

ROCHESTER HOUSING AUTHORITY
November 16, 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
Hershel Patterson, Commissioner
Rosemary Rivera, Commissioner
Sara Valencia, Commissioner
Willie Otis Commissioner

STAFF PRESENT

Melissa Berrien
Shawn Burr
Paul Foti
Michael Gallo
Jacquetta Harris
Cynthia Herriott
John Hill
Rashondra Martin
Nidia Romero
Linda Stango
Janis White
Sandra Whitney

OTHERS PRESENT

H Todd Bullard, RHA Legal Counsel
Heather Amidon

Chair Moses called the November's 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**

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

Commissioner Valencia moved, and Commissioner Page seconded the motion to approve the minutes for the October 2016 Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Valencia, and Commissioner Otis voted yes. The motion was passed.

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

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

1. Mr. Hill presented an updated response to the Office of Inspector General (OIG) audit that was sent to Lisa Pugliese. He attended the HUD Buffalo new Executive Directors orientation on November 3, 2016. All the HAP concerns have been resolved. He is working with staff to resolve the residents' outstanding work orders for repairs.

b. Board Approvals of Requests as follows:

i. Medical Insurance – Human Resource

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

ii. Remedy Intelligent Staffing – Human Resource

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

iii. Procurement Policy – Finance

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

iv. Safety and Security – Public Housing

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

v. Resolution for SEMAP - Legal

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

4. **Executive Personnel Administrator Report**

Rashondra Martin

Ms. Martin presented an update from her 100-day Plan on supporting RHA employees to enhance an organizational culture of excellence, improve internal and external communication, and continue to review Board policies including updating RHA's Employee Handbook.

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

Cynthia Herriot

Ms. Herriott reported the status of her 90 Day Plan, which includes, forming an agency-wide Compliance/Audit Committee.

6. **Finance Report**

Director of Operations, Foti reported on the RHA's updated Procurement Policy, and how RHA's goals include, how to assist small and other businesses, the Disparity Study and how to engage with WMBE based on HUD guidelines.

7. **Public Housing Report**

Public Housing Director, Whitney reported to the Board; there was a total of 26 move outs for this period: 8 Voluntary, 2 Termination, 1 Death, 5 Evictions, 5 Transfers, 2 Health, 2 Section 8, and 1 No Notice. Director Whitney also presented the monthly security report for public housing. Studio apartments are still at a 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. The Voucher Utilization Rate for August was 99.87%, utilizing 9,186 vouchers

9. **Family Self-Sufficiency Report**

Supervisor for Family Self-Sufficiency (FSS), Melissa Berrien presented an overview of Resident Services. Mr. Salah, Ms. Peterson, Ms. Chambers, Ms. Harrell and Ms. Brown have successfully completed the program. There are three new hires in November who are self-certified as Section 3 eligible.

10. **Planning Committee Report**

Architect, Linda Stango presented an overview of projects in progress, projects completed, service contracts, and projects out for bid. Some of the current projects that are in progress include Jonathan Child, University Tower, Seneca Manor, and Garson Ave.

11. **Commissioners' Report**

Commissioner Rivera would like the Tipping Point Plan Report and the Power Map Analyst. Commissioner Otis is concern about RHA's scattered sites, and he is requesting the Maintenance Department to have compassion when repairing RHA's units.

Chair Moses into Executive Session, Commissioner Page moved, Commissioner Otis seconded to go into Executive Session for a Legal matter at 1:00 PM. Commissioner Rivera, Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Otis, and Commissioner Valencia voted yes. The motion was passed.

Commissioner Rivera moved, and Commissioner Otis seconded to end the Executive Session. Commissioner Lee, Commissioner Valencia, Commissioner Rivera, Commissioner Page, Commissioner Otis, and Commissioner Patterson voted yes. The Executive Session ended at 3:35 PM. The motion was passed.

12. **December Regular Board Meeting**

The November Regular Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, December 21, 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 Rivera moved that the Regular Meeting be adjourned. Commissioner Otis seconded the motion, Commissioner Lee, Commissioner Patterson, Commissioner Otis, Commissioner Rivera, Commissioner Page, and Commissioner Valencia voted yes. Chair Moses adjourned the Regular Board Meeting at 3:36 PM.

Respectfully submitted,

John N. Hill
Secretary to the RHA Board
Executive Director