



ROCHESTER HOUSING AUTHORITY

August 24, 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

Hershel Patterson, Commissioner

Rosemary Rivera, Commissioner

Sara Valencia, Commissioner

STAFF PRESENT

Melissa Berrien

Shawn Burr

Paul Foti

Mike Gallo

Jacquetta Harris

Cynthia Herriott

John Hill

Rashondra Martin

John Mooney

Linda Stango

Ashley Traynum

Janis White

Sandra Whitney

Jaquana Jones

OTHERS PRESENT

H Todd Bullard, RHA Legal Counsel

Jamie Frumusa, Tipping Point

OTHERS

Bonnie Cannan

Ms. Cheryl Thompson

Chair Moses called the August 2016, 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 was a quorum present.

1. **Open Forum – Public Comments**

Bonnie Cannan would like Public Housing to have reasonable accommodation for people with disabilities to be allowed to have pets. She is concerned about the length of time that Section 8 has been closed.

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

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

3. **Introduction of the New Executive Director John N. Hill & The Executive Staff**

John Hill presented that he is excited to be part of the Rochester Housing Team. He thanked Shawn Burr for the tremendous job during his tenure as the interim Executive Director.

Commissioners Moses introduced Paul Foti, Director of Operations, Shawn Burr, Deputy Executive Director, Rashondra Martin, Executive Personnel Administrator and Cynthia Herriott-Sullivan Diversity Compliance & Inclusion Officer.

4. **Introduction Ms. Thompson Family Self-Sufficiency Program Participant**

a. Ms. Thompson was presented with a certificate for successfully completing the Family Self-Sufficiency (FSS) Program. Jaquanda Jones, Housing Specialist, identified Ms. Thompson as a July 31, 2016 graduate from the program.

b.

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

a. Executive Director John Hill presented his director's report on the following topics:

1. Strategic Plan Management, he will make the modification to the reporting structure. The agency-wide Town Hall meetings are scheduled, and he planned to do 4 per week.
2. Resident Town Hall Meeting, he planned to visit developments to discuss residents' concerns and issues.
3. Procurement Policy updates will be completed and submitted to the Board Commissioners' at the November Board Meeting.

4. Homeownership Opportunities and Neighborhood Stabilization Program, both are important to him, and he will work diligently to review the HUD guidelines for City of Rochester and the Monroe County's programs.
5. He will work with Rashondra to revise the employee handbook; he planned to present this to the board in September.
6. Moving to Work Expansion (MTW) HUD is in the process of expanding this program.
7. Annual Operating Budget New Process, the FY17 Annual Budget will be submitted to next month's Finance Committee Meeting.

Board Approvals of Requests as follows:

i. 100 William Warfield Drive Parking Lot Project– Capital Housing

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

ii. Workers' Compensation– Human Resources

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

iii. 2017 Nights/Weekends Maintenance– Public Housing

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

iv. Renewal of City of Rochester Refuse Collection Annual Contract – Public Housing

Commissioner Rivera moved and Commissioner Lee seconded the motion. Commissioners Patterson, Page, Otis, Lee and Rivera concurred. Commissioner Valencia, abstained.

Commissioner Moses noted, the Letter from the City of Rochester, dated July 29, 2016, paragraph 2 “The proposed extension does not require City Council or RHA Board of Commissioners authorization;” this is an incorrect statement.

6. **Finance Report**

Director of Finance, Foti presented information on the first half of Fiscal Year 2016 through April for the COCC Budget, the Public Housing Budget, and the Housing Choice Voucher Budget. Director Foti desire is to have the annual budget going forward to the Board by July. All budgets are doing well.

COCC funds are currently at a surplus; part of the positive increase is due to expansion in Section 8. As the year progresses, we will see some decrease in COCC and other RHA departments due to the increase in administrative cost and additional expenses incurred. Director Foti indicates RHA is doing well with their budgets. Director Foti encourages the Board Commissioners to attend the Finance Committee Meetings to discuss RHA's Budget and for training; tacit knowledge is somewhat difficult to discuss verbally or on paper.

7. **Public Housing Report**

Public Housing Director, Whitney reported that rent collections for May are normal. The arrears are slightly higher this month. The Public Housing's vacancy rate is around 3%, and she expects this to decrease. Move outs, eviction, and end of leases are directly connected to RHA's numbers. We have more Move Ins than Move Outs for the month of July. If this remains consistent, our vacancy rate should stay around the same.

