

**ROCHESTER HOUSING AUTHORITY
December 18, 2019
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

Tynise Edwards, Chairperson
Calvin Lee, Commissioner
Florine Cummings, Resident Commissioner
Hershel Patterson, Resident Commissioner
Joanne Larson, Commissioner
Hank Rubin, Commissioner

STAFF PRESENT

Shawn Burr
Melissa Berrien
Sinclair Carrington
Diana Colon
Jacquetta Harris
Cynthia Herriott
Linda Kellogg
Shawanna Lawrence
Linda Stango
Evhen Tupis

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Jamie Frumusa, Tipping Point, Communications

Commissioner Calvin Lee, Jr called the December Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:00 PM. It was noted for the record that notice of this meeting was posted as required by law and that there was a quorum present.

1. Open Forum – Public Comments

There were no Public Comments.

2. Approval of Minutes: October Regular Board Meeting Minutes

Commissioner Rubin moved, and Commissioner Larson seconded the motion to approve the minutes of the November 2019 Regular Board Meeting. Commissioner Patterson, Commissioner Lee, Commissioner Cummings, Commissioner Larson, and Commissioner Rubin voted yes. The motion was passed.

3. Recognition of Successful Family Sufficiency Completion

Ms. Oloniju is a successful graduate of the Family Self-Sufficiency (FSS) program. She started the program in 2015 and has completed all her goals. She will also receive an escrow check.

Ms. Campbell is a successful graduate of the Family Self-Sufficiency (FSS) program. She started the program in 2019 and has completed all her goal of homeownership, and she closed on her home in September of 2019 with a zero-interest loan.

Ms. Thomas is a successful graduate of the Family Self-Sufficiency (FSS) program. She started the program in 2015 and has completed all her goals of credit restoration, gaining employment, and pre-homeownership. She will also receive an escrow check.

Ms. Martinez is a successful graduate of the Family Self-Sufficiency (FSS) program. She started the program in 2015 and has completed all her goals of gaining employment and homeownership. She closed on her home in November of 2019. She will also receive an escrow check.

4. Director's Report and Board Approval Requests

Director's Report and Board Approval Requests:

a. Acting Executive Director, Shawn Burr, presented his Director's report as follows:

Mr. Burr reported on the follow-up from November's Board Meeting; RHA's staff has stepped up to the plate to ensure that the application process for the HCV continues to run smoothly, there were 11,509 applications as of December 16, 2019, we continue to receive applications. From all of the submittals, there will be 4,000 selected at random to start the process for the HCV. We will open the waitlist again in three years. We made a note to open the waitlist at noon vs. midnight to ensure we have staff available to assist applicants with any issues or questions that they may have.

Mr. Burr has personally followed up with Kurt Martin, Director of Buildings and Zoning; he attends regular meetings with the residents, owners, and contractors to create a forum for the residents' issues and compliant. Mrs. Harris will report more regarding the matter during the Leasing Operations report.

Mr. Burr gave an update on activities in Washington HUD awarded \$131.3 million in Mainstream vouchers (HCV). RHA applied and was approved for 11 vouchers.

Mr. Burr updated everyone on what is happening in Washington, DC, and will continue to provide updates as they become available.

b. Board Action Requests

- i. Central Park A/E Services – Authorized the Acting Director to award the contract to RAM Architects for \$32,400.00 – Capital Projects

Commissioner Larson moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Lee, Commissioner Patterson, Commissioner Cummings, Commissioner Rubin, and Commissioner Edwards voted yes. The motion was passed.

- ii. Danforth Towers Building Investigation Services – Authorized the Acting Director to award the contract to Vertical Access, LLC \$29,850.00 – Capital Projects

Commissioner Rubin moved, and Commissioner Larson seconded the motion to approve this request. Commissioner Rubin, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

- iii. Second Renewal of contract for EJP Consulting Group – Authorize the Acting Executive Director to enter into a Consulting Service Agreement with EJP Consulting Group, LLC for \$100,000.00 – Capital Projects

Commissioner Larson moved, and Commissioner Cummings seconded the motion to approve this request. Commissioner Edwards, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed.

- iv. Second Renewal of contract Purchase Order for 2020 Retiree Medical Insurance for Excellus Medicare Blue Choice for \$141,174.00 – Authorize the Acting Executive Director to approve a purchase order– Human Resources

Commissioner Rubin moved, and Commissioner Lee seconded the motion to table this request. Commissioner Edwards, Commissioner Lee, Commissioner Rubin, Commissioner Patterson, and Commissioner Remarais voted yes, and Commissioner Cummings opposed. The motion was passed.

