

ROCHESTER HOUSING AUTHORITY
September 28, 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

STAFF PRESENT

Melissa Berrien
Shawn Burr
Paul Foti
Shanna Crammer
Pierre Dorancy
Mike Gallo
Jacquetta Harris
Cynthia Herriott
John Hill
Rashondra Martin
Linda Stango
Ali Subhani
Janis White
Sandra Whitney

OTHERS PRESENT

H Todd Bullard, RHA Legal Counsel
Heather Amidon
Amy Coté

Chair Moses called the September'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**

None.

2. **Approval of Minutes: August Annual and Regular Board Meeting**

Commissioner Lee moved and Commissioner Patterson seconded the motion to approve the minutes for the August 2016 Annual and Regular Board Meetings. Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Valencia, and Commissioner Rivera 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 is currently holding Resident Town Hall Meeting. To date, he has visited eight sites. He will review with staff residents' concerns. He would like the staff to focus on the sites' curb appeal, which will start on October 3, 2016. All members of the Senior Staff will visit each site with a checklist. This will be ongoing for three to four months.
2. During his 1st 30 days, he met with every department for introduction and to hear their ideas and concerns.
3. RHA held a General Staff Forum on Monday, September 19, 2016. The theme of this event; "Positioning the Rochester Housing Authority for Growth and Opportunity." The Executive Staff explained the Shared Management concept. The feedback from the staff was positive.

b. Board Approvals of Requests as follows:

i. Bartlett/Reynolds Site Improvements– Capital Housing

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

ii. Resolution – Shirley Street Demolition – Capital Project

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

iii. 2016-2017 Snow Plowing/Parking Lots – Public Housing

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

iv. HAI Liability & Property Insurance – Finance

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

v. Tipping Point – Finance

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

vi. Highland Planning – Finance

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

vii. Budget 2016-2017 Final – Finance

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

viii. Workers' Compensation Broker – Human Resources

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

ix. Dental Insurance – Human Resources

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

x. Short/Long Term Disability-Life Insurance – Human Resources

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

xi. Increase of Homeownership Vouchers – Leasing Operations

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

xii. PH Vacated Arrears & Section 8 Fraud Writes Offs –PH/Leasing Operations

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

xiii. Request to Solicit Proposals for Project Based Vouchers – Leasing Operations

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

4. **Executive Personnel Administrator Report** **Rashondra Martin**

Ms. Martin updated the Board with her 100 Day Plan; she reviewed the Strategic Plan goals, phases, and status.

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

Ms. Herriott updated the Board with her 90 Day Plan Status Report; she reviewed her Goals as they relate to RHA's policies and procedures.

6. **Finance Report**

Director of Operations, Foti presented the Board with 2017 Budget updates. He will present budget vs. actuals after January 2017. He elaborated on the comprehensive approach used to establish this year's budget. There were highlights presented with changes from this year to prior years. There will be a dark period due to the 60-day entry lag resulting from normal business practice.

7. **Public Housing Report**

Public Housing Director, Whitney reported that rent collections for August are normal. Move outs, Eviction, and end of leases are directly connected to RHA's numbers. We have more Move-outs this month than Move-ins.

There were a total of 46 move outs for this period: 9 Voluntary, 5 Termination, 4 Death, 10 Evictions, 11 transfers, 3 Health, 4 Section 8. Director Whitney also presented the monthly security report for public housing.

5. **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 at 99.72%, utilizing 9,172 vouchers, which are up from July. RHA staff is working hard to maximize the utilization rate.

6. **Family Self-Sufficiency Report**

Supervisor for Family Self-Sufficiency (FSS), Melissa Berrien presented an overview of Resident Services. Ms. Phillips has successfully completed the Program. Her income exceeds the Fair Market Rent (FMR) based on her family size. As of September 1, 2016, Section 8 will no longer provide any subsidy. The Commissioner Election is October 3, 2016.

7. **Planning Committee Report**

Architect, Linda Stango presented an overview of projects in progress, projects completed, service contracts, and projects out for bid. Ms. Stango presented the current projects that are in progress; Jonathan Child, roof and masonry; 54-66 Garson Ave, interior and exterior work; 675 West Main Street, Section 8 office space; 33 Kestrel Street, interior and exterior work; University Tower, roof tower stair repair; Seneca Manor, roof replacement; Ave A & evergreen, exterior renovation; 62 Merrimac, cleanout; 100 William Warfield, parking lot upgrade.

8. **Commissioners' Report**

Chair Moses asked for a motion to go into Executive Session due to a Legal and Personnel Matter. Commissioner Rivera moved, and Commissioner Lee seconded the request to go into Executive Session. Commissioner Rivera, Commissioner Lee, Commissioner Patterson, Commissioner Page, and Commissioner Valencia voted yes. The motion was passed.

Commissioner Lee moved, and Commissioner Valencia seconded to end the Executive Session. Commissioner Lee, Commissioner Valencia, Commissioner Rivera, Commissioner Page, and Commissioner Patterson voted yes. The Executive Session ended at 2:58 PM. The motion was passed.

9. October Regular Board Meeting

The October Regular Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, October 26, 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 Patterson seconded the motion, Commissioner Lee, Commissioner Patterson, Commissioner Rivera, Commissioner Page, and Commissioner Valencia voted yes. Chair Moses adjourned the Regular Board Meeting at 3:00 PM.

Respectfully submitted,

John N. Hill
Secretary to the RHA Board
Executive Director