2023, Regular Board Meeting Minutes

Commissioner Rubin moved, and Commissioner Waters seconded the motion to approve the June 2023 Regular Board Meeting Minutes Commissioner Remarais, Commissioner Cummings, Commissioner Otis, Commissioner Rubin, Commissioner Waters, and Commissioner Ocansey, voted yes. The motion passed six 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 gave big kudos to Harold Zink and Mike Graham for recouping over \$85,000 from RGE for overbilling RHA. They determined there were gross errors in RGE's billing for Kennedy Tower and Hudson Ridge Tower and were able to prove it because of a process that was put in place here at RHA years ago where water, electric and gas meters are read by our HVAC team and the data stored. Great work Mike and Harold!!

Mr. Burr reported that the Community Choice Demonstration RHA is working diligently with families. We have made significant progress and I'm very proud of our dedicated team!

Mr. Burr would like to continue to recognize the extra efforts of staff involved in community projects. 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, Guardian Ad Litem Program, Private Sector Rental Market Study Working Group, Eviction Response Team, Coalition to Prevent Lead Poisoning 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 Thank you to everyone who attended the sessions on HUD's Choice Neighborhood (CNI) opportunities. We had a great turnout and even better participation

in the discussions. There was a lot of information shared by our consultants, EJP Consulting Group, who did an amazing job presenting. Kudos to Diana and Rich Weit for getting the room set up each day and refreshments and lunches provided! Our next step is revisiting the Physical Needs Assessments with the A/E firms to determine if our target sites meet the eligibility criteria for CNI.

Mr. Burr reported that Development projects are moving forward with the closing for Federal St-SS complete! He gave a reminder that our groundbreaking ceremony for our Federal St-Scattered Sites Project is tentatively set for 11:00 on Thursday, August 17th at the Federal St. location. We have 135+ invitations going out and hope to have 15 speakers. Work has begun at some of the sites and construction meetings are every two weeks. Parliament-Fairfield will most likely have a closing date in October of this year, and we have held two resident meetings at each site and have more scheduled on 7/31 and 8/1. We were not funded for Fernwood Phase I and will resubmit for the next round when it's announced. Glenwood is moving along with finalizing the design and environmental testing. We will be putting together a presentation for residents shortly and meeting with them.

Mr. Burr stated our summer employee picnic will be on July 27<sup>th</sup> at Ontario Beach Park and our Senior Resident Summer Outing is going to be on August 4<sup>th</sup>, so save the dates!

Mr. Burr NYSPHADA Update: The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's. We will be meeting with HCR soon to advocate for PHA funding in the State budget.

Mr. Burr shared that he was happy to attend the Urban Institute's "Increasing Upward Mobility for Residents: How Local Leaders Are Using Urban's Upward Mobility Framework Confirmation". Our very own Aqua Porter was a guest panelist! It's encouraging to see what other communities are doing to increase upward mobility and racial equity. It was a virtual event with over 1300 attendees nationwide. It certainly aligns with our mission and strategies like the Choice Neighborhoods Demonstration we're involved with. Here's the link if you'd like more information. Opportunity-rich and Inclusive Neighborhoods | Boosting Upward Mobility (Urban Institute).

#### **b. Board Action Requests**

- i. Scattered Site Roof Replacements R-20 - Authorized the Executive Director to award a contract to VP Renovations, Inc. in the amount of \$110,400.00 – Capital Project

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

- ii. Scattered Site Roof Replacements R-21 – Authorized the Executive Director to award a contract to VP Renovations, Inc. in the amount of \$94,650.00 – Capital Projects

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

- iii. Bronson Ct. Site Upgrade Project-Ph II Sitework & Exterior Improvements-EC (Electrical Contractor) – Authorized the Executive Director to award a contract to Szulgit Electric in the amount of \$240,000.00 – Capital Projects

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

- iv. Bronson Ct. Site Upgrade Project-Ph II Sitework & Exterior Improvements-EC (General Contractor) – Authorized the Executive Director to award a contract to Loyal Nine Development Corp. in the amount of \$4,140,000.00 –Capital Projects

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

- v. University Tower Façade Repairs Rebid - Authorized the Executive Director to award the contract to Montanosa Restoration in the amount of \$750,000.00 – Capital Projects

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

- vi. Cellphone Service Authority Wide - Authorized the Executive Director to award the contract (with 4 renewals) to Verizon in the amount of \$60,000.00 – Maintenance.

