

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING
MARCH 23, 2016 12:00 PM
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

George Moses, Chair
John Page, Vice-Chair
Calvin Lee, Jr., Commissioner
Willie E. Otis, Commissioner
Sara Valencia, Commissioner
Rosemary Rivera, Commissioner
Hershel Patterson, Commissioner

STAFF PRESENT

Shawn Burr
Paul Foti
Sandra Whitney
John Mooney
Linda Stango
Mike Gallo
Melissa Berrien
Ashley Traynum
Janis M. White
Becky Maslowski

OTHERS PRESENT

H Todd Bullard, RHA Legal Counsel
Heather Amidon, AP Safety and Security
Mike Kinnerknecht, Tipping Point

OTHERS

Chair Moses called the March 2016 RHA Regular Board Meeting to order at 12:05 PM. He noted for the record that notice of this meeting was posted as required by law and there was a quorum present.

1. **Open Forum – Public Comments**

Ron Thomas the Executive Director for Baden Street Settlement (BSS) will like to build ties with Rochester Housing (RHA). Baden Street would like to increase their relationship with RHA as stakeholders to collaborate and to create a MOU.

2. **Approval of Minutes: February Regular Board Meeting**

Commissioner Valencia moved and Commissioner Lee seconded the motion to approve the minutes for February 2016 Regular Board Meeting. Commissioner Otis, Commissioner Page, and Commissioner Patterson concurred. Commissioner Rivera Abstain. The motion was passed.

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

- a. Interim Executive Director Shawn Burr presented his director's report on the following topics:
1. Welcoming of staff members attending the Board Meeting.
 2. The Bronner Group, our strategic plan consultant is very close to finalizing the Strategic Plan. We anticipate one more meeting before the Final Draft is done. This will then go before the Board for approval.
 3. There were four candidates interviewed for the Director of Leasing Operations position. One candidate will be called for a second interview.
 4. Leasing Operations and the inspection staff are winding down from our intake push. We housed over 400 additional participants. We are working on goals and developing processes to keep our utilization percentage more consist in an effort to serve as many participants as we can each month.
 5. We received confirmation of the Tier 1 approvals for the Continuum of Care (CoC) grants. RHA partnered with other agencies for these grants. We are approved for 17 Tier 1 grants and 3 grants for Tier 2. The Tier 2 awards will not be available until April or May. Funding is down slightly due to the decrease in FMR's
 6. RHA will participate in the City's Celebrate City Living Expo at City Hall on April 16, 2016. We will provide information on our programs, inspections and Public Housing.
 7. On Wednesday March 16, 2016, Shawn Burr went to Albany with the NYSPHADA Legislative Committee to meet with NYS Assemblyman Keith Wright, Chair of the Housing Committee, and HCR Commissioner Jamie Rubin and his staff. Assemblyman Wright was not available; however, they met with one of his interns. The group was able to leave some material for Assemblyman Wright review. They were able to meet with Assemblywoman Crystal People-Stokes and Deputy Chief of Staff Leah Halton-Pope to discuss the seriousness of the impact that Federal funding cuts are having on the people we serve.
 8. Two inspectors were sent to training for the new Section 8 criteria, including the UPCS-V. One of the inspectors Reynaldo Acevedo indicated that RHA is ahead of most Housing Authorities and thought the classes were very informative.

b. Board Approvals of Requests as follows:

i. 33 Kestrel Street Glenwood Gardens Renovation – Capital Projects

Commissioner Valencia moved and Commissioner Lee seconded a motion to approve this request. Commissioner Page, Commissioner Rivera, Commissioner Otis, and Commissioner Patterson concurred. The motion passed.

ii. Federal Street Townhouse Interior Renovations – Capital Project

Commissioner Valencia moved and Commissioner Patterson seconded a motion to approve this request. Commissioner Page, Commissioner Lee, and Commissioner Otis, concurred. Rivera voted no. The motion passed.

iii. 675 West Main Street Office Expansion (Interior) – Capital Projects

Commissioner Lee moved and Commissioner Otis seconded the motion to approve this request. Commissioner Valencia, Commissioner Page, and Commissioner Patterson concurred. Commissioners, Rivera voted no. The motion was passed.

iv. 675 West Main Street Materials (Purchase/Installation) – Capital Projects

Commissioner Valencia moved and Commissioner Otis seconded the motion to approve this request. Commissioner Valencia, Commissioner Page, and Commissioner Patterson concurred. Commissioner Rivera voted no. The motion was passed.

