

**ROCHESTER HOUSING AUTHORITY
NOVEMBER 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
Melissa Berrien
Linda Stango
C. Clarke
Paul Foti
Jacquetta Harris
Cynthia Herriott
Rashondra Martin
Linda Stango
Janis White
Sandra Whitney

OTHERS PRESENT

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

Chair Moses called the November 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 Comments

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

Commissioner Lee moved, and Commissioner Otis seconded the motion to approve the minutes of October 2017, Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Page, and Commissioner Otis, Commissioner Edwards, and Commissioner River 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 how Rochester Housing Authority (RHA) will assist the displaced families from Puerto and Virgin Islands. There are 20 agencies in the consortium that are partnering together to house the evacuees Development Department has sent out for bid the first Modular Home; this project is for Eiffel Place.

b. Board Action Request

i. Harris Beach legal – Human Resource

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

ii. Insurance – Retiree Excellus Medicare Blue Choice – Human Resource

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

iii. Lincoln Financial: – Human Resource

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

iv. Updated Organization Chart: – Capital Project

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

v. Admin Plan – Leasing Operation

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

vi. Pest Control Contract Extension – Public Housing

Commissioner Edwards moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Lee, Commissioner Page, and Commissioner Edwards, and voted yes. Commissioner Patterson, Commissioner Otis voted no. Commissioner River abstained. Commissioner Moses noted to approve. The motion was passed.

vii. Board Resolution 11.15.17.01: – Legal

Commissioner Edwards moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Otis, Commissioner Edwards, and Commissioner River 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, by investing in our associates through the Wellness Committee. TenMast training was onsite. Michelle Lane, the Human Resource Coordinator, submitted a grant application for FLMHIT Wellness Grant Program on September 8, 2017. The Wellness Grant Program approved the application, and the Wellness Committee was awarded the total grant of \$500.00. Goal VI, Improve Internal and External Communication is ongoing as HR prepare for open enrollment.

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

Ms. Herriott reported on her goals for 2017, to date, the Compliance Department remains a part of the Structural Racism Initiative. Compliance continues to work with Rochester City School District (RSCD) on several community inclusion initiatives.

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. There was a total of 23 move outs for this period: 3 Voluntary, 2 Lease Violation, 1 Health, 1 Section 8, 3 Purchase Homes, 1 Death, and 5 Transfers. The vacancy rate is around 2.64%. The Board Commissioners inquired about the State Houses, where are they located, and who managed them.

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 September is at 99.91%. RHA staff is working hard to maximize the utilization rate.

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

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) presented the successful completion of Ms. Primus and Ms. Flag, both their incomes increased exponentially. Ms. Primus and Ms. Flag both began the program in December 2015.

10. **Planning Committee Report**

Deputy Executive Director, Shawn Burr reported on current projects that are in the construction stage, Kennedy Tower Elevator Modernization, Lena Gannt Roof, and siding replacement Phase, and some scattered Sites roofs.

Chair Moses moved to go into Executive Session; Commissioner Edwards moved, Commissioner Otis seconded to go into Executive Session for a Legal matter at 1:50 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, Commissioner Edwards, and Commissioner Rivera voted yes. The motion was passed.

Chair Moses moved to end Executive Session; Commissioner Edwards moved, Commissioner Rivera seconded to end the Executive at 2:40 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioner Patterson, Commissioner Edwards, and Commissioner Rivera voted yes. The motion was passed.

11. **December Regular Board Meeting**

The December Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, December 20, 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 Lee moved that the Regular Meeting is adjourned. Commissioner Rivera seconded the motion, Commissioner Patterson, Commissioner Lee, Commissioner Otis, Commissioner Edwards, Commissioner Rivera, and Commissioner Page voted yes. Chair Moses adjourned the Regular Board Meeting at 2:45 PM.

Respectfully submitted,

John N. Hill
Secretary to the RHA Board
Executive Director