There was a total of 38 move outs for this period: 12 Voluntary, 2 Termination, 2 Death, 2 Evictions, 4 Transfers, 2 Health, and 6 Section 8. Public Housing Director Whitney presented the monthly security report. RHA's Public Housing vacancy rate is still staying at 3%. Ms. Whitney's department will create a Studio Apartment Waitlist report due to the high vacancy.

8. **Housing Operations Report (Section 8)**

Voucher Utilization Report: Director Harris presented the Section 8 Committee report. She also presented the Voucher Utilization report reporting that the Voucher Utilization Rate for July at 99.71%, utilizing 9,171 vouchers, which are up from June. RHA staff is working hard to maximize the utilization rate. There are 2 new Housing Specialists starting at RHA. The waitlist will open on September 12, 2016. All applications will be done online. RHA will receive a flood of calls with additional questions. The last time Section 8 was open was in 2009. As of July of 2015 there were over 8000 people on the wait list. The Opening of Section 8 will be great for our community.

9. **Family Self-Sufficiency Report**

Supervisor for Family Self-Sufficiency (FSS), Melissa Berrien presented an overview of Resident Services. The Family Self-Sufficiency Program has a successful completion, Ms. Cheryl Thomas household income now exceeds the FMR [write out], and therefore as of 8/1/2016, section 8 will no longer provide any subsidy. The Homeownership Fair was held on 7/26/2016, there were at least 33 families that participated, and 50% of them are currently enrolled in the FSS Program.

Ms. Berrien reported that the Commissioners Election is October 3, 2016. The Monroe County Board of Elections will serve as the oversight agency. In addition, Ms. Berrien reported that Quality Mechanical Services and EMG Corp. are looking for Section 3 candidates.

10. **Planning Committee Report**

Architect, Linda Stango presented an overview of projects in progress, projects completed, service contracts, and projects out for bid. Architect Stango presented the current projects that are in progress: Jonathan Child roof and masonry repair, 55-66 Garson Street site include concrete, asphalt, and electric utilities, 675 West Main Street, Section 8 office space reconfiguration, 33 Kestrel Street, this unit has been abated and gutted and University Tower roof repair is scheduled.

11. **Commissioners' Report**

Commissioners Rivera reported “The Admin Plan” is a lengthy document and suggest that it be reviewed digitally. She encourages the board to attend future trainings and retreats. If the Board Commissioners have any questions, they can contact her directly.

Commissioner Patterson inquired about the Laundry Machine Program status. The contract is up on October 1, 2016. Mr. Hill will review with his staff so the residents can move forward with this program. He would also like to understand the Road Patrol response time; it seemed to be very long if someone is locked out. Mr. Bullard suggests this be done with staff in an executive session, the Vendor, AP is currently present.

Commissioners Otis thanked Melissa and her team for doing an excellent job on the Senior Picnic.

Commissioner Moses asked for the Rashondra Martin, Executive Personnel Administrator to provide her 100 day Plan, and Cynthia Herriott, Diversity, Compliance & Inclusion Officer for her assessment on the appliance process and how to streamline the process.

Chair Moses asked for a motion to go into executive session due to a Legal Matter. Commissioner Lee moved, and Commissioner Page seconded the motion to go into executive session at 2:15 PM. All commissioners concurred. The motion was passed.

Motion 1.

Commissioner Lee moved, and Commissioner Rivera seconded Motion 1. The motion to approve the Hierarchy Organization Chart, all Commissioners concurred. The motion was passed.

Motion 2.

Commissioner Valencia moved, and Commissioner Lee seconded the motion to develop an Inventory Control Policy. All Commissioners concurred. The motion was passed.

Commissioner Lee moved, and Commissioner Moses seconded the motion to end the executive session at 2:50 PM and resume the regular Board meeting
Commissioners concurred

Executive Session ended at 2:50 pm.

September Regular Board Meeting

The September Regular Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, September 28, 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 Rivera seconded the motion, all commissioners concurred, and Chair Moses adjourned the Regular Board Meeting at 2:52 PM.

Respectfully submitted,

John N. Hill
Secretary to the RHA Board
Executive Director