

**ROCHESTER HOUSING AUTHORITY
JANUARY 25, 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
Sara Valencia Commissioner

STAFF PRESENT

John Hill
Melissa Berrien
Shawn Burr
Regina Bailey
Diana Colon
Paul Foti
Michael Gallo
Jacquetta Harris
Cynthia Herriott
Rashondra Martin
Melissa Santiago
Linda Stango
Janis White
Sandra Whitney

OTHERS PRESENT

H Todd Bullard, RHA Legal Counsel
Heather Amidon
Jamie Frumusa
Jennifer Leonard
Todd Baxter
Jean Carroll
Mariam Moore-Bert

Chair Moses called the January's 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 was a quorum present.

1. **Open Forum – Public Comments**

Jennifer Leonard, President, and CEO, of the Rochester Area Community Foundation. She presented their leadership in the effort to close educational opportunity gaps, address poverty, promote racial equality, and to support the arts.

Todd Baxter is the Executive Director of the Veterans Outreach Center. He presented the outreach efforts of his organization to a large number of transitioning veterans. With the military, down-sizing, there is a large demand for housing. His vision is in line with Michelle Obama's Veterans initiative.

Jean Carroll, President, and CEO, and Mariam Moore-Burt, Vice President of Racial Equity Initiative, present on the resource in our community that assists women and girls who are faced with personal crises including homelessness and teen pregnancy. They work hard to dispel stereotypes and promote racial justice. Their goal is to empower women to regain control of their lives and to get on the path to a healthy successful future.

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

Commissioner Rivera moved, and Commissioner Lee seconded the motion to approve the minutes for the December 2016, Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Page, and Commissioner Otis, Commissioner Rivera, voted yes. Commissioner Valencia 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 on the rollout of the Strategic Plan Goal Tracker. The Crisis Communication Plan will include himself and the Executive Team. Rochester Housing Authority (RHA) is still waiting on the HAP contract Waiver update from HUD. The Moving to Work (MTW); Notice of Funds Availability (NOFA) has not been posted yet. The Housing Choice Voucher Administrative fee has been at all time low. The Ross for Education Grants, RHA received the notification from HUD on in January.

b. Board Approvals of Requests as follows:

i. Fairfield Village Roofs – Capital Projects

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

ii. Lexington Court Sanitary Drain Line Replacement – Sanitary Drain – Capital Projects

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

iii. DTW Domestic Hot Water Tank Replacement – Capital Projects

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

iv. Human Resources Board Policies – Human Resources

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

v. Compliance Reorganization – Human Resources

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

vi. Change to Procurement Policy – Finance

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

vii. Additional Purchasing Agent to the Organization Chart – Finance

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

viii. – Resolution Amendment to the Admin Plan – Legal

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

4. **Executive Personnel Administrator Report**

Rashondra Martin

Ms. Martin presented an update on the implementation of RHA’s Strategic Plan Goal III “Support our Employees to Enhance an Organizational Culture of Excellence. Ms. Martin provided the board with the training sessions. Commissioners Rivera inquiries about the Civil Service examine for a bilingual Managerial title. Ms. Martin will follow up with Commissioners Rivera. She will report at one of the sub-committee meetings with her finding.

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

Ms. Herriott reported on her goals from 2016. She reported on her ongoing training and receipt of certifications. She has successfully completed the Moral and Inclusion Cultural Committee. The committee conducted a Cultural Pot Luck Luncheon, which was very successful.

6. **Finance Report**

Director of Operations, Foti reported RHA's COCC, Public Housing, and Section 8 financials. COCC has an increase based on Management Fees, Rent and Section 8. COCC, Public Housing and Section 8 are doing well.

7. **Public Housing Report**

Public Housing Director, Whitney reported to the Board; there was a total of 31 move outs for this period: 15 Voluntary, 0 Termination, 2 Death, 6 Evictions, 6 Transfers, 1 Health, and 1 No Notice. Public Housing should see a significant rent increase this month as well as next month. Our arrears will decrease significantly.

Leasing Operations Report (Section 8)

Voucher Utilization Report: Director Harris presented the Section 8 Committee report. She also presented the Voucher Utilization report. The Public Hearing was held on Thursday, January 5, 2017, at RHA. The Voucher Utilization Rate for November was 102%; utilizing 9,262 vouchers.

8. **Family Self-Sufficiency Report**

Supervisor for Family Self-Sufficiency (FSS), Melissa Berrien presented an overview of Resident Services. Mr. Smith and Mr. Sayed successfully completed the program.

RHA had seven new hires that are self-certified as Section 3. We have one New Section 3 Business, CNS Construction.

9. **Planning Committee Report**

Deputy Executive Director, Shawn Burr reported on Garson Ave Ribbon Cutting Press Conference, which was a success. He provided the status of Eiffel Place, Shirley Street, Waring Road, and Federal Street. Projects that are complete; Bartlett-Reynolds, Johnathan Child, and University Tower.

10. **Commissioners' Report**

Commissioner Page attended a PHADA Conference; he presented how the ‘Trump Administration and 115th Congress Must Enact Major Changes in Public Housing.’ Low funding threatens Homes of millions of low-income persons. RHA is going in the right direction, and we are head of the curve. Changing the face of Public Housing is the way to go, and Garson Ave is an example of the Board vision for Public Housings.

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

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

11. **February Regular Board Meeting**

The February Regular Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, February 22, 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 Page moved that the Regular Meeting is adjourned. Commissioner Otis seconded the motion, Commissioner Patterson, Commissioner Otis, and Commissioner Page voted yes. Chair Moses adjourned the Regular Board Meeting at 2:56 PM.

Respectfully submitted,

John N. Hill
Secretary to the RHA Board
Executive Director