

**ROCHESTER HOUSING AUTHORITY
November 20, 2019
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

Tynise Edwards, Chairperson
Calvin Lee, Commissioner
Florine Cummings, Resident Commissioner
Hershel Patterson, Resident Commissioner
Rosalie Remarais, Vice Chair
Hank Rubin, Commissioner

STAFF PRESENT

Shawn Burr
Melissa Berrien
Sinclair Carrington
Diana Colon
Jacquetta Harris
Cynthia Herriott
Shawanna Lawrence
Linda Stango

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Jeff Halik, APR, Tipping Point, Communications

Board Chairperson Tynise Edwards called the September Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:03 PM. It was noted for the record that notice of this meeting was posted as required by law and that there was a quorum present.

1. Open Forum – Public Comments

There were five residents of Conifer Properties that spoke. Their concerns regarding the presence of mold and little to no heat in their units were expressed. During the ongoing rehabilitation project at 10 Manhattan Square, their exposure to asbestos-containing material during the abatement process was also a concern and some had experienced health issues. They expressed their fear of retaliation from Conifer for speaking out about their living conditions. Ryan Acuff of City-Wide Tenant Union of Rochester, NY, attested to all the above-stated conditions and concerns of retaliation. Jacquetta Harris, Director of Leasing Operations will be following up and reporting back to the Board of Commissioners her findings.

2. Approval of Minutes: October Regular Board Meeting Minutes

Commissioner Remarais moved, and Commissioner Rubin seconded, the motion to approve the minutes of the October 2019 Regular Board Meeting. Commissioner Patterson, Commissioner Lee, Commissioner Cummings, Commissioner Edwards, Commissioner Rubin, and Commissioner Remarais voted yes. The motion was passed.

3. Director's Report and Board Approval Requests

Director's Report and Board Approval Requests:

a. Acting Executive Director, Shawn Burr, presented his Director's report as follows:

Mr. Burr reported on the follow-up from October's Board Meeting; RHA's staff continues to go above and beyond to ensure our service levels to our residents and participants remains at the highest level possible.

In October, we had three different events; Landlord Appreciation and Education, Housing Specialist Recognition Day and Homeownership Recognition. Which our staff did an excellent job planning and organizing all three events.

Mr. Burr gave an update on what's going on in Washington with the Senate approval to extend the continuing resolution to 12/20/19. He also reported that it was just announced that Congress approved and a government shutdown was avoided.

b. Board Action Requests

- i. Section Eight Management Assessment Program (SEMAP) Submission – Authorized the Acting Director to submit SEMAP data for HUD Certification – Leasing Operations

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

- ii. Bulk Bid Developer Partner – Authorized the Acting Director to enter into MDA with Edgemere Development, Inc. & Home Leasing – Capital Projects

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

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- iii. Bronson Court Asbestos Abatement Project – Authorize the Acting Executive Director to award the Contract to Hazardous Removals of Rochester, Inc. for \$54,329.00 – Capital Projects

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

- iv. Security Services Contract Renewal – Authorize the Acting Executive Director to disperse funds for year 3 of the approved contract to AP Safety and Security for \$719,127.52 – Compliance

Commissioner Rubin moved, and Commissioner Lee seconded, the motion to table this request. Commissioner Edwards, Commissioner Lee, Commissioner Rubin, Commissioner Patterson, and Commissioner Remarais voted yes, and Commissioner Cummings opposed. The motion was passed.

- v. EZ Access MD Contract – Authorized the Acting Executive Director to award a 1-year Contract for EZ access MD for \$14,040.00 – Human Resources

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

4. Executive Personnel Administrator’s Report

Shawn Burr

The Human Resource Department continues to implement Strategic Plan Goal III of supporting RHA’s Employees to Enhance an Organizational Culture of Excellence by continuing to provide training – Annual Evaluations Review for Managers. In November MVP Health held an Informational Session regarding the High Deductible Plan, there was also an Onsite Biometric Screening for employees.

The department is working very hard to recruit and fill vacant positions.

Open enrollment Benefit Fairs was held on November 8, and Human Recourses had office hours to help associates with any questions they may have had.

5. Diversity, Inclusion, and Compliance Officer’s Report

Cynthia Herriott

Compliance, Inclusion, and Diversity continue to focus on these critical areas:

Compliance

- Housing Court – Judge Craig Doran will be meeting with the committee on 11/19/19.
- Security Camera Project – We have asked Legal to review the proposal submitted by a state vendor.

Fraud Investigations

- Leasing Operations Repayment agreement payment totals YTD as of September 2019 \$66,866.00 collected (\$305,255.00 has been collected to-date.)
- Public Housing Repayment agreement totals YTD for Vacated Arrears as of September 2019: \$4,859.00 collected (A total of \$9,535.00 collected to-date.)
- Audit and Review –
 - CDI is working closely with Legal to address areas in need of assessment within RHA.
 - The Capital Projects Department audit has been completed.
- Public Safety – Our 2019 Public Safety to-date Strategies:
 - Parking issues at Authority complexes.
 - Policy Violations.
 - Prompt response to security service complaints.
 - Coordinating criminal investigations with local law enforcement.

6. Finance

Sinclair Carrington

Acting, Executive Director Shawn Burr reported for Sinclair Carrington, this report was discussed at the Finance Committee Meeting due to the fact that the Finance department is working on closing the books for FY 2018/2019.

