

**ROCHESTER HOUSING AUTHORITY  
June 27, 2018  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

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

**STAFF PRESENT**

John Hill  
Shawn Burr  
Melissa Berrien  
C. Clarke  
Mike Gallo  
Jacquetta Harris  
Cynthia Herriott  
Jaquanda Jones  
Rashondra Martin  
Jason Norselli  
Linda Stango  
Shawn Burr  
Evhen Tupis  
Janis White

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Jamie Frumusa, Tipping Point

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

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

Mr. Hill reported that Sara Jaouen is conducting an internal audit of Public Housing Applicant Processing. Mr. Hill is working on a MOU to eliminate homelessness. Next month he updated the Board with the Admissions and Continued Occupancy Policy (ACOP) and the Amendment to the 2018 Agency Annual Plan. He held two Town Hall Meeting at Lake Tower and Tubman and Holland Townhomes. In an effort to improve security, at sites that have a history of security issues, Mr. Hill working with Cynthia Herriott to determine the locations that will need Security Cameras.

- b. Board Action Request

i. Annual Plan Update – Authority Wide

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

ii. Luther Circle (Fairfield Roof Replacement) – Capital Projects

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

iii. Tipping Point Contract Renewal – Authority Wide

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

iv. Additional Funding Request – Maintenance

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

v. Inter-Building Data Circuit – Information Technology

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

vi. Renewal TenMast – Information Technology

Commissioner Rivera moved, and Commissioner Edwards seconded the motion to approve this motion. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, and Commissioner Rivera, voted yes Commissioner Edwards Abstained. 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 associates by providing training. Recent training “Managers Guide to Discipline and Documentation and Anti-Discrimination and Sexual Harassment. The upcoming training is Maintaining a Customer Focus Organizations, and Customer Service Confronting Conflict. Goal VI, Improve Internal and External Communication; there will be a Customer Care Campaign launch in August.

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

**Cynthia Herriot**

Ms. Herriott reported on her goals; she attended a leadership summit to discuss the next steps for the Structural Racism Project. The repayment totals for Leasing Operations and Public Housing were shared with the commissioners. Policy violations that impact the quality of life at RHA properties are currently being addressed through Public Safety initiatives.

6. **Finance**

**Christopher Clarke**

The COCC and public housing are performing as we hoped. In Section 8 there are some concerns that are being addressed. Because of increased utilization, we have made more HAP payments than budgeted for, an additional 1.5 million dollars to the community. We are in conversation with HUD and expect to be made whole.

7. **Public Housing Report**

**Sara Jaouen**

Sara Jaouen began an in-depth review of the Application Processing Center. This report was given to John Hill. She plans on implementing necessary changes over the next few months. On June 30, 2018, RHA plans to have RHA's Strong Families Extravaganza at Baden Street Park.

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 May is at 98.88%. Voucher used 9,568. Ms. Harris presented the Inspection Report and the Permanent Supported Housing. There were a total of 2230 inspection completed in May.

9. **Family Self-Sufficiency Report**

**Melissa Berrien**

Supervisor Melissa Berrien reported that Resident Services had two successful graduates, Ms. Beaty, and Ms. Calloway Griffith both earning over \$10,000 in escrow savings. Successful graduate, Ms. Bush closed on her home located 185 Raeburn Avenue on 5/7/18. Resident Services is planning the RHA Strong Families Extravaganza scheduled for 6/30/18 at Baden Park from 11 am to 3 pm. This event coincides with HUD's National Strong Families initiative. Councilman Patterson has signed on as a Champion, the JWRC has agreed to sponsor, and we are looking for additional sponsors.

10. **Planning Committee Report**

**Shawn Burr**

Deputy Executive Director, Shawn Burr reported RHA's continue on the Emergency Housing Initiative to provide temporary housing for eligible people. He is working with the Red Cross. The decision was made not to apply for the Choice Neighborhood Initiative (CNI) Grant. However, we are on the right path to apply in the future for this grant.

Commissioner Patterson needs a timeline on the Laundry Room Project. Mr. Hill will provide this to the Board.

Commissioner Otis inquires about Orlean Projects, and if RHA can develop a project in that space. There will go to the planning meetings. What did we sell or give to Providence Housings?

Chair Moses moved to go into Executive Session; Commissioner Otis moved, Commissioner Rivera seconded to go into Executive Session for a Legal matter at 12.55 PM. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

Chair Moses moved to end Executive Session; Commissioner Otis moved, Commissioner Edwards seconded to end the Executive Session at 1:39 PM. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

11. **July Regular Board Meeting**

The July Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, July 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 Edwards moved, Commissioner Rivera seconded to end the Board Meeting at 1:40. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

Respectfully submitted,

John N. Hill  
Secretary to the RHA Board  
Executive Director