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

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- vii. FY 2023 3rd Quarter Vacated Arrears Write-off - Authorized the Executive Director to approve the write-off in the amount of \$49,698.19 – Public Housing/Finance.

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

- viii. Changes of Board bylaws – Resident Commissioner Election - Authorized the Executive Director to revise RHA’s Bylaws Article – III Election of Resident Commissioners – Executive.

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

- ix. Chapter 12 – Eligibility for Transfer-- 12.IV.C. - Authorized the Executive Director to approve the revision to the RHA’s ACOP – Public Housing.

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

- x. Community Choice Demonstration Program -- this action item was table for the time being.

- xi. Parking Improvements for Holland Townhouses Project – this action item was table for the time being.

- xii. Board-up Contract Award - Authorized the Executive Director to award the contract to MS Cleaning & Home Improvement in the amount of \$49,999.00 – Maintenance.

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

4. Human Resource Coordinator Report

Shawanna Lawrence

The Human Resource Department is continuing to: "Support our Employees to Enhance an Organizational Culture of Excellence" Please see the update below:

The HR department had a productive month in July 2023, focusing on critical activities such as recruitment and employee engagement. The department's efforts have resulted in the successful hiring of new employees and improved concentration on engagement.

Recruitment Information:

New Hires:

Position- Housing Specialist – (1) Public Housing Department started on July 10, 2023.

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Promotion Position- Assistant Director of Public Housing – (1) Public Housing Department started on July 10, 2023.

Recruitment Strategies:

ROC The Block Community Employment Fair- July 12, 2023

Increasing Brand Awareness on social media

Employee Referral Program–Ongoing

Key Activities:

1. The Wellness Committee submitted its monthly newsletter to staff.
2. The employee experience is extremely important, so we continue to strive on creating a positive and engaging work environment. Some of the strategies for improving the employee experience, including employee engagement initiatives, highlighting the benefits and perks we offer.

Events July 2023:

Employee Summer Cookout: Thursday, July 27, 2023

Training/ Learning Development:

HR provided coaching sessions to four (4) managers/directors to continue developing their leadership skills.

Opportunities:

Talent Retention:

While we have successfully attracted new talent, we are also focused on retaining our employees.

HR conducted four (3) stay interviews with employees. The purpose is to understand employees' level of job satisfaction, identify potential issues or concerns, and address them to increase employee engagement and reduce turnover.

**Demographic Information:**

I want to provide you with current demographic information for the Authority as of July 14, 2023. 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.

**Conclusion:**

Human Resources will continue to focus on these critical areas and address challenges and opportunities to support the organization's goals and objectives.

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.
- 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 going to meet with the Rochester Police Department, Law NY, and Councilmember Patterson to further discuss this project.
- 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. A meeting took place on 8/9/22. Commissioners Cummings and Rubin are members.
- Employee Summer Cook-Out- The Diversity and Inclusion Committee will be engaging with staff through a game in which we will be encouraging knowledge pertaining diversity and inclusion.

Compliance

- **Fraud Investigations**
  - **Leasing Operations** Repayment Agreement payments total YTD as of June 2023, \$30,885.78 collected (with a total of \$2,572.00 collected in June 2023) A total of \$521,873.71 has been collected to date.
  - **Public Housing** Repayment agreement totals YTD for vacated arrears and collection loss as of June 2023, with \$2,916.38 collected (with a total of \$582.38 collected in June 2023). A total of \$50,365.69 was collected to date.
- **Termination Hearings:**
  - **Leasing Operations** – 5 Participant Hearings Scheduled: 0 Upheld; 0 No Show, 1 Overturned, 0 Reinstated, 2 Adjourned, 2 Withdrawn; 0 Pending Hearing Decision
  - **Public Housing** – 0 Participant Hearings Scheduled: 0 Upheld; 1 No Show, 0 Overturned, 0 Reinstated, 0 Adjourned; 0 Withdrawn.