v. Bowman Service Point Software Renewal for Continuum of Care – Information Technology

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

vi. Rochester Housing General Counsel Services (Labor) – Human Resource

Commissioner Lee moved and Commissioner Otis seconded the motion to approve this request. Commissioners Valencia, Commissioner Rivera, Commissioner Page, and Commissioner Patterson concurred. The motion was passed.

vii. The Frederick Douglass Property Commercial Reserves – Finance

Commissioner Rivera moved and Commissioner Patterson seconded the motion to approve this request. Commissioners Valencia, Commissioner Otis Commissioner Lee and Commissioner Page concurred. The motion was passed.

5. Finance Report

Director of Finance, Foti presented information on the Central Office Cost Center (COCC) Budget, the Public Housing Budget, and the Housing Choice Voucher Budget. All budgets are doing well.

COCC funds are currently at a surplus; part of the positive increase is due to our Utility and Maintenance expenses decreasing. Director Foti provided an informative spreadsheet for the Board. Overall, RHA is doing well with their budgets.

6. Public Housing Monthly Statistical Report

Public Housing Director, Whitney reported collections for February are high. The arrears are looking good this month. There still is a high vacancy in studio apartments. The studio apartments vacancies are still high. The studio and 1 bedroom rents are the same and your rent is based on your income. The arrears are due to the time of year. Move Outs, Evictions and end of leases, directly affected RHA's numbers.

There were a total of 39 move outs for this period: 8 Voluntary, 1 Termination, 3 No Notice, 13 Transfers, 4 Health, and 8 Section 8. Director Whitney also presented the monthly security report for public housing.

Director Whitney also presented a report on RHA Public Housing Wait List, which consisted of 1 Bedroom to 5 Bedrooms units. The 5 Bedroom units have the lowest turn over. There is a need for more 1 Bedroom units.

7. Housing Operations Report (Section 8)

Voucher Utilization Report: Public Housing Director Whitney presented the Voucher Utilization report. She reported the Voucher Utilization Rate for February of 97.91%, utilizing 8,994 vouchers. RHA is continuously reaching out to the homeless and connecting with agencies for support.

8. Plant Committee Report

Architect, Linda Stango presented an overview of projects in progress, projects completed, service contracts, and projects out for bid. Ms. Stango presented the current projects that are in progress, Kennedy Towers Unit Bath upgrade, and Federal Street Abatement Phase II, Jonathan Child Repairs, 55-66 Garson Avenue, and Danforth Tower West Abatement. They are reporting Capital Projects activity at the Planning Committee; this will help the Board Members with status/phases of their projects

9. Family Self-Sufficiency Report

Supervisor for Family Self-Sufficiency (FSS), Melissa Berrien presented an overview of Resident Services. The FSS program currently had two families in process of converting to a homeownership voucher. One family has closed and one family is in the process of converting to a Homeownership Voucher. The Family Food and Fun Program at Lena Gant/Holland program began on 3/7/2016. The program requires 10 families, currently only 8 families have enrolled. Consumer Credit Counseling Services does four classes four times a year; there is no cost for this program, the next class is in March. The Boy Scout Recruitment Program is still underway; however, the turnout is very low. Bryant and Stratton Lunch and Learn-Health had 25 participants attend.

10. Commissioners' Report

Commissioner Patterson inquired about the Coin Laundry Business status. Mike Gallo is assisting with developing a Section 3/Resident owned business for this. Commissioner Moses would like the JWRC to work on the Section 3 business in conjunction with RHA.

Chair Moses asked for a motion to go into executive session due to a Legal Matter. Commissioner Rivera moved and Commissioner Otis seconded the motion to go into executive session at 2.53 PM. All commissioners concurred. The motion was passed.

Commissioner Otis moved and Commissioner Valencia seconded the motion to end the executive session at 3:15 PM and resume the regular Board meeting. All Commissioners concurred. The motion was passed. There were no motions or resolutions passed in Executive Session.

11. March Regular Board Meeting

The March Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, April 27, 2016** 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 Otis moved that the Regular Meeting be adjourned. Commissioner Lee seconded the motion, all commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 3:15 PM.

Respectfully submitted,

Shawn D. Burr
Secretary to the RHA Board
Interim Executive Director