

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

**May 23, 2018
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**ROCHESTER HOUSING AUTHORITY
May 23, 2018
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

George Moses, Chair
John Page, Vice Chair
Hershel Patterson, Commissioner
Calvin Lee, Commissioner
Rosemary Rivera, Commissioner
Willie Otis, Commissioner
Tynise Edwards, Commissioner

STAFF PRESENT

John Hill
Shawn Burr
Melissa Berrien
C. Clarke
Paul Foti
Mike Gallo
Jacquetta Harris
Cynthia Herriott
Jaquanda Jones
Linda Kellogg
Rashondra Martin
Paula Mortier
Jason Norselli
Donna Smith
Linda Stango
Shawn Burr
Evhen Tupis
Janis White

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Jamie Frumusa

Chair Moses called the May 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**

No Comment.

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

Commissioner Edwards moved, and Commissioner Patterson seconded the motion to approve the minutes of May 2018, Regular Board Meeting. Commissioner Page, Commissioner Lee, Commissioner Patterson, Commissioner Otis, Commissioner Rivera, and Commissioner Edwards 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:

Mr. Hill attended the Teen Empowerment Luncheon; Commissioner Rivera received the Peacemaker in Action Award. He held the final meeting on Home Sweet Home Memorandum of Agreement. The Board is asking for a copy of MOU. On May 9, 2018, I held a group meeting to share introductory information about what MTW, and how our Participants and Residents will benefit. Mr. Hill, Shawn Burr, and Linda Stango attended the North Winton Village Association Board Meeting with Mary Coffey and Marilyn Schutte.

b. Board Action Request

i. Policy# 445 Return to Work and Transitional Duty Program – Human Resources

Commissioner Patterson moved, and Commissioner Otis seconded the motion to approve this motion with the amendments added. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, Commissioner Rivera, and Commissioner Edwards voted yes. The motion was passed.

ii. Local Works Account Request for Emergency Housing Initiative – Capital Projects

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

iii. Resolution 05.23.18.01 – Legal

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

4. **Executive Personnel Administrator 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 “Dress Code and Personal Appearance Policy and Management Essentials: Confronting Difficult Employee Behavior.” The upcoming training for June 2018 is Anti-Discrimination and Sexual Harassment, Ms. Martin will provide

Commissioner with a copy of this training. Goal VI, Improve Internal and External Communication; Customer Care Campaign was implemented in March, and several Associates came up with some Customer Care Slogans. Deborah Stenzel, Chad Spencer, Donald DeCoste, and Raul Hernandez received the most votes. The new slogan is **Housing is Our Passion-Service is Our Mission.**

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

Ms. Herriott reported on her goals; under Operations, she is working on Termination Hearing stats and Public Safety. She presented new Parking Violations signs for approval.

6. **Finance** **Christopher Clarke**

COCC, Public Housing, and Section 8 budget are doing well. Section 8 Administrative Fees is not a concern; these funds will be collected. HAP payments were not budget with the increase we received. Finance will determine how to handle this shortfall.

7. **Public Housing Report** **John Hill**

Mr. Hill and staff reported on the waitlist for April; they pulled 388, applicants from the Waitlist. John Page would like to know how many were approved and how many were not approved for April. Ms. Jones will provide the Board with that information. Mr. Hill may offer some incentive for the RHA’s High-Rise Communities and Scattered Site.

8. **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 April is at 98.00%. Voucher used 9,565. Ms. Harris presented the Inspection Report and the Permanent Supported Housing. There was a total of 1650 inspections completed in

April. Permanent Supported Housing List Grants and start date and completion date of the grants. The Board requested that Ms. Harris outline her conversation with HUD regarding RHA's possible Shortfall, and what are the recommendations.

9. **Family Self-Sufficiency Report**

Melissa Berrien

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) has 223 participants enrolled in the program. There are currently 24 businesses in the RHA Section 3 Registry. FSS is planning a RHA family picnic scheduled for 6/30/18 to coincide with HUD's National Strong Families Initiative. Flyers were mailed to all Public Housing families for children ages from 5-13 to sign up for Summer Camp.

10. **Planning Committee Report**

Shawn Burr

Deputy Executive Director, Shawn Burr reported RHA's continue to work on the Choice Neighborhoods Initiative (CNI), and amended the Annual Plan to include more specific language on RHA intend to apply for HUD's CNI Grant. Current budgets are in good shape. Improvements on sidewalks and walkways.

Commissioner Comments:

Commissioner Lee reported on his trip to New Orleans; HUDs qualification for our community could be off with their scoring. There are other Public Housing Authorities that are lagging behind RHA with Homeownership, the RCafe', the Laundry initiative, and our Family Self Sufficiency Program.

Commissioner Patterson reported on his trip to New Orleans, noting that RHA is on track with the Committee Meetings and our Board Meeting. He reports that RAD is on the move in the other Public Housing Authorities.

Commissioner Otis reported that RAD is a hot topic within Public Housing, that all Public Housing Authorities will be participating in the RAD Program. He asked about the status of the Laundromat. Mr. Hill will Report to the Board on the Laundry Phase.

Chair Moses moved to go into Executive Session; Commissioner Edwards moved, Commissioner Otis seconded to go into Executive Session for a Legal matter at 1:35 PM. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

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

11. **June Regular Board Meeting**

The June Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, June 25, 2018**, 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 Edwards moved, Commissioner Lee seconded to end the Board Meeting at 3:15. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

Respectfully submitted,

John N. Hill
Secretary to the RHA Board
Executive Director