Operations

- **Case Management**
    - Program Violation Referrals Outstanding – 1,444 (Previously 1,440)– which is a total to date since 2015. Due to staffing shortages, program violation referrals will be temporarily on hold. Compliance is working with HR to fill the positions.
  - **Rochester Housing Charities (RHC) – Commissioner Florine Cummings and Deputy Executive Director, Cynthia Herriott serves 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 are working on Board training.
    - The DED 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’s draft audit and budget have been provided to the board representatives.
- Audit and Review** – The DED 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 DED has conducted several small-scale audits.
- **Public Safety** – Please note the attached Activity Chart for Public Safety.
  - Public Safety works with the Rochester Police Department to develop strategies to address crime trends.



- There were several attempted break-ins to Glenwood Gardens. I am working with AP Security for them to pay special attention in that site.
- On June 26, 2023, there was a domestic dispute in which a door was kicked in on one of our Seneca Manor Drive Units. On June 27, 2023, when our maintenance staff reported to the unit to fix the damaged door, he realized that two minors (ages 1 and 2) were left unattended and locked inside a bedroom. RPD and the Crisis Team were called and addressed the matter with the family.

**6. Finance**

**Kimberly Huffman**

Ms. Huffman reported the monthly Finance Report, the actual vs. budgeted figures, and variances for year-to-date through May 2023, for the COCC, Public Housing, and Section 8 income and expenses.

**7. Information Technology Report**

**Evhen Tupis**

*Affordable Internet for Residents*

- RHA is using the learnings from the successful Hudson-Ridge Tower \$30 ACP Internet subsidy event to schedule similar events for Parliament and Lexington next; with thanks to Jesse McCarthy for his site-help. We are targeting August.
- Cornell Cooperative Extension has been contacted and agreed to partner with RHA for a similar event in Orleans County for our Section 8/Leasing Operations participants there. This is in early stages; however, we are also targeting an August event.

*Public/Participant Self-serve Kiosks*

- Reminder: this is a custom modification to existing public kiosks to allow the public to scan documents for assured delivery to RHA. We are awaiting final quote to determine if funding is available.

*Upgrade Landlord Portal to modern Owner Portal product*

- RHA has been delayed in completing final testing of the system. RHA's "Super Users" have a meeting scheduled for July 17th, to assist in assuring progress.

*Video Safety and Access Control Upgrade/Modernization*

- Budgeting discussions have taken place. Capital Projects has scheduled budgetary support. Now awaiting final "go" from the Finance office. Once secured, RFP will be completed and released.

*Tenmast Upgrade/Replacement*

- At HUD's direction, RHA is unable to renew its existing agreement as it extends beyond their 5-year maximum. RHA is sending a letter to Tenmast (an MRI company) to notify them that the existing 3-year agreement will not be renewed. We are seeking a 1-year "stop gap" agreement, during which RHA is releasing a public RFP to meet HUD's directive.

*RochesterHousing.org Website Upgrade/Modernization*

- Upgrade feedback has been digested and has been deemed actionable. RHA is now seeking quote for proceeding.

8. **Public Housing Report**

**Harolda Wilcox**

**Public Housing Activities:**

- On June 20, PublicHousing collaborated with FSS we had our second StrongFamily function at Seneca Manor. We had a cookout, ice cream from Lugia's, for the residents and their households, we also had a variety of games that the RHA staff members played games with the children that were present in the event. Residents also completed a survey to participate in a raffle for a movie night basket price.

**Public Housing Matters:**

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

**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 \$1,353.00 in EPPI 2.0 monies for June 2023.
- As of June 2023, the total delinquent rent amount owed is \$325,990.95.
- 19- 30-day notices were served by the City Marshal in June.
- We are collaborating diligently with residents to address arrears in lieu of court proceedings. As of May 2023, RHA has entered into ninety-six 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.
- As of June 30th, PH zones have the following number of evictions in the process:
  - North – three residents and thirteen residents are in delinquent status.
  - South – two and eleven residents are in delinquent status.
  - Central – two and six residents are in delinquent status.
  - Scattered Sites – one and ten in delinquent status.

