

**ROCHESTER HOUSING AUTHORITY
March 28, 2018
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel

Chair Moses called the March 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: February Minutes Regular Board Meeting**

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

1. John Hill conducted a mandatory workshop for all management and front office staff in the Public Housing Department. Key members from Maintenance and Resident Services attended. John Hill introduced the Public Housing Beautification Plan. This plan will include improving curb appeal and external appearance through planting a variety of trees, bollards and placing large street-side flower pots. His next Town Hall meeting is at Hudson Ridge and Seneca Manor on Monday, March 26, 2018.

b. Board Action Request

i. RMAPI Guiding Principles– Capital Projects

This motion was tabled.

ii. Verizon – State Contract PO Renewal – Finance

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

iii. Vacated Arrears – Finance

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

iv. Landscaping Contract – Public Housing

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

v. Public Housing Elevator Service Contract – Public Housing

Commissioner Edwards moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Otis, Commissioner Page, and Commissioner Edwards voted yes. 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 managers with recent training: Managers Essentials Developing and Leading Teams. All associates were required to attend Customer Services Fundamentals: Building Customer Relationships. Goal VI: Improve Internal and External Communication consist of introducing the Succession Planning to the Associates.

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

Ms. Herriott reported on her goals; the RHA Diversity Committee participated in a session to work toward building a more inclusive environment. They worked with Mike Boucher and Rosemary Rivera. The Security Report includes the top three: Policy Violations, Emergency Response, and Maintenance for RHA's Security Calls Category.

6. **Finance**

COCC budget is on target; Public Housing and Section 8 are doing well.

Public Housing Report **John Hill**

Executive Director, John Hill, reported to the Board; rent collection for March is going very well. Currently, APC is working on the Ready Draw Discrepancy, Ms. Jones performed a manual count on March 3. The Board is concerned that RHA has many vacancies from February Board Meeting Report.

7. **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 March is at 95.70%. Voucher used 9,316. Ms. Harris presented the Inspection Report and the Permanent Supported Housing. There was a total of 1658 inspections completed in February. Permanent Supported Housing List Grants and start date and completion date of the grants.

8. **Family Self-Sufficiency Report**

Melissa Berrien

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) has 208 participants enrolled in the program. Section 3 has one new business added, Nationwide Renovation Services. There are currently 24 businesses in the RHA Section 3 Registry. FSS will be hosting a college fair on April 4, 2018.

9. **Planning Committee Report**

Shawn Burr

Deputy Executive Director, Shawn Burr reported RHA's adoption of RMAI's Guiding Principles which was a result of the Ad Hoc Committee Workshop and part of RHA's Strategic Goal I. "Create a supportive environment and path to self-sufficiency for residents and program participants." RHA was approved from HUD Special Application Center to demolish the Federal Street Townhouses. Updates were given on RHA's four projects, Federal Street, 43 Eiffel Street, 36-40 Shirley Street, and Waring Road.

Commissioner Comments:

Commissioner Edwards attended RHA's Service Awards, and she suggested that more Senior Staff should attend.

Commissioner Page introduced Rachel and Madeline; on January 22, 2018, this family home was destroyed by fire. When a family goes through a fire, and after the damages, they are left with nothing. He was asked by the community "don't RHA have homes to help these families with Emergency Housing." RHA has houses that are sitting and waiting for occupancy. Red Cross is interested in discussing Emergency Housing with RHA. The Board is requesting that Emergency Housing will be on the April's Planning Committee Meeting Agenda.

Commissioner Otis states that Shawn Burr did an excellent job getting the cable working at Kennedy Tower, he also thanked Mike Gallo for doing a great job with the vending machine issue.

Chair Moses moved to go into Executive Session; Commissioner Edwards moved, Commissioner Otis seconded to go into Executive Session for a Legal matter at 1:15 PM. Commissioner Otis, Commissioner Lee, Commissioner Otis, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

vi. Motion to approve 100 Fernwood Ave from Local Works – Legal

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

Chair Moses moved to end Executive Session; Commissioner Lee moved, Commissioner Otis seconded to end the Executive Session at 3:15 PM. Commissioner Otis, Commissioner Lee, Commissioner Otis, and Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

10. April Regular Board Meeting

The April Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, April 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 Lee moved that the Regular Meeting is adjourned. Commissioner Otis seconded the motion, Commissioner Patterson, Commissioner Lee, Commissioner Otis, Commissioner Edwards, and Commissioner Rivera voted yes. Chair Moses adjourned the Regular Board Meeting at 3:16 PM.

Respectfully submitted,

John N. Hill
Secretary to the RHA Board
Executive Director