

**ROCHESTER HOUSING AUTHORITY
SEPTEMBER 2017, 12:00 PM
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

George Moses, Chair
John Page, Vice-Chair
Hershel Patterson, Commissioner
Willie Otis Commissioner
Calvin Lee Commissioner

STAFF PRESENT

John Hill
Melissa Berrien
Shawn Burr
Diana Colon
C. Clarke
Paul Foti
Jacquetta Harris
Cynthia Herriott
Rashondra Martin
Janis White
Sandra Whitney

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Heather Amidon
Jamie Frumusa

Chair Moses called the September Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:00 PM. He noted for the record that notice of this meeting was posted as required by law and there is a quorum present.

1. **Open Forum – Public Comments**

Wilma Santos from Ridge Hudson Tower commented on the upcoming change of the Maintenance staff from their location to another Public Housing location. She would like RHA to think about the residents that currently have a good relationship with the staff. She believes this change can affect the elderly.

Lucas Holcomb owns three properties that he has listed with Section 8, one of his tenants has moved in, and he hasn't received any payments from RHA. The inspections were completed and passed; he is concerned that since he must rent to Section 8 tenants, he should be paid promptly. He would like to speak with someone who can provide him how Section 8 works, and when his rent payments are dispersed. He doesn't want to evict the tenant; they paid their portion of the rent. However, he is

running a business and is still waiting on his contract from Section 8. Jacquetta Harris will contact Mr. Holcomb to get this resolved.

2. **Approval of Minutes: September Regular Board Meeting**

Commissioner Otis moved, and Commissioner Patterson seconded the motion to approve the minutes of September 2017, Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Page, and Commissioner Otis, voted yes. The motion was passed.

3. **Director's Report and Board Approval Requests**

a. Executive Director John Hill presented his director's report on the following topics:

1. John Hill updated the Board with PIH Compliance Monitoring Review Report, asking HUD to closed both Findings. The transition from Maintenance to Operation, the meeting was to communicate the change and the work they will continue to perform. Their training will be work performance, safety, and skills rotation. John Hill and Jacquetta Harris attended Continuum of Care (CoC) appeal of the Shelter Plus Care Grants scoring. This appeal was to request that RHA move to Tier 1.

b. Board Action Request

i. FY18 Annual Operating Agency Budget-Addendum Organizational Chart – Finance

Commissioner Page moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

ii. Grant Writer– Finance

Commissioner Page moved, and Commissioner Otis seconded to table this request to Executive Session and remove it from the agenda. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

iii. Tipping Point Contract Renewal – Finance

Commissioner Page moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

iv. R-Café – Resident Council – Finance

Commissioner Patterson moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

v. Board Policy Updates: – Human Resources

- a. 305 Drug and Alcohol
- b. 325 Computer Email Internet
- c. 390 Standard Professional Behavior

Commissioner Otis moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

vi. Remedy Contract Renewal – Human Resources

Commissioner Otis moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

vii. Fairfield Village – Capital Project

Commissioner Lee moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

viii. 292-296 Tremont Street – Capital Project

Commissioner Lee moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

ix. University Tower Boiler Replacement – Capital Project

Commissioner Patterson moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

x. University Tower Fire Pump and Controller Replacement Rebid – Capital Project

Commissioner Page moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

xi. Harriett Tubman Sidewalk Replacement – Capital Project

Commissioner Otis moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

4. **Executive Personnel Administrator Report**

Rashondra Martin

Ms. Martin presented an update on the status of RHA's supporting our associates and contributing to an organizational culture of excellence and improving internal communications. Goal III Support our Employees to Enhance an Organizational Culture of Excellence. Recent Training includes Anti-Harassment, Discrimination & Sexual Harassment. Upcoming Training, Evaluations for Managers. She introduced the Associate Recognition Program. Human Resources Goal V Improve Internal and External Communications. HR Department is continuing their commitment to internal communications by having meetings with the Departments or Units that are affected by the reorganization. They have met with HQS inspectors and Clerks.

