

**ROCHESTER HOUSING AUTHORITY
July 26, 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

STAFF PRESENT

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

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Heather Amidon

Chair Moses called the July 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: June Regular Board Meeting**

Commissioner Lee moved, and Commissioner Edwards seconded the motion to approve the minutes of June 2017, Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Edwards Commissioner Page, Commissioner Lee and Commissioner Otis, 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 with the Laundry Service proposal, which was submitted to Procurement. RHA received the results from the department of Housing and Urban Development (HUD). On July 17, 2017, he visited the Department of HUD and the Offices, of Senator Kirsten Gillibrand, Senate Majority Leader, Charles Schumer, and Congresswoman, Louise Slaughter.

b. Board Action Request

i. Renewal of Liability Insurance – Finance

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

ii. Resolution 07.26.17.01 – Legal

Commissioner Lee moved, and Commissioner Edwards seconded the motion to approve this request. Commissioner Page, Commissioner Lee, 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 Strategic Plan Goal III: "Support our Employees to Enhance an Organizational Culture of Excellence. Ms. Martin introduced the new Associate Recognition Program; the recognition cards are throughout the Authority for tenants, Participants, and colleagues. Recent training includes Computer Email and Internet Use. Goal VI, her department is continuing to improve communication. All managers and supervisors are required to hold Departmental Staff and One-on-One meeting at least twice a month; these meeting served a dual purpose in supporting our associates and contributing to an organizational culture of excellence and improving internal communications.

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 continues to work with the RHA's staff to provide a cohesive environment.

6. **Finance**

Paul Foti

Director of Operations, Paul Foti presented the 2018 Budget updates; COCC Budget vs. Actual is doing well. Public Housing is not receiving full funding, however, in a few months, RHA should be okay. Section 8 is doing very well.

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 25 move outs for this period: 9 Voluntary, 1 Health, 3 Death, 1 Evictions, 8 Transfers, 1 No Notice, 1 No Citizen Verification, and 1 lease Violation. The vacancy rate is around 2.46%.

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

Jacquetta Harris

Voucher Utilization Report: Director Harris presented the Section 8 Committee report. There are approximately 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 April 2017, was 99.74%; utilizing 9,174 vouchers.

9. **Family Self-Sufficiency Report**

Melissa Berrien

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) has one new graduate. Mr. Betula's household income increased by 454% as a graduate, he will no longer receive a subsidy from the program. He has established a home saving club and will continue to work with Pathstone on his homeownership goals. Section 3 has seven new hires; five are self-certified as Section 3 eligible. FSS held an informational meeting for homeowners featuring NACA in July, 61 people attended. There will be another meeting on July 29, 2017.

10. **Planning Committee Report**

Deputy Executive Director, Shawn Burr reported on current projects that are in the construction stage, Seneca Manor Townhouses, Tremont Street, Fairfield Village, Eiffel Place, Lexington Court, Danforth Tower, and some scattered Sites roofs.

11. **Commissioners' Report**

Commissioner Edwards attend the Commissioners' Summer Conference, concerning the roles of the Commissioners and their Financial responsibilities. Ms. Edwards confirmed that RHA's Board is using the best practices, and she is very impressed with our Board.

Commissioner Moses visit to HUD in Washington DC was scheduled with the Deputy Secretary of HUD. The recommendation was for RHA to send our highlighted programs to HUD DC as well as HUD Buffalo.

Chair Moses moved to go into Executive Session; Commissioner Edwards moved, Commissioner Patterson seconded to go into Executive Session for a Legal and Personnel matter at 1:10 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 1:50 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, and Commissioners Edwards voted yes. The motion was passed.

12. **August Annual and Regular Board Meeting**

The August Annual and Regular Board Meeting of the Rochester Housing Authority Board is s scheduled for **Wednesday, August 23, 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 1:52 PM.

Respectfully submitted,

John N. Hill
Secretary to the RHA Board
Executive Director