

**ROCHESTER HOUSING AUTHORITY
July 25, 2018
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

George Moses, Chair
John Page, Vice Chair
Hershel Patterson, Commissioner
Rosemary Rivera, Commissioner
Willie Otis, Commissioner
Tynise Edwards, Commissioner

STAFF PRESENT

John Hill
Shawn Burr
Melissa Berrien
C. Clarke
Mike Gallo
Jacquetta Harris
Cynthia Herriott
Rashondra Martin
Linda Stango
Shawn Burr
Evhen Tupis
Janis White

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Jamie Frumusa

RHA Board Chair Moses called the July Rochester Housing Authority (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 is a quorum present.

1. **Open Forum – Public Comments**

No Comment.

2. **Self Sufficiency – Melissa Berrien**

Ms. Dillard successfully completed her Family Self Sufficiency contract with RHA. Ms. Dillard joined the FSS program in December of 2015. She successfully obtained employment in February 2016. She is scheduled to close on her home in July of 2018.

3. **Approval of Minutes: June Minutes Regular Board Meeting**

Commissioner Patterson moved, and Commissioner Otis seconded the motion to approve the minutes of June 2018, Regular Board Meeting. Commissioner Page, Commissioner Patterson, Commissioner Otis, and Commissioner Edwards voted yes. The motion was passed.

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

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

Mr. Hill reported on RHA Retention policy and Freedom of Information Law (FOIL) Policy. He continues to work on the Section 8 Utilization Monitoring Plan, which was jointly developed between RHA and HUD. Mr. Hill gave his farewell address; he will resign from RHA on August 10, 2018. He thanked the staff, residents, and the Board for allowing him to utilize his skills to advance our agency.

b. **Board Action Request**

- i. **Bulk Bid Architectural/Engineering Services LiRo Group – Capital Projects**

Commissioner Patterson moved, and Commissioner Edwards seconded the motion to approve this motion with the amendments added. Commissioner Page, Commissioner Otis, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

- ii. **Bulk Bid Architectural/Engineering Services LaBella Associates – Capital Projects**

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

- iii. **Bulk Bid Architectural/Engineering Services Bergmann Associates – Capital Projects**

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

iv. Bad Debt, Vacated Arrears – Leasing Operations

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

v. Resolution 07.25.18.01 – Legal

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

vi. Resolution 07.25.18.02 – Legal

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

Resolution 07.25.18.03 – Legal

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

Executive Personnel Administrator Report

Rashondra Martin

Ms. Martin reported on Goal III Support our Employees to Enhance an Organizational Culture of Excellence; she continues to support the associates by providing training. Recent training was “Maintaining a Customer Focus Organization for managers. The Associates training was on Customer Service and Confronting Conflict. In August both Managers and Associates will attend trainings in Effective Communication; this training will provide the staff with the essential tools to communicate effectively with our participants, tenants, and colleagues.

Goal VI: Improve Internal and External Communication. Associate Recognition for the second quarter; Human Resources received numerous Associate Recognition cards. The winner for this quarter is Janis White, Associate of the Quarter. Hollie Trickler, Celeste Langston, and Timothy O’Sullivan, received Top Associate for the Quarter,

Compliance, Diversity and Inclusion Officer Report Cynthia Herriot

Ms. Herriott reported on her goals; she attended the Structural Racism Initiative meeting on June 19. She also attended the Court Planning Meeting; her goal is to develop a process that provides tenants with an expedited process to address housing issues that don't overwhelm the court.

5. **Finance**

Christopher Clarke

The COCC and public housing departments are performing below what was expected; this is due in part to the increased cost of RHA Health Insurance. The increase in revenue decreased the deficit.

6. **Public Housing Report**

Sara Jaouen

Sara Jaouen is continuing the Housing Specialist file audits and working with Compliance; she will follow up with the Property Managers regarding this audit with recommendations and requirements. She has developed a Pilot Project for APC to test a more streamlined approach for unit offers. She is at the beginning stage of creating a Training Protocol for the Housing Specialist position. The RHA's Strong Families Extravaganza was a success.

7. **Leasing Operations Report (Section 8)**

Jacquetta Harris

Director Harris presented the Section 8 Committee report. She also presented the Voucher Utilization report. Utilization Rate for June is at 98.61%. Vouchers utilized currently = 9,600. Ms. Harris presented the Inspection Report and the Permanent Supported Housing report. There were a total of 1783 inspections completed in June. The RHA's Strong Families Extravaganza was a success. She submitted two grants, Mainstream Application on June 18, 2018. The ESG Application award is still outstanding.

Family Self-Sufficiency Report

Melissa Berrien

Supervisor Melissa Berrien reported that Resident Services had two successful graduates, Ms. Cruz, and Ms. Dillard. Both graduates were able to realize their goals for homeownership, Ms. Crews closed on her home located at 76 Pamona Drive on 6/19/18, and Ms. Dillard's closing is pending. RHA held the Strong Families Extravaganza on 6/30/18 at Baden Park from 11am-3pm. This event coincides with HUD's National Strong Families initiative. RHA's local event focused on Fun, Resident/Community Empowerment, Health Education, and Homeownership. NACA, RPD, Food Link, Baden Attain Lab, Rochester Regional Health and the JWRC provided a range of information from homeownership to forming Resident Councils. Historical information was presented

by Storyteller Dr. Anderson and the Buffalo Soldiers. Live broadcasting by WDKX sponsored by YourCare Healthcare Plan; additional sponsorship provided by City Councilman Patterson, Rochester Housing Charities (RHC) and the Jurisdictional Wide Resident Council in conjunction with RHA.

8. **Planning Committee Report**

Shawn Burr

Interim Executive Director, Shawn Burr reported on the Lighting Incentive Project; there is a slight delay due to staffing changes at RG&E. Our Emergency Housing Initiative to provide temporary housing for eligible people is moving forward with the renovation of 1-3 Whalin Street. Staff is doing a great job on the renovation and expects to be completed by late July. The current Capital Projects are Lexington Court Site Improvements, Lena Gantt Roofing, and Siding Replacement, Scattered Site Roof Replacement, and Kennedy Tower Elevator Upgrades are in various stages of construction.

Commissioners Comments

Chair Moses moved to go into Executive Session; Commissioner Otis moved, Commissioner Rivera seconded to go into Executive Session for a Legal matter at 12.55 PM. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

Chair Moses moved to end Executive Session; Commissioner Otis moved, Commissioner Edwards seconded to end the Executive Session at 1:42 PM. Commissioner Otis, Commissioner Lee, Commissioner Rivera, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

9. **August Regular and Annual Board Meeting**

The August Regular and Annual Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, August 22, 2018**, 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, Commissioner Edwards seconded to end the Board Meeting at 1:45. Commissioner Otis, Commissioner Patterson, Commissioner Edwards, and Commissioner Page voted yes. The motion was passed.

Respectfully submitted,

Shawn Burr
Secretary to the RHA Board
Interim Executive Director