7. Public Housing Report

Cynthia Herriott

Ms. Herriott reported that the proposed ACOP revisions will be put out for the required 45-day comment period. She gave an update on the Tenant Landlord Statute and the Public Housing Waitlist. The Application Processing Center (APC) is waiting list purge was completed 10/17/19. What was left on the waitlist was 2,384 applicants; the current wait time is 24 to 28 months.

In October, RHA had 21 households move-out and ten households move-in. There are 33 RHA units ready to be rented. The Public Housing Occupancy rate for October is 97.27%.

8. Maintenance Report

Shawn Burr

Acting, Executive Director, Shawn Burr reported on RHA Maintenance Special Projects for October 2019. He provided progress reports for the following projects: Glenwood Gardens' and Lexington Court site curb appeal and upgrades, 62 Merrimac Fire

Restoration, Laundries, Seneca Manor Community Building Beautification, Hudson Ridge Tower Exterior Community Space Upgrade, Hudson Ridge Tower Main Entry Sidewalk Resurfacing, Lake Tower Common Hallway Painting, Lexington Court

Mechanical Replacements, Scattered Sites Furnace Replacement, and Administrative Offices at 675 W. Main Upgrades.

He reported on the status of regular and emergency work orders.

9. Leasing Operations Report (Section 8)

Jacquetta Harris

Director Harris reported the Leasing Operations Department held a landlord appreciation workshop, and there was an information sharing with the landlords from state laws to program overview.

In October 2019, RHA Waitlist was completely canvassed for prequalification. The Leasing Operations' utilization of vouchers goal is approximately 98%, RHA is currently at 94.44%. Ms. Harris aims to increase it's voucher utilization further. Director Harris has set a goal to issue 82 vouchers per month.

The monthly inspection average is 960–1020. In October 2019, the total number of inspections was 1174.

Permanent Supportive Housing (PSH) projects are being monitored monthly with financials and project participation. All projects that are projecting a deficit by the end of the grant period have an action plan that will demonstrate correction within the next 60 days.

10. Family Self-Sufficiency (FSS) Report

Melissa Berrien

Ms. Berrien reported that participant Ms. Modzel entered the FSS program on December 1, 2015, with an employment goal. Ms. Modzel achieved her employment goal gaining employment with Person-Centered Services in January 2016. In addition to her employment goal, Ms. Modzel obtained her bachelor's degree in social work from Keuka College and is pursuing a master's in social work. Ms. Modzel is a

successful graduate of the FSS program and entitled to receive an estimated \$25,000.00 in escrow savings.

Ms. Moore entered the FSS program on December 1, 2015, with an increased employment goal. Ms. Moore gained employment with Rochester Academy Charter School in 2016. In October of 2019, Ms. Moore's income increased by 200% making her ineligible for continued subsidy. Ms. Moore is successful completion and entitled to receive an estimated \$814.00 in escrow savings.

11. Planning Committee Report

Shawn Burr

The Planning Committee meeting was held on 11/6/2019. The meeting began with the follow-up items from the previous meeting, which were all completed except for the project summary report for the HRT Window Project.

The following projects' status were discussed, and pictures shared:

1. Elevator Door Upgrades at High-rises – in progress and back on schedule.
2. Danforth Towers Fire Alarm Upgrades – in progress and back on schedule
3. Kennedy Tower Boiler Replacement – in progress and on schedule despite delays with unforeseen issues
4. Scattered Site Porches – in progress and on schedule
5. Window Replacement at Harriet Tubman – in progress and on schedule

Mr. Burr updated the progress of our next "Change the Face of Public Housing" project at our Bond/Hamilton site. We began with a presentation by Edge Architecture on possible redevelopment plans for Edinburgh St. which is our next "Change the Face of Public Housing" project following Bond/Hamilton. We met with the neighbors of Bond Hamilton on 11/13 with Edge Architecture presenting with us. We will be setting up a meeting soon with the Corn Hill neighborhood to gather input for Edinburgh's redevelopment.

As RHA proceeds with the Section 32 homeownership plan and has identified seven Scattered Sites, the PNA has been done. We are now beginning the work for each home to prepare them for successful homeownership. Melissa Berrien's staff continues to work with other residents who expressed interest to meet eligibility requirements.

12. Commissioner Comments

Board Chair Edwards requested to go into Executive Session for a legal and personnel matter. Commissioner Lee moved, and Commissioner Rubin seconded, a motion to go into Executive Session at 2:15 PM. Commissioner Remarais, Commissioner Rubin, Commissioner Patterson, Commissioner Lee, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

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Board Chair Edwards requested to end Executive Session; Commissioner Lee moved, and Commissioner Patterson seconded, the motion to end the Executive Session at 3:38 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

13. December Regular Board Meeting

The December Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, December 18, 2019**, at 12:00 PM 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, and Commissioner Cummings seconded, a motion to end the Board Meeting at 4:45 PM. Commissioner Remarais, Commissioner Patterson, Commissioner Lee, Commissioner Edwards, Commissioner Rubin, and Commissioner Cummings voted yes. The motion was passed.

Respectfully submitted,

Shawn Burr
Secretary to the RHA Board
Acting Executive Director