Parkside

- 5 Vacant Units
- 4 Units Ready to Lease (1 unit move-in for August)
- 1 Offer, 1 accepted

Parkside Arrears

- \$ 45, 710.00 outstanding rent
- \$ 5,084.00 0-30 days
- \$ 2,535.00 31-60 days
- \$ 2,653.00 61-90 days
- \$ 34, 644.00 over 90 days (represents seven tenants)

**MISCELLANEOUS ITEMS**

- 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:**

Housing specialists are still making unit offers to applicants for the promo high-rise offers. Next wait lists pull: APC will suspend waitlist pulls for the month of June.

- APC will begin pulling from the studio wait list to address the number of vacancies at DT and UT. A studio waitlist pull will be conducted every two weeks until the studio wait list has been exhausted. APC anticipates the studio wait list will be exhausted by late September/early October 2023.
- Next Studio Wait List Pull: 7/14/23 and 7/28/23.

**Current Department Operation Status:**

- APC Manager and designated staff continue to extend offers to 'ready drawer' applicants to fill vacancies. We are now establishing an approved 1-bedroom waiting list (ready drawer) for applicants to fill upcoming 1- bedroom vacancies.

**Unit Offers:**

- APC Manager is extending offers to 'ready drawer' applicants to fill vacancies. We are now establishing an approved 1-bedroom waiting list (ready drawer) for applicants to fill upcoming 1-bedroom vacancies.
- Current applications in the Screening and Intake Phase as of 7/6/23
- Currently being screened - 18 applications
  - ❖ Studio- 5
  - ❖ Regular 1 bedroom - 8
  - ❖ High Rise 1 – bedroom canvas 3
  - ❖ 2+ bedrooms – 1 application

Currently going thru intake (w/Intake Specialist): 32 applications

\*studio/1-bedroom – 31 applications

\*2+ bedrooms – 1 application

**Staffing**

- 1 position open - Housing Specialist

**Renovation Projects:**

- Fed/Scattered Site – From the 37 households that will have their units demo'd 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 9/27/22 – All residents, except for the Section 32 resident, have received a final relocation unit offer, per the Relocation Plan.
  - As of 7/6/23 - NO OTHER UPDATES
- Bond St. – As of 5/2/23 - All families have been extended an offer. All have accepted their offers except 2 residents. The property Manager is currently addressing this issue.
  - As of July 5, 2023 – no updates
- Luther Circle -all residents have been assigned a unit to relocate to. APC is waiting on transfer paperwork/preferences from Property Manager and residents to officially add them to the wait list and extend the offer according to the transfer policy and relocation plan.

**9. Maintenance Report**

**Robert Croston**

**1. Vacant Unit Report**

\* The Maintenance Department continues to work hard to keep up with the number of new vacancies. One of our highest numbers of vacant units in years.

**2. Site Beautification**

- Maintenance has started outside work at the buildings and some of the sites as it is needed. We will be checking for any plants that need replacing and upgrading the mulch. To bring up the curb appeal at the sites. This has started and we will provide the board with pictures as they are completed.
- Maintenance is moving forward to start upgrading the inside lobby of Hudson Ridge Tower. We will be looking at painting the lobby, upgrading the flooring near the vending machines, upgrading the guard station, and any other Public Housing concerns.

**3. Meeting with NYC Housing authority**

- The Maintenance department was asked by the NYC Housing Authority to speak with some of their staff about our experiences in managing our fleet of vehicles. It was a very interesting discussion on what we have learned over the years and how we have managed our fleet, particularly over the last few years. Our experience with leasing vehicles and our maintenance service with the City of Rochester were topics of conversation. Even the evolution of electric vehicles and some thoughts on how they will work for Authorities moving forward. It was interesting even with the difference in sizes how they seemed to listen and ask questions, trying to stretch their budget and save money. Not that I know how they came to us, but I would like to think it is due to our good reputation within the region of Housing Authorities our size. That is a credit to all the departments and everyone who works here, including the board at RHA.

