

**ROCHESTER HOUSING AUTHORITY
AUGUST 23, 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
Tynise Edwards
Rosemary Rivera

STAFF PRESENT

John Hill
Shawn Burr
C. Clarke
Paul Foti
Jacquetta Harris
Cynthia Herriott
Rashondra Martin
John Mooney
Janis White
Sandra Whitney

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Heather Amidon

Chair Moses called the August Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:06 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 Comments

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

Commissioner Edwards moved, and Commissioner Otis seconded the motion to approve the minutes of July 2017, Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Edwards Commissioner Page, Commissioner Lee and Commissioner Otis, voted yes. Commissioner Rivera Abstained. 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 a scheduled Procurement meeting with two Vendors to discuss the Laundry Machine purchases. Updated the Board with the HUD Compliance Monitoring Review. He discussed how to move forward with the CNI Grant.

b. Board Action Request

i. Eiffel Street – Capital Project

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

ii. HRIS/Payroll Vendor – Human Service – Human Resources

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

iii. Verizon – Finance

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

iv. Network Support

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

v. Vacated Arrears – Finance

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

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vi. Annual Plan Update: -- Public Housing

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

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vii. Policy Updates:

- a. Utility Relief – Public Housing
- b. Asset Disposition -- Finance
- c. Write-off & Collection (Collection of Vacated Tenant Arrears)

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

viii. City Refuse Agreement – Finance

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

ix. Harris Beach PO renewal – Finance

Commissioner Page moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Rivera, Commissioner Edwards, 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. Human Resources (HR) is introducing a new Human Resources Information and Payroll Systems offering numerous training for RHA Associates. A recent Training includes Crisis Communicating Plan. Goal V Improve Internal and External Communications. HR Department in collaboration with Resident Services had the "Preparing for the Workforce Workshop" on August 21 at Resident Services. This workshop focus on building resumes and interviewing tips.

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. Ms. Herriot introduced Compliance Internal tracking systems.

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

No Report.

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 16 move outs for this period: 5 Voluntary, 1 Health, 3 Death, 3 Non-Payment, 3 Transfers, and 1 lease Violation. The vacancy rate is around 2.20%.

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

Voucher Utilization Report: Director Harris presented the Section 8 Committee report. There are approximately 70-80 vouchers used per month to assist the department in maintaining a 99% utilization rate. She also presented the Voucher Utilization report. The Voucher Utilization Rate as of July 2017, was 99.22%; utilizing 9,126 vouchers.

9. **Family Self-Sufficiency Report**

Melissa Berrien

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) presented that Mr. Syed closed on his home located at 866 Hillside Ave. FSS has approximately 190 participants enrolled in their program. RHA had two new hires, one who is self-certified one self- as Section 3 eligible. To increase participant awareness regarding program offerings, FSS has organized on-site outreach at the Leasing Operation Department. FSS second homeownership information meeting was held on July 29, 2017; there were 53 new attendees.

10. **Planning Committee Report**

Deputy Executive Director, Shawn Burr reported on current projects that are in the construction stage, Lake Tower canopy roof replacement, Tremont Street, Fairfield Village, Eiffel Place, Lexington Court, Lena Gantt roofing and siding replacement Phase II, and some scattered Sites roofs.

11. **Commissioners' Report**

Commissioner Otis states that people are still smoking in front of the Public Housing buildings. He is concern that the Pest Control Vendor is not adhering to JWRC requested to wear the protected uniform. The suit and shoe covers. He concerns that they are contaminating another resident unit. He mentioned he spoke to Sandy Whitney and she indicated they might not want to go over their budget by wearing the protected uniforms.

Chair Moses moved to go into Executive Session; Commissioner Rivera moved, Commissioner Patterson seconded to go into Executive Session for a Legal and Personnel matter at 1:11 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, and Commissioners Edwards voted yes. The motion was passed.

Chair Moses moved to end Executive Session; Commissioner Edwards moved, Commissioner Patterson seconded to end the Executive at 1:52 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, and Commissioners Edwards voted yes. The motion was passed.

12. **September Regular Board Meeting**

The September Annual and Regular Board Meeting of the Rochester Housing Authority Board is s scheduled for **Wednesday, September 27, 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 Edwards moved that the Regular Meeting is adjourned. Commissioner Patterson seconded the motion, Commissioner Patterson, Commissioner Lee, Commissioner Otis, Commissioner Rivera, Commissioner Edwards, 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