5. **Compliance, Diversity and Inclusion Officer Report** **Cynthia Herriot**

Ms. Herriott reported on her goals for 2017, to date, the Compliance Department is working on updating some of RHA's Policies and Procedures. Compliance Diversity Inclusion (CDI) is continuing with auditing RHA's compliance with HUD's new Violence Against Women ACT rules. CDI is working with Shawn Burr on RHA's standard report to HUD's Lead Paint Electronic Audit.

6. **Finance** **Paul Foti**

Mr. Foti advised the Commissioners that they can meet with him to discuss the Annual Budget. The COCC increase is due to the increase from the Section 8 Vouchers. The Budget vs. Actual, RHA is doing well. Public Housing and Section 8 Budget is going well; he said this is due to a great management team.

7. **Public Housing Report** **Sandy Whitney**

Public Housing Director, Whitney reported to the Board; rent collection is going very well. The RAD Conversion didn't affect the Public Housing's vacancy rate. There was a total of 13 move outs for this period: 4 Voluntary, 2 Non-Payment, and 7 Transfers. The vacancy rate is around 2.59%.

8. **Leasing Operations Report (Section 8)** **Jacquetta Harris**

Voucher Utilization Report: Director Harris presented the Section 8 Committee report. Utilization rate was not available due to the TenMast Migration. Ms. Harris will have the updated utilization report in October. ShelterPlus Care Program will have a Boot Camp in October/early November for sponsoring agencies.

9. **Family Self-Sufficiency Report** **Melissa Berrien**

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) presented that Warren's household income increased by 237%. As of September 1, 2017, Section 8 is no longer providing any subsidy. Ms. Warren achieved her education goal when she received her Associate of Science degree from Genesee Community College in May of 2016. Ms. Warren Ms. Prescott's household income has increased by 354% and now exceeds the Fair Market Rent. Ms. Warren and Ms. Prescott are actively working on their homeownership goals and has attended the NACA orientation and intake appointment.

10. **Planning Committee Report**

Deputy Executive Director, Shawn Burr reported on current projects that are in the construction stage, Kennedy Tower window replacement, Lena Gantt Roof, and siding replacement Phase II, and 62 Merrimac Street fire rehab., and some scattered Sites roofs.

11. **Commissioners' Report**

Commissioner Patterson asked for the update on the Laundry Machine Project. Per John Hill they will have the updates at October Public Housing Committee Meeting, He asked what kind of contract do we have with Rich Housing. Sandy Whitney stated that its called Family Services Community, and there is a lease with them, as well as a lease with the residents.

Commissioners Page would like to thank everyone for the quick work on the R- Café, this should be the norm on how things like this happen.

Commissioner Moses at the request of John Hill and HUD to ratify 3b.7 from 8/23/17 Board Meeting: Resolution for the Compliance Monitoring Review in June from HUD, Findings which was addressed; (a.) Utility relief Policy, (b.) Asset Disposition Policy, (c.) Vacated Arrears & Debt Collections Policy, and the recommendation from The Attorney is to ratify 3b.7 from August 23, 2017, Board Meeting and pass the Resolution 09.27.17.01

Commissioner Page moved, and Commissioner Patterson seconded the motion to approve Resolution 09.27.17.01. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioners Patterson voted yes. The motion was passed.

Chair Moses moved to go into Executive Session; Commissioner Page moved, Commissioner Otis seconded to go into Executive Session for a Legal and Personnel matter at 1:20 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioner Patterson, voted yes. The motion was passed.

Chair Moses moved to end Executive Session; Commissioner Lee moved, Commissioner Patterson seconded to end the Executive at 2:15 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioner Patterson, voted yes. The motion was passed.

12. **October Regular Board Meeting**

The October Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, October 25, 2017**, at 12:00 noon in the Board Room (Room #121) at 675 West Main Street.

There being no further Regular Meeting Business to come before the Board, Commissioner Otis moved that the Regular Meeting is adjourned. Commissioner Lee seconded the motion, Commissioner Patterson, Commissioner Lee, Commissioner Otis, and Commissioner Page voted yes. Chair Moses adjourned the Regular Board Meeting at 1:53 PM.

Respectfully submitted,

John N. Hill
Secretary to the RHA Board
Executive Director