

**ROCHESTER HOUSING AUTHORITY  
November 28, 2018  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

Tynise Edwards, Vice Chair  
Florine Cummings, Commissioner  
Calvin Lee, Commissioner  
Hershel Patterson, Commissioner

**STAFF PRESENT**

Shawn Burr  
Melissa Berrien  
Sinclair Carrington  
Mike Gallo  
Jacquetta Harris  
Cynthia Herriott  
Sara Jaouen  
Rashondra Martin  
Linda Stango  
Evhen Tupis  
Janis White  
Marisha Wilder

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Jamie Frumusa, Tipping Point Comm.  
Willie Otis, Previous Commissioner  
Dervon Richmond, Resident  
Osley Porter, Contractor

Board Vice Chair Tynise Edwards called the November Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:00 PM. She 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**

Dervon Richmond is requesting RHA help him regarding FedEx/UPS leaving packages outside his door. He would like non-tenants to be banned from entering the building; he believes these individuals do not have any reason for being there, and he thinks they are stealing from the residents. Sara Jaouen and Cynthia Herriott will follow-up with Mr. Richmond.

Osley Porter has some concerns over staff that was involved with rehabilitation work done for the Authority. This concern is being addressed.

**2. Election of Resident Commissioner – Florine Cummings**

Commissioner Lee moved, and Commissioner Patterson seconded the motion to approve the Election of the Resident Commissioner Cummings. Commissioner Lee, and Commissioner Patterson, voted yes. The motion was passed.

**3. Election of Resident Commissioner – Hershel Patterson**

Commissioner Lee moved, and Commissioner Cummings seconded the motion to approve the Election of the Resident Commissioner Patterson. Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

**4. Approval of Minutes: October Regular Board Meeting Minutes**

Commissioner Patterson moved, and Commissioner Lee seconded the motion to approve the minutes of October 2018 Regular Board Meeting. Commissioner Patterson, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

**5. Director’s Report and Board Approval Requests**

- a. Interim Executive Director Shawn presented his director’s report on the following topics:

Mr. Burr reported on the follow-up to the Board with a spreadsheet of annual contracts for service for residents. Commissioner Larson requested information on HUD’s report on Immigration status. The first annual Homeowner Recognition event will be on Tuesday, December 4, 2018, from 4pm -6pm at the Resident Services Department. RHA received a notice from HUD that our Shortfall funding request was approved. Mr. Burr participated in a “Cleveland-Rochester Learning Exchange” where a contingency of 30 plus members of various organizations, City, and County government from and around the Cleveland area came to Rochester to learn about our Coalition to Prevent Lead Poisoning (CPLP). A major focus was on how Rochester, Monroe County, and RHA work together to reduce lead-poisoning in children and lead-based paint hazards in our area.

b. Board Action Request

i. Scattered Sites Porch Replacement 54-56 Argo Park and 25 Rockland Park – Capital Projects

Commissioner Lee moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

ii. NYSIF Worker’s Compensation Broker, One Group – Human Resources

Commissioner Patterson moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

iii. NYSIF Worker’s Compensation Carrier, NYSIF – Human Resources

Commissioner Lee moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

iv. Laundry Vending Service Contract – Finance

Commissioner Patterson moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. Commissioner Cummings abstained. The motion was not passed.

v. Renewal MS Office 365 License – Information Technology

Commissioner Lee moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

vi. Resolution 11-28-2018-01 – SEMAP – Leasing Operations

Commissioner Lee moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

vii. Resolution 11-28-2018-02 – Legal

Commissioner Patterson moved, and Commissioner Cummings seconded the motion to approve this request. Commissioner Patterson, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

**6. Executive Personnel Administrator’s Report**

**Rashondra Martin**

Ms. Martin reported on Goal III Support our Employees to Enhance an Organizational Culture of Excellence; she continues to support the associates by providing training. Recent training: “Annual Employee Evaluation” and “Improving your Work Life.”

Goal VI, Improve Internal and External Communication by providing the Associates with Open Enrollment Events. This year Open Enrollment will be completed electronically.

**7. Diversity, Inclusion, and Compliance Officer’s Report**

**Cynthia Herriott**

Ms. Herriott reported on her goals; the Community Response Team is planning a meeting that involves full team training. The Leasing Operations and Public Housing repayment agreements are going well.

**8. Finance**

**Sinclair Carrington**

Mr. Carrington reported on COCC actual vs. Budget, Public Housing, and Section 8. He reviewed prior year budget to the actual year budget. COCC and Public Housing are doing well. Section 8 will received the shortfall funding from HUD.

**9. Public Housing Report**

**Sara Jaouen**

Ms. Jaouen reported on her department training with her Managers on how to audit for compliance. The Audits will continue in department. She is requiring her department to meet with Compliance to create a Standard of Procedure for internal communication.

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

**Jacquetta Harris**

**Voucher Utilization Report:** Director Harris presented the Section 8 Committee report. She also presented the Voucher Utilization report. Utilization Rate for October is at 97.75%. Vouchers issued, 9,516. Ms. Harris presented the Inspection Report and the Permanent Supported Housing statistics. There were a total of 1524 inspection completed in October.

**11. Family Self-Sufficiency Report**

**Melissa Berrien**

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) reported that 235 participants are currently enrolled in the program. There are currently 21 businesses in the RHA Section 3 Registry.

Ms. Weah closed on her home on September 5, 2018. FSS held an informational meeting featuring NACA for participants interest in how ownership. FSS will have their first Annual Homeownership Event at 495 Upper Falls Blvd. The Mayor is invited to attend. There are four families with anticipated closings and 17 families who have been approved for financing and are searching for homes.

**12. Planning Committee Report**

**Shawn Burr**

Interim Executive Director, Shawn Burr reported on RHA's Lighting Incentive Project, which was approved by the Board last month, contingent on HUD approval of our request for a procurement waiver. RHA is working on Site Improvements at Lexington Court, Lena Gantt Roofing and Siding Phase 3, and the Scattered Site Roof Replacement all are in various stages of construction. Window Hardware Upgrades at Danforth Tower is under contract; Kennedy Tower Elevator upgrades project is completed and staff will discuss ways for improvement.

**Commissioner Comments:**

No Report

Vice Chair Edwards requested to go into Executive Session; Commissioner Lee moved, Commissioner Patterson seconded to go into Executive Session for a Legal matter at 1:45 PM. Commissioner Cummings, Commissioner Lee, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

Vice Chair Edwards requested to End into Executive Session; Commissioner Lee moved, Commissioner Cummings seconded to end the Executive Session at 2:20 PM. Commissioner Cummings, Commissioner Lee, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

**13. December Regular Board Meeting**

The December Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, December 19, 2018**, at 12:00 noon in the Board Room (Room #121) at 675 West Main Street.

**ROCHESTER HOUSING AUTHORITY**  
**REGULAR BOARD MEETING**

There being no further Regular Meeting Business to come before the Board, Commissioner Patterson moved, Commissioner Lee seconded to end the Board Meeting at 2:20. Commissioner Cummings, Commissioner Lee, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

Respectfully submitted,

Shawn Burr  
Secretary to the RHA Board  
Interim Executive Director