- v. Upgrade Outdated Computers – Authorized the Acting Executive Director to purchase up to 150 replacement computers from Dell for \$79,627.00 – Information Technology

Commissioner Cummings moved, and Commissioner Rubin seconded the motion to approve this request. Commissioner Rubin, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

- vi. Upgrade Outdated Computers – Authorized the Acting Executive Director to purchase up to 150 replacement computers monitors from MCPC for \$19,582.00 – Information Technology

Commissioner Larson moved, and Commissioner Cummings seconded the motion to approve this request. Commissioner Rubin, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

- vii. Renewal of Umbrella Insurance Policies – Authorized the Acting Executive Director to approve the purchase order for General Star Indemnity Company for \$29,204.75 – Finance

Commissioner Rubin moved, and Commissioner Larson seconded the motion to approve this request. Commissioner Rubin, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

- viii. Renewal of Auto Insurance Policies – Authorized the Acting Executive Director to approve the purchase order for Preferred Mutual Insurance Company for \$56,827.00 – Finance

Commissioner Larson moved, and Commissioner Cummings seconded the motion to approve this request. Commissioner Rubin, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

5. Executive Personnel Administrator's Report

Shawn Burr

The Human Resource Department continues to implement Strategic Plan Goal III of supporting RHA's Employees to Enhance an Organizational Culture of Excellence by continuing to provide training, and Human Resources is continuing to create organizational culture excellence.

Upcoming Events – Staff Holiday Luncheon was scheduled for December 12, 2019, at the Strathallan Hotel.

Mr. Burr provided current demographic information for the Authority as of December 18, 2020.

6. Diversity, Inclusion, and Compliance Officer's Report Cynthia Herriott

Compliance

- Housing Court – Judge Craig Doran will present on January 24, 2020.
- Security Camera Project – We have asked Legal to review the proposal submitted by a state vendor.

Fraud Investigations

- Leasing Operations Repayment agreement payment totals YTD as of November 2019 \$78,883.00 collected (\$317,272.00 has been collected to-date.)
- Public Housing Repayment agreement totals YTD for Vacated Arrears as of November 2019: \$12,151.00 collected (A total of \$26,479.00 collected to-date.)
- Audit and Review –
 - CDI is working closely with Legal to address areas in need of assessment within RHA.
 - The Capital Projects Department audit has been completed.
- Public Safety –
 - A Danforth Tower West tenant was arrested for menacing another tenant.
 - The tenant has been served with eviction papers.

7. Finance Sinclair Carrington

Mr. Carrington reported of COCC Actual vs. Budget for year-to-date through September 2019. All components of the Authority, COCC, Sec 8, and Public Housing are all showing a surplus based on the budgets. He also reported on Actual September 2019 figures vs. Prior year through September 2018. It shows that the Authority is in a stronger financial position compared to the prior year.

8. Public Housing Report Cynthia Herriott

Cynthia Herriott, Interim Deputy Executive Director reported that the proposed ACOP has proceeded to the required 45-day comment period. She gave an update on the Tenant Landlord Statute and the Public Housing Waitlist. The Application Processing Center (APC) waiting list for all units other than one bedroom has a waiting period of under 24 months; the one-bedroom wait time is 24 to 28 months.

In November, RHA had 20 households move-out and ten households move-in. There are 26 RHA units ready to be rented. The Public Housing Occupancy rate for November is 96.34%.

9. Maintenance Report

Shawn Burr

Acting Executive Director, Shawn Burr reported on RHA Maintenance Special Projects for November 2019. He provided progress reports for the following projects:

62 Merrimac Fire Restoration, Laundries, Hudson Ridge Tower Exterior Community Space Upgrade, Hudson Ridge Tower Main Entry Sidewalk Resurfacing, Scattered Sites furnace replacements, Administrative Office at 675 West Main Street upgrades, Kennedy Tower Generator, 255 Hamilton St. Rehab.

He reported on the status of regular and emergency work orders.

10. Leasing Operations Report (Section 8)

Jacquetta Harris

Director Harris reported the outcome of her findings regarding the six attendees that spoke during the public comment.

