

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING
DECEMBER 16, 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
Sara Valencia, Commissioner

MEMBERS ABSENT

Rosemary Rivera

STAFF PRESENT

Shawn Burr
Paul Foti
Jackie Milne
Sandra Whitney
John Mooney
Linda Stango
Mike Gallo
Jeanette Pecoraro
Ali Subhani
Melissa Berrien
Janis M. White

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Heather Amidon, AP Safety and Security
Jennifer Wallace First Niagara WC

OTHERS

Chair Moses called the December 2015 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**

Jennifer Wallace from First Niagara presented to the Board RHA's Workers' Compensation status. Wallace explained how claims affect our bottom line, and why reporting the final cost to the board is presented late in the year.

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

Commissioner Page moved and Commissioner Patterson seconded the motion to approve the minutes for the November 2015 Regular Board Meeting. Commissioner Patterson, Commissioner Otis, Commissioner Valencia, and Commissioner Lee, 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:
 - a. Senior Annual Party-Toy Drive
 - b. Strategic Plan Consultant, Bonner Group
 - c. Snug Harbor Update – All Residents are Housed

- d. Leasing Operations and Inspection Staff's Progress with inspections and Contracts
- e. Finance, Resident Services, RHA Budget review for Resident councils
- f. Section 3 – Training

b. Board Approvals of Requests as follows:

- i. Contract for Workers' Compensation for 2016.

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

- ii. Extermination/Pest Control of RHA Properties/Unites and Administration Buildings

Commissioner Lee moved. Motion not seconded; motion Failed.

- iii. Upgrade Network Switches at 675 West Main Street.

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

- iv. Auto Insurance Renewal.

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

- v. RHA Board of Commissioners Resolution for Extension Appointment.

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

- vi. RHA Board of Commissioners Resolution Number 12.15.15-01.

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

- c. The Executive Director's report was then presented.
Copies of the complete Director's report were sent to Board Members and Senior Staff in advance of the meeting and are available upon request.

5. Finance Report

Director of Finance, Foti presented information for Rochester Housing Authority (RHA) on the Central Office Cost Center Budget, Low Income Public Housing, and Housing Choice Voucher. RHA's budgets should be modified if necessary based on changing circumstances, unforeseen events, and governmental changes. Strengthen RHA's Balance Sheet and, Maximize returns. Reviewed steps that are needed to increase the Home Ownership program. Director Foti presented last year's home-ownership voucher results. Foti shared details of possible reallocation of expenses while presenting Public Housing by property location. RHA is prepared for Sickler, Torchia CPA's Annual Audit in January.

6. Public Housing Monthly Statistical Report

Public Housing Director Whitney reported collections for November's vacancies have leveled off. There were some arrears. Move Outs, Evictions, and End of Leases, directly affected RHA's numbers. Some tenants refused to pay rent: End of Lease.

There was a total of 32 move outs for this period: 7 Voluntary, 7 Terminations, 1 No Notice, 8 Transfer, 2 Health, and 7 Section 8. She also presented a security report for public housing.

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 November of 99.76%, utilizing 8,665 vouchers. Section 8 noted; 7 move outs for December/January from Public Housing to Section 8.

8. Plant Committee Report

Interim Director of Development and Capital Projects Linda Stango presented an overview of projects in progress, projects completed, service contracts, and projects out for bid. Ms. Stango presented the completion of Atlantic Townhouse's weatherization Project and Kennedy Tower's Project. RHA presented a proposal for purchasing property for the Veteran Housing Project. RHA is working with the adjuster for Shirley Street project. Full information was sent to the Board in advance of the meeting in the Plant Committee Report. The HQS inspection report was also reviewed.

9. Commissioners' Report

Commissioner Page requested that the First Niagara Workers Compensation and other presenters should be presented at the committee meetings.

Chair Moses asked for a motion to go into executive session due to a legal issue. Commissioner Page moved and Commissioner Lee seconded the motion to go into executive session at 1:48 PM. All commissioners concurred. The motion was passed.

Motion/Resolution 1 Commissioner Lee moved and Commissioner Patterson seconded the motion. All Commissioners concurred. The motion was passed in the executive session.

Motion/Resolution 2 Commissioner Page moved and Commissioner Lee seconded the motion. All Commissioners concurred. The motion was passed in the executive session.

Commissioner Page moved and Commissioner Otis seconded the motion to amend By-Laws Section 2.4. All Commissioners concurred. The motion was passed.

Commissioner Page moved and Commissioner Patterson seconded the motion to resume the regular Board meeting and end the executive session at 2:50 PM. All Commissioners concurred. The motion was passed.

10. December Regular Board Meeting

The January Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, January 27, 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 Otis seconded the motion, all commissioners concurred, and Chair Moses adjourned the Regular Board Meeting at 2:55 PM.

Respectfully submitted,

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