

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING
APRIL 27, 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
Jeanette Pecoraro

OTHERS PRESENT

H Todd Bullard, RHA Legal Counsel
Heather Amidon, AP Safety and Security
Michelle Ashby, Tipping Point
Traci Legonelli, Tipping Point

OTHERS

Chair Moses called the April 2016 RHA Regular Board Meeting to order at 12:04 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**

Gwendolyn Davis is having some concerns with the maintenance of her Public Housing unit. She graciously requested that Rochester Housing addresses her concerns. Chair Moses directed Ms. Davis to email her concerns to Shawn Burr for resolution.

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

Commissioner Lee moved and Commissioner Patterson seconded the motion to approve the minutes for March 2016 Regular Board Meeting. Commissioner Otis, Commissioner Page, and Commissioner Valencia concurred. 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. Our New Director of Leasing Operations will start on May 16th. Ms. Harris will be a great asset to RHA.
 3. Our Housing Choice Voucher (HCV) utilization has increased to 98.63%. This is a direct result of our staff working diligently with participants to get them housed. The National HCV utilization is around 90%.
 4. Our Section Eight Management Assessment Program score is being audited by HUD, we submitted the requested documentation, HUD reviewed and our score of 100% will remain.
 5. Our HCV audit being conducted by OIG is currently wrapping up and we should have the preliminary report by the first week in May. Shawn and his staff met with the two auditors and they commended the staff with their assistance with the audit. RHA is administering the HCV program very well.
 6. We held a Homeowner Forum on 4/21/2016 with participants from our Homeownership program to gather input on the successes and obstacles with the program. There were a total of nine participants and they were all proud and grateful to own their homes. We are using the data collected to make improvements to this program coupled with how to better promote this program.
 7. RHA is hosting a Contractor Open House on 4/28/2016, with 60 contractors confirming they will attend. The presentation will cover topics on our Procurement process, contracting opportunities, HUD regulations, and Section 3.
 8. RHA participated in the Celebrate City Living Expo at City Hall on April 16th. There were 72 vendors and over 500 people that attended the event. RHA presented our programs; inspections, Section 3 and Public Housing. Many thanks to Cathy Lonon, Melissa Berrien and Paul Lindsay for representing RHA.
 9. Shawn Burr, Sandy Whitney, Mike Gallo, and Melissa Berrien attended the NYSPHADA Spring Conference; there were a record number of vendors; and some very informative seminars offered. Tim Kaiser, President of PHADA spoke on lack of adequate HUD funding, which was not good news for the Housing Authorities. There was some good news however; the NYSPHADA Legislative Committee has been working with HCR to develop a process for the State funds to be allocated for PHA's. The Affirmatively Furthering Fair Housing (AFFH) Final Rule covered various examples of discrimination and disparate impact. We have begun training all staff on Fair Housing; Law NY has been facilitating that training. We will follow with the revision of our Administrative Plan and ACOP.

- b. Board Approvals of Requests as follows:
- i. Bulk Bid Contracts for Three Environmental Consultants – Capital Projects
 - ii. Scattered Site Roof Replacement – Capital Project
 - iii. Seneca Manor Roof Replacement – Capital Projects
 - iv. Evergreen & Avenue A Exterior Renovation – Capital Projects

John Page requested that Board Action for Approval; 4bi., 4bii., 4biii., and 4biv be tabled back to committee for additional information and discussion. All Commissioners approved.

- v. Waiting List Amendment to Administration Plan – Public Housing

Commissioner Page moved and Commissioner Otis seconded the motion to approve this request. Commissioner Rivera, Commissioner Lee, and Commissioner Patterson concurred, Commissioner Valencia Voted No. The motion was passed with the provision that Legal counsel will add specific language addressing the needs of people with disabilities and submit such language for further review by the Board and ratification by the Board.

- vi. 2016 Lawn Care Maintenance Service - Washington – Public Hosing

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

- vii. 2016 Lawn Care Maintenance Service - AA Blades– Public Housing

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

- viii. 2016 Lawn Care Maintenance Service - Al's Maintenance– Public Housing

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

- ix. Fleet Maintenance Service – Maintenance

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

5. Finance Report

Director of Finance, Foti presented information on the first 5 Months of Fiscal Year 2016 through February for the 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 growth in Section 8 and unfilled staff positions. Lower utility costs from the mild winter are a direct factor for the surplus in Public Housing. 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. Move Outs, Evictions and end of leases, directly affected RHA's numbers.

There were a total of 29 move outs for this period: 6 Voluntary, 2 Termination, 5 Death, 6 Evictions, 5 transfers, 2 Health, and 3 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. Two Bedrooms has the largest wait list.

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 March at 98.63%, utilizing 9,060 vouchers, which are up from February's of 97.91%. RHA is continuously reaching out to the homeless providers and connecting with agencies for support.

8. Planning 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, Willie Otis noted that a Kennedy Towers Unit window has a piece of plywood covering it and is unacceptable. He would like the window to be repaired ASAP. Linda stated that the window will be fixed by Friday April 29th. Federal Street Abatement Phase II, Jonathan Child Repairs, 55-66 Garson Avenue has the porch framed out and it looks really good, Danforth Tower West Abatement, Kennedy Towers' Bath Tub replacement, and Kestrel Street is at Phase I. They are reporting Capital Projects planning activity at the Planning Committee; this will help the Board Members with status/phases of their projects. Note the Plant Committee Meeting is now called The Planning Committee Meeting.

9. Family Self-Sufficiency Report

Supervisor for Family Self-Sufficiency (FSS), Melissa Berrien presented an overview of Resident Services. The FSS program currently had one family converted to a Homeownership Voucher. The Family is still searching for a home and asked for an extension, the bank only gives 60 days he needs to get a letter from the Bank. The Family Food and Fun Program at Lena Gant/Holland program began on 3/7/2016. This program is wrapping up. This program may be implemented at Lexington; the informational meeting will be held on May 11th. The Section 3 report has been updated based on recommendations from the Section 8 Committee. A combined FSS grant to support Service Coordinators for public housing and Section 8 was submitted several weeks ago, FSS is asking for additional funding. The Boy Scout Recruitment Program is still underway; however, the turnout is very low.

10. Commissioners' Report

George would like to thank all the Board members that were able to make the Board Retreat meeting. He presented the Agenda for RHA Board of Commissioners Retreat & Training. The theme was "Ordinary People Doing Extraordinary Work" as part of their minutes.

Commissioner Valencia would like to thank RHA staff for assistance with the HELP program.

Commissioners Page noted he and Shawn Burr with RHA have looked at property in the Goodman Street and E. Main Street area and will be working on purchasing.

Chair Moses asked for a motion to go into executive session due to a Legal Matter. Commissioner Lee moved and Commissioner Valencia seconded the motion to go into executive session at 1.45 PM. All commissioners concurred. The motion was passed.

Motion/Resolution 1

Moved Commissioner Valencia

Second Commissioner Otis

Concurred Vote 5-1

Motion/Resolution Passed

Motion/Resolution 2

Moved Commissioner Lee

Second Commissioner Otis

Concurred Vote 5-0

Motion/Resolution Passed

Commissioner Otis moved and Commissioner Page seconded the motion to end the executive session at 2:22 PM and resume the regular Board meeting. All Commissioners concurred. The motion was passed.

11. **MAY Regular Board Meeting**

The March Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, May 18, 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 Lee moved that the Regular Meeting be adjourned. Commissioner Page seconded the motion, all commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 2:23 PM.

Respectfully submitted,

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