In October 2019, RHA Waitlist was completely canvassed for prequalification. There are 529 applicants pending qualification for vouchers. The waitlist reopened on December 9th and will be closing December 22, 2019. The Leasing Operations' utilization of vouchers goal is approximately 98%; RHA is currently at 95%. Ms. Harris aims to increase it's voucher utilization further.

The monthly inspection average is 960–1020 inspections. In November 2019, the total number of inspections was 1118.

Permanent Supportive Housing (PSH) projects are being monitored monthly with financials and project participation. All projects that are projecting a deficit by the end of the grant period have an action plan in place that will demonstrate correction within the next 60 days.

11. Family Self-Sufficiency (FSS) Report

Melissa Berrien

Ms. Thomas entered the FSS program on October 1, 2015, with credit restoration, pre-homeownership and employment goals. Ms. Thomas gained employment with Highland Hospital in 2016, restored her credit increasing her score over 100 points, and completed her pre-homeownership goal and has been prequalify for a mortgage from NACA. Ms. Thomas was successful in completing her goals and is entitled to receive an estimated \$5,466.93 in escrow savings.

Ms. Martinez entered the FSS program on December 1, 2015, with an employment goal. Ms. Martinez achieved her employment goal gaining employment with Eugenio Maria Hostos Charter School. In addition to her employment goal, Ms. Martinez also pursued homeownership closing on her home at 63 Elmguard Street on November 4th, 2019. Ms. Martinez is a successful graduate of the FSS program and entitled to receive an estimated \$6,864.00 in escrow savings.

Ms. Oloniju entered the FSS program on December 1, 2015, with an employment goal. Ms. Oloniju achieved her employment goal gaining employment with Genesee Transportation in 2017 increasing her income by 415%. Ms. Oloniju is a successful graduate of the FSS program and entitled to receive an estimated \$18,785.51 in escrow savings.

Ms. Campbell entered the FSS program on April 1, 2019, with a homeownership goal. Ms. Campbell completed Habitat for Humanity's program closing on her home at 129 Fernwood Avenue on September 23, 2019, with a zero-interest loan. Ms. Campbell is a successful graduate of the FSS program.

12. Planning Committee Report

Shawn Burr

The Planning Committee meeting was held on 12/6/2019. The meeting began with the follow-up items from the previous meeting, which five have been completed, and one is pending.

The following projects' status were discussed, and pictures shared:

1. Elevator Door Upgrades at High-rises – behind schedule, manpower has been increased to get it back on schedule.
2. Danforth Towers Fire Alarm Upgrades – in progress and back on schedule.
3. Kennedy Tower Boiler Replacement – in progress and on schedule.
4. Harriet Tubman Window Replacement – on schedule with materials ordered.
5. Scattered Site Porches – in progress and on schedule.
6. Kennedy Tower Hallway and unit Rehab – in progress and on schedule.

Mr. Burr reported on the current status of the CFP Budgets as of November 30th are: 501.17 budget is 100% obligated and 53% expended, and the 501.18 budget is 68% obligated and 12% expended.

Mr. Burr reported that in the Project Planning meeting, updates were given regarding the two RAD projects at Federal St and Parkside. Parkside is scheduled to close in February of 2020 and we are awaiting notification (RCC) from HUD.

13. Commissioner Comments

Commissioner Lee requested to go into Executive Session for a legal and personnel matter. Board Chair Edwards moved, and Commissioner Larson seconded, a motion to go into Executive Session at 2:10 PM. Commissioner Rubin, Commissioner Patterson, Commissioner Lee, Commissioner Larson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

Board Chair Edwards requested to end Executive Session; Commissioner Larson moved, and Commissioner Rubin seconded, the motion to end the Executive Session at 4:30 PM. Commissioner Patterson, Commissioner Larson, Commissioner Rubin, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

14. December Regular Board Meeting

The January Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, January 22, 2020**, at 12:00 PM in the Board Room (Room #121) at 675 West Main Street.

There being no further Regular Meeting Business to come before the Board, Commissioner Cummings moved, and Commissioner Larson seconded, a motion to end the Board Meeting at 4:32 PM. Commissioner Patterson, Commissioner Larson, Commissioner Lee, Commissioner Edwards, Commissioner Rubin, and Commissioner Cummings voted yes. The motion was passed.

Respectfully submitted,

Shawn Burr
Secretary to the RHA Board
Acting Executive Director