**10. Leasing Operations Report (Section 8)**

**Pierre Dorancy**

**Leasing Operations Matters:**

1. The Administrative Plan language changes have been approved. 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 1,332 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 83.61% utilization of vouchers and 94.67% utilization of funds. Leasing Operations Department has a Leasing Plan for 2023 to maximize HUD funding for Housing Assistance Payments. Staff continues to work overtime to issue vouchers and to maintain utilization.
4. The monthly inspection goal has been 780-960. The Inspection Unit conducted 621 inspections in June 2023.

**HUD Community Choice Demonstration (formerly Mobility Demonstration)**

*As previously reported, RHA was one of nine (9) PHAs selected to join the HUD's HCV Mobility Demonstration Program. The program is now known as Community Choice Demonstration (CCD). 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.*

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As of the pilot start date of October 17, 2022, the Managers implementing the program have updated the RHA website with CCD information. Interested families can reach out to a dedicated phone line and email address to communicate interest in participation. The CCD email address is [communitychoice@rochesterhousing.org](mailto:communitychoice@rochesterhousing.org) and the phone line is (585) 697-6210. The Leasing Operations staff have sent out seven (8) batches of interest to qualifying families with recertifications from May through December 2023 were randomly selected and provided with program information. As of 07/10/2023, one hundred twenty-three (137) families have been enrolled in the program of which sixty-three (71) have been randomly selected for mobility services. One applicant family from RHA's HCV Waiting List has enrolled and was randomly assigned to receive services. CCD families have been searching for units throughout the Opportunity Areas and two (2) families have leased up in an Opportunity Areas with another moving August 1. Two (2) CCD families moved into a non-Opportunity Area.

**HUD Emergency Housing Vouchers**

As of 07/13/2023, out of 117 EHV vouchers authorized:

- 151 moving papers have been issued,
  - 112 applicants have been housed.
  - 8 applicants are searching for housing.
  - 4 applicants have submitted moving papers to RHA
- No additional referral has been requested from the COC.

RHA continues to collaborate with the local CoC and consult with 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 policies of the Emergency Housing Voucher (EHV) program were approved by the Board on 9/22/21 and are reflected in the RHA 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 award 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.

As of 07/13/2023, out of 25 new Mainstream Vouchers authorized, 15 applicants have been housed and 7 have submitted moving papers to RHA.

**Training**

The Leasing Operations team will continue to provide training for staff in Calendar Year 2023 in collaboration with the HR department. Topics include:

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- Trainings on SEMAP, HOTMA and NSPIRE have been attended and scheduled.
- Rent Calculations & HCV Program Management.
- Effective Use of HUD's Two-Year Tool to maximize voucher utilization.
- Personal and Professional Development such as effective communication.

**11. Family Self-Sufficiency (FSS) Report**

**Melissa Berrien**

**Participant Highlights**

We have 185 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Ms. Jimenez entered the FSS program on April 1st, 2021, with employment, credit restoration and homeownership goals. Ms. Jimenez maintained employment with True North Prep; her income increased 12% percent, and she is no longer receiving section 8 assistance. Ms. Jimenez is a successful graduate of the FSS program.

**Section 3**

- Monthly Report – no updates

**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.
  - 2022 Stats
    1. 93 clients
    2. 286 counseling sessions
    3. \$255,000 debt reduction
    4. \$111,000 increased savings
  - FEC awarded 150K to assist RHA families, of which 30 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 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 six participants.
  - Four additional grants were awarded in December.
  - FEC is requesting additional time to assist new homeowners as the original agreement ends February 2023

- City Council approved the extension of the HO grant project through September 30<sup>th</sup> of 2023. Amendment to Executive Director and Mayor for Signature. A signed extension was received on 4/5/2023.
- To date we have issued 13 homeownership grants.
  
- **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
  - Areas of focus: Housing Navigation, Displacement/Transiency, reviewing list of budget priorities aligned with RMAPI’s housing policy.
  - The team is reviewing RMAPI’s state level housing policy to inform our local delegation at RMAPI’s legislative breakfast.
  - RMAPI presented their Policy Agenda to a delegation of local state representatives on 2/10/2023. Policy Priorities:
    1. Raise Income
    2. Invest in Families
    3. Decriminalize Poverty
    4. Reform Housing
  - RMAPI Housing Navigation – RMAPI is surveying participants, landlords, and experts to examine the navigation of our local housing systems and ways to make it easier.
  - The project has moved to the next phase of ideation after completing interviews with 56 renters, landlords, and field experts.
  
