

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

**September 25, 2018
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**ROCHESTER HOUSING AUTHORITY
September 25, 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

Shawn Burr
Melissa Berrien
C. Clarke
Mike Gallo
Jacquetta Harris
Cynthia Herriott
Sara Jaouen
Rashondra Martin
Linda Stango
Evhen Tupis
Janis White

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Jamie Frumusa

Board Chair George Moses called the September 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: August Regular and Annual Board Meeting Minutes**

Commissioner Lee moved, and Commissioner Otis seconded the motion to approve the minutes of August 2018 Regular and Annual Board Meeting. Commissioner Page, Commissioner Patterson, Commissioner Otis, Commissioner Lee, Commissioner Rivera, and Commissioner Edwards voted yes. The motion was passed.

3. **Director's Report and Board Approval Requests**

- a. Interim Executive Director Shawn presented his director's report on the following topics:

Mr. Burr reported on the follow-up of RHA's Emergency Housing Project, 1-3 Whalin Street's process of housing fire victims in these units. Once this is approved, RHA will work with Red Cross for placing people in these units. We received notice from HUD that RHA was awarded additional funding from the 2017 Main Stream Voucher Program. We submitted an appeal to HUD for our PHAS score. The Shortfall Team has been in communication with HUD and following up on our Plan in place.

- b. Board Action Request

i. FY19 Annual Operating Agency Budget – Finance

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

ii. Renewal of Liability/Property Insurance – Finance

Commissioner Lee moved, and Commissioner Rivera 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. Fraud Write-Off – Finance

Commissioner Otis 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.

iv. Innovative Solutions Additional Funds to Close Out 2018 Invoices – Information Technology

Commissioner Otis moved, and Commissioner Lee 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.

v. Renewal FY19 Innovative Solutions (Option to Increase Funding – Information Technology)

Commissioner Rivera 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.

vi. Renew Microsoft Office 365 License – Finance

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

vii. Tentative Agreement – Finance

Commissioner Rivera moved, and Commissioner Edwards 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.

viii. Disability Insurance – Finance

Commissioner Otis 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.

ix. Legal Service Labor – Finance

Commissioner Otis moved, and Commissioner Edwards 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.

x. Remedy Intel Staffing – Finance

Commissioner Otis moved, and Commissioner Edwards 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.

xi. Request for Emergency Housing – Finance

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.

xii. Danforth Tower Window Repair – Finance

Commissioner Edwards moved, and Commissioner Rivera 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.

xiii. Approval for Hudson Ridge Tower (HRT) Emergency Elevator Repair – Finance

Commissioner Rivera moved, and Commissioner Lee seconded the motion to approve the request for Emergency Repair on HRT elevators. Commissioner Rivera, Commissioner Otis, Commissioner Lee, Commissioner Page, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

xiv. 2018-2019 Snow Plowing Contract Services – Finance

Commissioner Otis moved, and Commissioner Lee 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.

xv. 2018-2019 Contract Nights and Weekends On-Call Coverage – Finance

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

xvi. Request to Solicit Proposals for Project-Based Vouchers (PVB) – Finance

Commissioner Roses moved, and Commissioner Edwards 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.

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:” Microsoft Excel: Clerks and Manager and Being an Asset to the Team: Associates and Managers.” Upcoming training for October 2018, Strategies for Resolving Conflict: Managers and Integrity in the Workplace: Associates and Managers.

Goal VI, Improve Internal and External Communication by providing a mechanism for Associates to provide input in the 2018-2019 Budget. The Associates offered Suggestion Forms to provide their suggestions.

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

Cynthia Herriot

Ms. Herriott reported on her goals; under Operations, for the Community Response Team Project, she is working with the U.S. Department of Justice, Community Relations Service. This agency is responsible for addressing issues of community unrest.

6. **Finance**

Christopher Clarke

No report.

7. **Public Housing Report**

Sara Jaouen

Ms. Jaouen reported on her Strategic Plan for the Public Housing Department. The Concept will revolve around three key components; Knowledge, Accountability, and Excellence. She will continue to provide training for her staff.

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 August is at 98.62%. Voucher used 9,601. Ms. Harris presented the Inspection Report and the Permanent Supported Housing. There were a total of 1446 inspections completed in August.

9. **Family Self-Sufficiency Report**

Melissa Berrien

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) has 233 participants enrolled in the program. There are currently 24 businesses in the RHA Section 3 Registry. Ms. Davis is a successful graduate from the FSS Program, and she will receive her escrow savings. The RHA/RHC Annual picnic was held at Ontario Beach Park on August 10, 2018. There were approximately 200 residents attended. There were 55 residents that took advantage of the free blood pressure screenings provided by Common Ground Health and 50 residents in the Common Ground's Community Health survey. FSS is hosting an information Homeownership Fair on Friday, September 28, 2018. A successful FSS graduate closed on her home on September 7, 2018.

10. **Planning Committee Report**

Shawn Burr

Interim Executive Director, Shawn Burr reported on RHA's Lighting Incentive Project, by Harold Zink. He submitted this project to HUD Energy Center. However, they will not be able to review this project in time for RG&E's Cost Sharing Incentive. The Kennedy Tower Elevators are finished, which includes a new computerized elevator controller. RHA is working on Site Improvements at Lexington Court, the Lena Gantt Roofing and Siding Phase 3, and the Luther Circle Roof Replacement Phase 2; all are going well.

Commissioner Comments:

Commissioner Patterson is inquiring about the Resident Commissioner Election; Melissa Berrien will take the lead on this. He also inquired about extending the Resident Commissioners terms. General Council advised him on the Public Housing Law Section 30.

Commissioner Page announced his resignation from the RHA Board.

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

xvii. **Terminate RUSH Housing – Legal**

Commissioner Page moved, and Commissioner Edwards 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.

Chair Moses requested to End into Executive Session; Commissioner Page moved, Commissioner Edwards seconded to end the Executive Session at 2:03 PM. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

11. **October Regular Board Meeting**

The November Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Tuesday, October 23, 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 Lee seconded to end the Board Meeting at 2:04. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

Respectfully submitted,

Shawn Burr
Secretary to the RHA Board
Interim Executive Director