- **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.
  - Mayor Evans has signed off on the proposed plan. We are awaiting an award letter from Living Cities to present it to the city council. Closing the gaps seeks to improve homeownership and entrepreneurial outcomes for people of color. The proposed plan would add outreach dollars and incentives for young families to pursue homeownership.
  - Next steps: Create collaborative outreach materials, meet with Head Start staff, explore RHA/Landbank partnership.
  - City of Rochester Closing the Gaps and Buy the Block staff are tabling at the strong Families Public Housing Events.



- **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.
  - January FCAB meeting presentation with Dr. Harris – Studying how antioxidants levels effect cancer.
  - March 2023 FCAB meeting - Dr. Capizo discussed pancreatic cancer and its incidence and mortality rates are higher in the 27-county area of NY that Wilmot serves in comparison to the rest of the state and national averages particularly amongst Black and Hispanic groups. To address this problem in our area, Wilmot researchers are preparing to submit a large grant to the National Cancer Institute to fund a research program that aims to test novel therapies in clinical trials in pancreatic cancer patients.
  - May FCAB meeting – Dr. Kamen discussed the disparities in results of immune checkpoint inhibitor treatment study and recruitment efforts for African American patients. Dr Scales discussed “Metabolic vulnerabilities and therapy in Triple Negative Breast Cancer (TNBC)”
    1. Elucidating metabolic pathways that may lead to new therapies for breast cancer.
    2. Spearheading new collaborations focused on other cancers.

#### **Homeownership**

- Mr. Lopez closed on his home at 6 High Street on July 5th.
- We have four families with anticipated closings and thirty-five families who have been approved for financing and are searching for homes.

#### **12. Resident Relations Report**

**Melissa Berrien**

**Community Rooms Resident Rental** – Community room insurance coverage confirmed, next step is to finalize the new procedure.

**Resident Email Communications** - Resident Councils’ emails have been created. Lynette (RS) is working with Anna (IT) to retrain residents. Training will be rescheduled when IT resolves the email address issue.

**Tenants on Patrol (TOP)** – Danforth Resident Council president Robert Davis presented a proposal for TOP volunteers to receive stipends. Executive Director Burr is reviewing the proposal.

**Resident Commissioner Election** – 2023 election nomination period 8/1-8/22. Election scheduled for 9/29/2023.

**Resident Council Officer Training and Travel** – We reviewed the procedure for accessing resident council tenant participation funds for attending conferences.

**Senior Activities**

- Senior summer outing planning has commenced the event will be held on August 4th.

**Family Activities –**

- Strong Families Event –RHA is having strong family events at 7 of our Public Housing apartment complexes throughout the summer. We are partnering with Rochester Empowerment Center, Anthony Jordan, CASH, City of Rochester Homeownership program and Rec on The Move. We are creating a community fair atmosphere where residents are engaged and empowered.
  - 6/6 (Harriet Tubman) – 140 residents attended.
  - 6/20 (Seneca Manor) – 105 residents attended.
  - 7/11 (Holland Townhouses/Atlantic)
  - 7/25 (Lexington)
  - 8/8 (Bay Zimmer)
  - 8/22 (Bronson Court/Capsule)
  - 8/29 (Fairfield Village)
- Summer Meals – We are partnering with Foodlink and our resident volunteers to bring a summer lunch program to Harriet Tubman Estates and Seneca Manor Townhouses. The meals are distributed Monday through Friday with Tubman from 7/5-9/1 and Seneca Manor from 7/10-9/1.

**13. Planning Committee Report**

**Shawn Burr**

- The Planning Committee meeting was held on 7/12/2023. There were no follow-up items from the previous meeting.
- There were 5 action items to move forward to the Board:
  1. Scattered Porches R-20 and R-21 (JS)
  2. University Tower Façade Repairs (re-bid) (JF)
  3. Bronson Phase II Improvements (General Contractor and Electrical) (JF)
- We then discussed the status of our current projects by having staff give updates and review progress pictures:
  1. Danforth Towers East & West Façade Repair – project is at substantial completion and is wrapping up some last-minute changes.
  2. Bronson Ct. Roofing – project is 90% complete.

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3. Unit's 43 & 60 Wm. Warfield Dr. Fire Restoration – is at 25% with abatement and demo completed and re-installations progressing.
4. Atlantic Townhomes Site Upgrades – project is 35% complete and on schedule.
5. Unit 910 University Tower Fire Restoration – project is at 10% with abatement and demo nearing completion.
6. Lexington Court Window Refurbishment is complete.
7. Holland Townhouses Window Refurbishment is at 40% and is progressing rapidly.

- We had a meeting on Thursday July 20th, with our consultant team of D+B/Calogero on summarizing and categorizing the RAD Physical Conditions Assessments and Environmental testing on most all our PH properties as well as a focus on the CNI target sites and evaluation needs for that effort.
- There are currently two projects out to bid (Porch Bids P-10 and P-11) 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 and we continue to work on percentages of possible funds allocated/obligated.
- As we move forward with our development projects, there will be regular reporting on status of MWBE goals. We have a neutral third party that will be monitoring and ensuring compliance.
- The status of our current CFP Budgets as of July 20th are: 501.20 is 65% Obligated and 46% Expended and 501.21 is 100% Obligated and 53% Expended. With the latest projects and upcoming bid openings, we expect to meet all 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 as we move forward from permitting into abatement and construction. RHA has been attending site visits to review any site issues that come up on the Scattered sites to ensure timely response to our Contractor. An official groundbreaking is scheduled for August 17<sup>th</sup> pending confirmation of all attending.
- We continue to have our due-diligence meetings for Parliament / Fairfield as well as a Fernwood Development.
- Our other development projects in various stages were discussed with funding applications submitted and more being submitted prior to submission deadlines.
- Updates were given on our Change the Face of Public Housing projects with one going out to bid soon.
- Updates were then given on our pipeline of capital projects in planning and design stages.
- Updates were also given on the Hazard Related Grant and Section 32 progress.
- The rest of our project pipeline was presented, and the meeting was adjourned..

14. **Commissioner Comments**

**Commissioner Cummings:** Thank you.

**Commissioner Rubin:** Thank you to the staff and Shawn.

**Commissioner Otis:** To the commissioners, please visit the site. Speak with the residents.

**Commissioner Waters:** thank you.

**Commissioner Ocansey:** I want to thank the staff for all your hard work on this report.

**Commissioner Lee:** Thank you.

**Commissioner Remarais:** Piggyback on what everyone else said, thank you to the staff, our executive team. We appreciate all the hard work you all do 24/7.

Board Chair Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Waters moved, and Commissioner Rubin seconded a motion to go into Executive Session at 2:40 pm. Commissioner Cummings, Commissioner Otis, Commissioner Rubin, Commissioner Waters, Commissioner Lee, Commissioner Ocansey, and Commissioner Remarais voted yes. The motion was passed, seven to zero.

Board Chair Remarais requested a motion to end Executive Session; Commissioner Waters moved, and Commissioner Lee seconded the motion to end the Executive Session at 3:30 pm. Commissioner Remarais, Commissioner Rubin, Commissioner Lee, Commissioner Otis, Commissioner Ocansey, Commissioner Waters, and Commissioner Cummings voted yes. The motion passed seven to zero.

Board Chair Remarais requested a motion to end the Regular Board Meeting; Commissioner Waters moved, and Commissioner Ocansey seconded the motion to end the Executive Session at 3:31 pm. Commissioner Remarais, Commissioner Rubin, Commissioner Lee, Commissioner Otis, Commissioner Ocansey, Commissioner Waters, and Commissioner Cummings voted yes. The motion passed seven to zero.

15. **July Regular Board Meeting**

The Annual Board Meeting of the Rochester Hoousing Authority is scheduled for **Wednesday, august 23, 2023 at 11:30 am** and the August Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, August 23, 2023, at 12:00 pm**.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Shawn S. Burr", with a long horizontal flourish extending to the right.

Shawn Burr,  
Secretary to the RHA Board,  
Executive Director